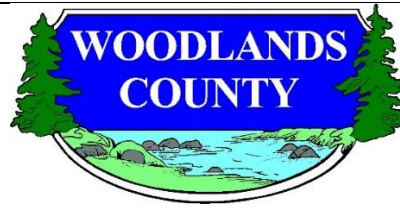


**Title: Recreation and Arts & Culture
Grants
Policy No: 7006
Approval: County Council
Effective Date: February 5, 2019**



Policy Statement: To establish a consistent framework for grant funding to non-profit community groups and societies that are providing recreation, culture, fitness and healthy living opportunities to the residents of Woodlands County.

Grant Guidelines

1. The Woodlands County Community Services Board reviews and approves all grant applications.
2. All interested organizations must use the Woodlands County Recreation and Arts & Culture Grant application form to apply for funding.
3. Applicants are expected to present their Project (special event, program, or initiative) in person at a meeting of Woodlands County Community Services Board. Meeting date to be determined.
4. Priority will be given to applications that are orientated to children, youth and seniors. Consideration of adult program funding requests may be considered at the committee's discretion.
5. Applicants must discuss the project for funding with Woodlands County Administration prior to application.
6. Applications are accepted for events, programs, projects or initiatives that are open to all residents of Woodlands County.
7. Application deadline is by noon on the last Friday in March. If there is a surplus of funds after the first intake, a second intake will be announced and applications will be accepted by noon on the second Friday in September.
8. Woodlands County Council sets the amount available for grant funding annually through their budget. Not all requests that meet the established criteria will necessarily be approved or approved at the full match request as revenues and bank balances of the organization will be taken into account.
9. Organizations that have not submitted reporting related to previously approved funding will be considered ineligible.
10. Retroactive funding will not be considered for any project. Approval must be obtained prior to spending any money on the project.
11. The following are ineligible for funding: individuals, churches, schools, fundraisers, for profit organizations, private events.
12. Projects already receiving F.C.S.S funding are considered ineligible.
13. The program or event must demonstrate a benefit to Woodlands County residents. These benefits may include: increased fitness, decreased isolation, active lifestyle activities, community building, arts & culture experiences, skills development.
14. Ineligible expenses include: capital expenses (buildings), gifts for speakers, prizes, utilities, sport team clothing (ie: jerseys), honorariums, alcohol or cannabis.
15. Demonstration of appropriate contribution by participants must be shown (e.g. membership fees, registration, etc.).

Funding Criteria

1. All Applicants must:
 - a. be a registered non-profit or agricultural society in good standing
 - b. clearly define their purpose or list their mission statement in the application
 - c. obtain all applicable permits and licensing
 - d. demonstrate a financial need for funding
 - e. respect and follow all provincial safety acts and regulations
 - f. provide recognition of Woodlands County on all marketing and advertising (our logo will be supplied)
 - g. submit a Project Final Report by December 31 of the project year if approved

2. All Applications must:
 - a. be accompanied by a list of current executive/board members
 - b. provide an “in-kind” list and volunteer hours for the project
 - \$20.00 per hour for unskilled labour working directly on the project
 - \$40.00 per hour for skilled labour (ticketed trades and professionals specific to components of the project)
 - \$75.00 per hour for heavy equipment
 - Donated materials verified at fair market value
 - c. demonstrate how there will be an impact to the community and show measurable targets and outcomes
 - d. demonstrate how their project supports and aligns with the Parks and Recreation Master Plan
 - e. demonstrate that additional sources of funding or revenue were investigated, applied for or received
 - f. include financial statements and operational costs for the project
 - g. include a sustainability plan for the project if it will occur annually (this does not guarantee approval for consecutive years)
 - h. include letters of support from the community
 - i. demonstrate there is no duplication of projects in the community
 - j. demonstrate an evolution or enhancement of the project if applying for a consecutive year of funding
 - k. have 1 project per application, multiple applications will be accepted
 - l. be fully complete and include all requested documentation