

Definitions:

1. General Exposure & Profile

- a. The organization contributes to the desirability to live or visit our communities by effectively promoting its program, event, or services to our communities, region, province, or larger geographic area.

2. Economic Benefit

- a. The project, program, or event will
 - i) Attract local, regional, domestic, international, business, sports, or cultural tourism and enhance the tourism dollars spent in the community.
 - ii) Provide full-time, part-time, or seasonal employment opportunities.
 - iii) Foster, encourage or attract potential business development within the community or region.

3. Promote Civic Pride & Sense of Place

- a. The organization or the organization's project, event, or program positively impacts the community by strengthening and fostering the feeling of belonging and welcomeness among our diverse community members, thus making our communities an attractive and desirable place to live.

General Policy Guidelines

The County will make available five (5) pools of funding:

1. **Recreation Board Funding:** Funding is provided directly to two (2) Recreation Boards to disburse funds to groups operating within the County and the support communities of Grimshaw, Manning, and Peace River. Eligible expenses would include program and event funding and related advertising and capital assistance up to **\$10,000**. Funding is based on a per household basis with the per household rate set by Council during annual budget deliberation.
2. **Council Grants Funding:** Funding is intended to provide program and operational funds to groups operating within the County or its support communities. Eligible expenses would include but are not limited to program or event funding, operating costs, and capital projects (>\$10,000) if the CCAP deadline has passed. Funding will only be considered if requests are over \$10,000, the Recreation Board has dispensed all their allotted funds, or the Applicant is not eligible under the Recreation Board distribution process. Funding distribution and eligibility are outlined within the *Council Grant Policy*.
3. **Community Capital Assistance Program (CCAP) Funding:** This program provides capital funding for major projects that involve purchasing, construction, upgrading or significant renovation of recreational and cultural facilities within the County and its support communities between \$10,000 – the annual program limit. Council sets the total funds available per year during annual budget deliberations.
4. **Hall Board Operating Funding:** Funding is intended to aid with operational expenses for hall boards operating within the County of Northern Lights and the Battle River Ag. Hall. Funding is based on a percentage of actual operating expenses.
5. **Library Funding:** This funding is intended to provide operational funding to libraries within the County and its support communities based on a per household basis. The per household rate is set out by Council during budget deliberation and is part of the County's Municipal Services Agreements.

RECREATION BOARDS

1. Funding Distribution Process – to Recreation Boards

- a. On an annual basis, the Council will review and determine the recreation funding rate per household.
- b. The Administration will establish two separate ‘Recreation Districts’ within the County: North Recreation Board [Wards 4, 5, 6, 7, Town of Manning], and South Recreation Board [Wards 1, 2, 3, Towns of Peace River and Grimshaw], as shown on the map in **Schedule A**.
- c. The County reserves the right to amend **Schedule A** as population demographics and funding agreements with municipalities change.

2. Application Process – Annual Operating Funding For Recreation Boards

- a. The Recreation Board must make requests for current year funding to the County of Northern Lights by the end of that year (**see Schedule B, Annual Request for Recreation Board Operating Funds**). Administration reserves the right to make changes to **Schedule B** as needed to improve and streamline application processes.
- b. Recreation Boards must submit an annual report to the Economic Development and Community Services Department (**see Schedule B**). The information must also include
 - i. details of the previous year’s funding disbursements
 - ii. a copy of all application forms received (approved or rejected)
 - iii. the amount requested, the amount disbursed, and if the request was for capital, operational, or event/program expenses.
 - iv. confirmation of not-for-profit/society status (*annual return or proof of filing*)
 - v. list of current officers
 - vi. previous year’s financial statements
- c. The County reserves the right to ask for additional details from the Recreation Boards regarding funds disbursed.
- d. Upon review and approval of the submission, funding under **Section 1** under Recreation Boards will be advanced
- e. As this funding is meant to be spent promoting recreation and culture within the County during the current year, carryover of funds is discouraged. The County can request the return of any unused or unexpended funds for the purpose for which they were provided.
- f. Funding allotments to the South Recreation Board and North Recreation Board will be made under the Application Process identified in **Section 3, Funding Distribution Process for Recreation Boards to Disburse Funds**.

3. Funding Distribution Process – for Recreation Board to Disburse

- a. Recreation Boards shall support a broad range of recreational and cultural activities, programs, services and projects to ensure opportunities for people of all ages and abilities are available in the County and the support communities of Grimshaw, Manning, and Peace River; as outlined in their Recreation Districts in **Schedule A**.
- b. Capital Funding for facilities owned by the Towns of Grimshaw, Manning and Peace River will be managed as part of the existing Municipal Services Agreements. As a result, the Recreation boards will not provide funds directly to either of the three Towns, nor to an organization pursuing a project that involves renovating, improving, or otherwise altering a Municipal owned facility. Equipment purchases, inventories or other assets that will be owned by the applicant and not directly fixed to the facility will remain eligible.
- c. Recreation Boards will retain the ability to determine the process they receive and review applications (case by case, two scheduled submission deadlines, etc.); the actual funding can only be provided according to this policy.
- d. The Recreation Boards will notify the County as to the funding application submission deadline, including board contact information, and processes a minimum of one (1) month in advance so the County can facilitate the advertising of these events. Should no specified deadline(s) be set, the County will advertise the continuous intake process.
- e. Funding requests and disbursements **cannot exceed \$10,000**. Capital requests in excess of \$10,000 should be submitted through CCAP. Once the CCAP deadline is passed, applications may be submitted to Council directly in accordance with the *Council Grants Policy*. All other requests in excess of \$10,000 must be submitted to Council in accordance with the *Council Grants Policy*.
- f. Capital funding requests for religious organizations will only be considered for recreational facilities accessible to the public, i.e., separate community hall, campground, curling rink, and outdoor rinks.
- g. Funding requests for operational expenses or event or program expenses for religious organizations are not permitted.
- h. Community hall and hall board-owned facility, operational, and maintenance costs are **not** eligible for funding through Recreation Boards as halls receive operating funds through the *Hall Board Operating Funding policy*. However, program, event, and capital projects under \$10,000 are eligible.
- i. Cemetery operational or facility maintenance expenses are not eligible for funding, as cemeteries are eligible for operational and maintenance funding through the *Cemetery Funding Policy*. Capital projects between \$1,000 – \$10,000 are eligible for funding. Funding requests for projects in excess of \$10,000 should be submitted through CCAP.
- j. Applicants will be notified in writing with a cover letter clearly identifying the County of Northern Lights as the provider of funds (**Schedule C**). The correspondence should also indicate the importance of recognizing the County if the funding is for a specific activity or event.
- k. Applicants **cannot** receive funds from both Recreation Boards. Applicants can only apply to the Recreation Board serving the Recreation District in which they operate.

- l. Applicants **cannot** apply for funds to both the County of Northern Lights Council and a Recreation Board for the same event, program, project, or operational funding, and vice versa.
- m. Applicants who require a copy of the County of Northern Lights logo for use in advertising must contact the County of Northern Lights office to obtain a copy. Applicants may also borrow a recognition banner for use at no cost.
- n. Applicants who cannot proceed with their event or project must notify the Recreation Board and return the funds within thirty (30) days of the project, program, or event cancellation.
- o. If the project, program, or event is rescheduled for a later date, Applicants may submit a written request to the Recreation Board to reserve the funds. It is the sole discretion of the Recreation board whether the request will be permitted. Applicants who choose to reserve their funds **cannot** re-apply to receive additional funds for the rescheduled project, program, or event.



SCHEDULE B

ANNUAL OPERATING FUNDS REQUEST FOR RECREATION BOARDS (Recreation Board Application to County) Application Form

(Please print or type all responses)

Individual Applying: _____

Recreation Board Name: _____

Mailing Address: _____ Postal Code: _____

Treasurer: _____ Phone: _____ Email: _____

Supporting Documentation:

- Copy of last 'Annual Return' filed with Corporate Registry [*annual return or proof of filing*]
- Copy of last year's Financial Statement
- Copy of all application forms received and an outline of projects funded indicating which were for operational, capital, or event/program expenditures, if not previously provided.

[please check appropriate boxes and enclose copies of documentation.]

I/We understand that:

1. The grant shall be used only for those purposes outlined in the County of Northern Lights *Recreation and Culture Funding Policy*.
2. Grant funds not expended for the purposes for which they were provided shall be returned to the County's Municipal Treasurer.
3. Recreation Boards must provide a list of contributions provided in writing to the County of Northern Lights within two weeks of their meetings.
4. The Recreation Boards will notify the County as to the funding application submission deadline, including board contact information, and processes a minimum of one (1) month in advance so the County can facilitate the advertising of these events.
5. Recreation Boards must submit an annual report to the Economic Development and Community Services Department. The information must also include details of the previous year's funding disbursements, a copy of all application forms received (approved or declined), the amount requested, the amount disbursed, and if the request was for capital, operational, or event/program expenses—confirmation of not-for-profit status, list of current officers, previous year's financial statements.
6. The Council may require that an evaluation or audit of the project/s related to the grant be undertaken.

7. Declaration of Financial Contact - The person responsible for finances on the proposed project must complete the following declaration:

I, _____,
(PRINT NAME) (OFFICIAL POSITION)

do solemnly declare to take full responsibility for receiving and facilitating disbursement of all monies received from the County in response to this application, of which this statement forms a part.

Declared this day/month/year _____ at _____, in the Province of Alberta.

Signed: _____ Witnessed: _____

Please return the form to:

County of Northern Lights
Economic Development and Community Services
PO Box 10
Manning AB, T0H 2M0
Phone 780-836-3348 / Fax 780-836-3663

The personal information is being collected to determine an applicant's eligibility to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Once submitted to the Municipal Council, it may become public information and may be published in a Council meeting agenda. Detailed information on financial statements will not be submitted for public information; however, financial statement summaries will. Questions regarding this information collection can be directed to the FOIP Coordinator at the County of Northern Lights office.

SCHEDULE C

FORM LETTER FOR RECREATION BOARD TO FUNDING RECIPIENT

Re: Recreation Board Funding Request

Dear

The _____ Recreation Board has reviewed your request for funding for _____
_____, and we are pleased to advise that having given consideration to your request the
board has agreed to provide funding in the amount of \$ _____.

The Recreation Board receives its funding from the County of Northern Lights to improve and contribute to the accessibility and availability of recreational and cultural programs, services, and facilities in the County to support and enhance the quality of life for its residents.

When acknowledging sponsorship, the County of Northern Lights shall be named as the provider of funds. For the use of the County logo, please contact the County of Northern Lights administration at the main office at (780) 836-3348. An acknowledgement banner may also be made available upon request, free of charge. If you would like assistance in sharing and promoting your event or program through the County's media network (newsletter, social media, etc.), please contact Community Services at 780-836-3348 ext. 238 or csc@countyofnorthernlights.com.

Thank you for supporting recreation and culture in our County and for your hard work and dedication to making this a better place to live.

Yours truly,

Recreation Board Chair