



Community Association Operating and Capital Grant Policy

3C.011

Section: 3.0 Planning and Community Services
- C. Community Association Support

Authority: General Manager of Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) has determined that Council approved associations, agricultural societies, museums and Chambers of Commerce listed below will receive an operating grant annually and be eligible for Capital Grant funding that addresses at minimum Health and Safety requirements, accessibility, inclusion, energy efficiency or life cycle replacement. Operating funding is as follows:

- (1) Approved associations with a hall will receive \$25,000.00 annually.
- (2) Approved associations with no hall will receive \$5,000.00 annually.
- (3) Approved agricultural societies will receive \$20,000.00 annually.
- (4) Approved Glendon Agricultural Society will receive \$150,000.00 annually.
- (5) Approved museums will receive \$25,000.00 annually.
- (6) Approved Chamber of Commerce(s) will receive \$15,000.00 annually plus the \$2,000.00 membership fee.

The following associations have been approved by Council to receive funding:

- (1) Alexander Recreation Society
- (2) Ardmore Community Society
- (3) Ardmore Senior Citizens
- (4) Beaverdam Community Society
- (5) Cherry Grove Recreation & Agricultural Society
- (6) Dupre Community League
- (7) Eastbourne Community Club
- (8) Flat Lake Community Hall
- (9) Fort Kent Senior Citizens
- (10) Franchere Social Community Centre
- (11) Goodridge Social & Agricultural Society
- (12) Land of the Lakes Recreation Board
- (13) Willow Prairie Ag Society
- (14) Lessard Community Centre

- (15) North Shore Heights/Shay Cho Bay Community Society
- (16) Riverhurst Community Hall
- (17) Sandy Rapids Community Club
- (18) Therien Community League
- (19) Bonnyville Historical Society
- (20) Cold Lake Museum
- (21) Bonnyville Agricultural Society
- (22) Cold Lake Agricultural Society
- (23) Glendon Agricultural Society
- (24) Bonnyville & District Chamber of Commerce
- (25) Cold Lake Regional Chamber of Commerce

All other associations not listed may be eligible for the Community Action Grant.

Purpose

The M.D. wishes to have approved associations, agricultural societies and museums operate in as independent a manner as possible and be able to maintain and renovate halls and recreation facilities to ensure sustainability, functionality and extended life cycles.

Definitions

For the purposes of the policy:

- (1) The annual grant assists with costs including, but not limited to maintenance, utilities and professional fees.
- (2) “Capital project” means any tangible asset with an estimated useful life exceeding one year and a cost exceeding \$5,000.00.

Procedure

- (1) Applications for operating grants will be made to the Parks, Recreation & Culture department once a year and must contain the following:
 - (a) Complete application form;
 - (b) Previous year notice to reader including balance sheet and income statement;
 - (c) Current year’s budget;
 - (d) Proof of insurance;
 - (e) Proof of good standing as a non-profit society with Alberta Corporate Registry;
 - (f) Copy of the most recent AGM minutes;
 - (g) Copy of previous year’s events.
- (2) Applications for capital grants will be made to the Parks, Recreation & Culture department once a year prior to October 15th and must contain the following:

- (a) A cover letter addressed to Council outlining the project, cost and amount requested from the M.D.;
 - (b) Current financial statement including balance and income statement;
 - (c) Proof of insurance;
 - (d) Detailed project budget, including total cost;
 - (e) Detailed project summary;
 - (f) Copies of project quotes;
 - (g) Documented proof of funding dollars in the amount of 10% of total project cost;
 - (h) Letter of support from the community;
 - (i) An in-kind list and volunteer hours for the project;
 - (j) A 5-10 year capital plan.
- (3) Operating grant applications will be reviewed and approved by the Director of Parks, Recreation & Culture.
 - (4) Capital Grant applications will be reviewed by the Director of Parks, Recreation & Culture, and brought forward to Council for approval.
 - (5) The M.D. Council through their annual budget deliberations, approves the amount available for Community Association Operating and Capital Grant funding. Capital Grant requests that meet the criteria may not necessarily be approved.
 - (6) Retroactive funding will not be considered for any project. Approval must be obtained prior to spending any money on the project.
 - (7) Reporting requirements:
 - (a) Capital Grant recipients must submit a report within 60 days of the completion of the capital project with the following:
 - (i) a summary of the outcomes and the community impact;
 - (ii) a signed financial statement of all income and expenses related to the project including receipts.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	70.74.05
Related Documentation: (plans, bylaws, policies, procedures, etc.)	