



Community Project Grant Program

***Funded by Westlock County in order to build strong communities
and enhance their economic vitality and quality of life.***

Program Rationale

The Westlock County Community Project Grant is intended to provide financial assistance to community organizations for projects that will enhance and enrich the community by providing a direct service to the community and are responsive to community needs and issues. Examples: equipment purchases, new program or new event.

Program Parameters

- The maximum Westlock County Community Project Grant available is \$5,000.
- Grants can be up to 50% of the project costs and need to be matched by the community (in-kind labor, services, equipment or materials may be considered).
- Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).
- The application deadline is March 15th followed by a review of the Community Development Committee with recommendations forwarded to Council for their approval, with the actual notification and funding of proposals occurring by March 30th..
- Support will be provided for a limited number of projects/proposals.

Discretionary Considerations

In consideration of public interest, Westlock County may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

At the discretion of Westlock County, applications of more than \$5,000 for large projects may be accommodated if strong community support is demonstrated (for example, significant funding provided by other public or private sources).

Funding Conditions

- Funding cannot be used to fund private or commercial sector facilities.
- The applicant bears ultimate developmental and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.
- Applicants must provide recognition of Westlock County's contribution to the project. If this project involves land and/or facilities not under the direct ownership of the applicant, a letter of support from the owner is required.
- The grant recipient must establish and maintain proper accounting records.
- The project must relate to your Community Sustainable Plan i.e. goals, objectives.
- Applicants must obtain a statement of support of their proposed project from community stakeholders. If a statement is not being submitted, indicate the reasons why.
- Applications must include a statement confirming that the project is intended and accessible for general public use.
- The applicant must request approval in writing if the nature of the approved project in the original application changes.

General Funding Criteria

In applying for funding, please note that the following will be taken into consideration in assessing your application:

- The stated benefit of the project to the community including demographics served and the anticipated impact of the project on the community.
- How the project will benefit community residents, beyond the applicant's direct membership.
- Perceived cost benefits anticipated as a result of the project.
- An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided.
- An applicant's demonstration of community service.
- The extent to which the project duplicates other available facilities in the area.
- Applicants with overdue financial accounting statements for previous grants will not be eligible for further funding until financial accounting has passed program review and acceptance.

Due to limited funds, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

In-Kind Requirements

Volunteer labor should be directly related to the project for which funding is being requested. The valuation of volunteerism and donations is based on:

- \$15.00/hour for unskilled labor
- \$30.00/hour for skilled labor
- Donated materials and professional services at verified fair market value
- Donated heavy equipment, including transportation and operator costs \$60.00/hour

Donated labor that is NOT eligible as matching funding for a project includes any other volunteer time that provides a general benefit to the organization such as volunteer hours related to fundraising, time spent preparing the grant application, time spent in meetings or any activities related to planning for the project or any other planning activities for the organization.

Freedom of Information and Protection of Privacy Act

The information that you provide on this application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's *Freedom of Information and Protection of Privacy Act*.

Accounting of Funds

Recipients of funds must file a financial accounting statement of expenditures with Westlock County upon project completion or no later than one year from the date of the grant cheque. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Westlock County office and the decision on these requests will be communicated in writing to the applicant.

The accounting must be signed by two authorized representatives having legal and/or financial signing authority for the organization and must show that the grant was expended, that matching funds equal to or greater than the grant were provided, and that other funds (i.e. interest earned on the grant, GST input tax credits or GST rebates) were expended on the project. Earned interest, GST rebates and/or tax credits do not have to be matched. Westlock County may request additional information (e.g. financial statements, progress reports, permits, construction documents, on-site inspections or other relevant information) to determine that the funds were expended in accordance with the conditions upon which they were granted.

If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or send in to the Westlock County office a cheque payable to Westlock County for the remaining unexpended funds once the final amount has been confirmed by the Westlock County office.

Instructions

- Please read the Westlock County Community Project Grant guidelines to ensure your organization and your project are eligible to request funding.
- Please retain a complete copy for your records
- Please ensure that any attachments you mail are clearly marked with your organization's legal name to facilitate matching your backup documents with your application.

Organization Address

- Please note that correspondence will be mailed to the organization address

Contact Information

- Please include contact information on your application. This should be a person who has worked on the application and is readily available to answer questions.
- Include a description of your organization's mission/purpose, programs and services.

Project Budget

- If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project.
- All revenues must be supported by your financial statements and letters from funders.
- No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline.
- All anticipated expenses must be supported through quotes and/or sources of estimates.
- Be sure to provide backup documentation to support the value of donated supplies and materials.
- Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

Mandatory Attachments

- Quotes, estimates. If these are not available, provide sources of estimates.
- You must include a most recent financial statement for your organization. If statements are not audited, they must be signed by two board members and include a copy of your most recent bank statement.
- You must include a complete list of board members and organization executive along with daytime phone number.
- You must include a signed grant agreement.

Instructions

*For applicant use only. This checklist **does not** form part of the application package.*

Application Deadline: Applications and supporting documents must be received by 4:30 p.m. on **March 15th** in order to be considered. If the deadline date falls on a weekend, the deadline will be extended until 4:30 p.m. on the next business day.

Organizations must submit a fully completed application form that provides the following information:

- Project Description:** be sure to include a description of your project and the issues and benefit to the community.
- Project Budget Estimate:** please use the budget template provided with the application package. Ensure that the budget reflects the total costs of the project, not just the funding requested from this grant program. Check to ensure calculations are accurate and that all figures are rounded to the nearest dollar.
- Supporting Documentation:** include copies of contractor estimates or supplier quotes. If these are not available, indicate the source of the estimate. Cash contributions should be supported by current financial statements. Include letters of support from donors of large cash amounts and/or materials and equipment.
- Executive List:** include an executive list with names, executive title and daytime phone number.
- Financial Statements:** include a complete set of financial statements for your organization's most recently completed year end. If the financial statements are audited, include the signed and dated auditor's report. If they are not audited, the financial statements must be signed by two legally authorized representatives of the organization and include a current bank statement.
- Grant Agreement:** include a Grant Agreement with original signature of an authorized representative of the organization with legal signing authority declaring all information contained in the application to be true and accurate. By signing the agreement, the organization agrees to the terms and conditions of the grant.