



POLICY NO. 6.10

MARCH 10, 2015

TITLE: COMMUNITY CAPITAL GRANT POLICY

POLICY STATEMENT:

Westlock County will provide assistance to community organizations with the Westlock County Community Capital Grant program. This grant is intended to provide assistance to community organizations for capital projects that are open to the public without restrictions. These projects must enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of sports, recreation, community wellness, parks, arts and culture.

The Community Capital Grant program's objectives are to:

- Encourage the development, upgrading or replacement of existing buildings in order to meet and enhance identified community needs and objectives of Westlock County Council.
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- Promote the active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities.
- Provide assistance to the community to develop initiatives which are consistent with Westlock Council objectives but not directly operated by Council.

PURPOSE:

The purpose of this policy is to provide guidelines for the Westlock County Community Grant program. Each financial year, Westlock County will make funds available under its Community Grants program for Capital Grants to be made available for local non-profit community groups for community development purposes.

DEFINITIONS:

N/A

1. PROGRAM PARAMETRES:

- (a)** The maximum Westlock County Community Capital Grant available is \$50,000.
- (b)** Grants can be up to 25% of the project costs and need to be matched by the community (in-kind labour, services, equipment or materials may be considered).
- (c)** Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).
- (d)** Support will be provided for a limited number of projects/proposals.

2. DISCRETIONARY CONSIDERATIONS:

- 2.1.** 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.
- 2.2.** At the discretion of Westlock County, applications of more than \$50,000 for large projects may be accommodated if strong community support is demonstrated (for example, significant funding provided by other public or private sources). Westlock County may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

3. FUNDING CONDITIONS:

- 3.1.** Funding cannot be used to fund private or commercial sector facilities.
- 3.2.** The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area or facility is under its jurisdiction.
- 3.3.** The applicant bears ultimate developmental and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

- 3.4.** The grant recipient may be required to repay to Westlock County a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Westlock County if either of these circumstances occurs.
- 3.5.** Applicants must provide recognition of Westlock County's contribution to the project.
- 3.6.** The grant recipient must establish and maintain proper accounting records of the project.
- 3.7.** 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.
- 3.8.** The project must relate to your Community Sustainability Plan i.e. goals, objectives.
- 3.9.** Applications must include a statement confirming that the project is intended and accessible for general public use.
- 3.10.** The applicant must request approval in writing if the nature of the approved project in the original application changes.

4. GENERAL FUNDING CRITERIA:

- 4.1.** In applying for funding, the following will be taken into consideration in assessing applications:
 - (a)** The stated benefit of the project to the community including demographics served and the anticipated impact of the project on the community,
 - (b)** How the project will benefit community residents, beyond the applicant's direct membership,
 - (c)** Perceived cost benefits anticipated as a result of the project,
 - (d)** An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided,

- (e) An applicant's demonstration of community service,
- (f) The extent to which the project duplicates other available facilities in the area.

4.2. 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.

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

5. IN-KIND REQUIREMENTS:

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

- (a) \$15.00/hour for unskilled labour,
- (b) \$30.00/hour for skilled labour,
- (c) Donated materials and professional services at verified fair market value,
- (d) Donated heavy equipment, including transportation and operating costs \$60.00/hour.

5.2. Donated Labour 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.

6. ACCOUNTING OF FUNDS:

6.1. Recipients of funds must file an approved financial accounting statement of expenditures with Westlock County upon project completion or no later than two years from the date of the grant cheque.

6.2. If the project is not completed within the required two 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 to the applicant in writing.

- 6.3.** 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.
- 6.4.** 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.
- 6.5.** 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.

7. ASSESSMENT OF APPLICATIONS:

- 7.1.** 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.
- 7.2.** After consideration of an application and current program objectives, Council can propose an alternative form of assistance to meet the stated objectives of the application.
- 7.3.** Westlock County's Annual Report should include a list of financial assistance grants approved by Westlock County in the previous financial year.

MOTION: _____

DATE: _____

Peter Kelly
Chief Administrative Officer