



POLICY NO. 7300-001

December 9, 2025

TITLE: Community, Facility, Recreation, and Tourism Grant Program

PURPOSE:

The main objective of the Community, Facility, Recreation, and Tourism Grant Program is to provide occasional grant funding within Westlock County, in order to assist in developing and enhancing community facilities and events, sport, and tourism programming.

1.0 POLICY STATEMENT

- 1.1 Westlock County shall establish a variety of grant opportunities under this policy to support programs, events, development of teams, individuals or groups' skills and opportunities related to recreation, art, culture and heritage within the County.
- 1.2 Each grant application shall be reviewed and considered by the Community Grant Advisory Committee to see if it meets the objectives and qualifications of the grant program.
- 1.3 The County, through its annual operating budget, shall determine the amount of funds to be allocated to the grants under this Policy. Council shall have the ultimate discretion to make the final decision on both the overall budget allocation and the individual grants.

2.0 DEFINITIONS

- 2.1 "Applicant" means the organization or individual applying for the grant.
- 2.2 "Application" means the authorized form used in applying for grant funding as amended from time to time.
- 2.3 "Community Grant Advisory Committee" means a combination of Council members and County administration.
- 2.4 "Committee" means the Community Grant Advisory Committee.
- 2.5 "Equipment" means kitchen appliances or playground equipment.


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- 2.6 "Non-profit Organization" means an association, club or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization's income can be payable to or available for the personal benefit of any proprietor member or shareholder.
- 2.7 "Westlock County", "County" or "the County" means the municipal corporation of Westlock County.
- 2.8 "Westlock County Council" or "Council" means the duly elected body of Westlock County.

3.0 CATEGORIES OF SUPPORT

3.1 Development Incentive Grant

- 3.1.1 The purpose of this grant is to encourage and support new or dormant recreation and cultural programs in the community up to a maximum of \$2,500 per year.
- 3.1.2 The Development Grant will fund either support:
- i. New initiatives by established non-profit organizations; or
 - ii. Dormant initiatives that have sat inactive for over three (3) years of which needs to be renewed and/or rebranded by established non-profit organizations; or
 - iii. Seed funding for the development of recreation, art, culture and heritage programs by new non-profit organizations; or
 - iv. Organizations or initiatives shall be considered "new" or "dormant" for the purposes of this grant for two (2) consecutive years, after which they may apply under other grant categories.
 - v. Applicants from outside Westlock County boundaries may be considered so long as initiative or program is within the County.

3.2 Community Event Incentive Grant

- 3.2.1 The purpose of this grant is to encourage and support diverse and comprehensive recreation, art, culture and heritage, events, activities or tournaments within the County boundaries recognizing that these events bring significant economic benefit to the community, enhance the quality of life for the citizens of Westlock County and area, contribute to the cultural richness of the community, and create affordable entertainment up to a maximum of \$1,000.00 per year.
- 3.2.2 The grant will simply provide seed funding for events expected to benefit local residences and bring non-local participants into the community of which will have some economic benefit.
- 3.2.3 Events being offered outside the County boundaries will not be funded under this grant.



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- 3.2.4 Evaluation criteria for the grants shall include a consideration of:
 - i. All criteria indicated at section 4.0 of this policy;
 - ii. Event budget;
 - iii. An outline on economic benefit to the community; and
 - iv. Fundraising strategy.
- 3.2.5 Applicants from outside Westlock County boundaries may be considered providing event or program is within the County.

3.3 Major Community/Tourism Event Grant

- 3.3.1 The purpose of this grant is to enhance the profile and visibility of Westlock County while supporting and encouraging diverse and comprehensive recreation and cultural events within the region that bring significant economic benefit to the community up to a maximum of \$10,000 per year.
 - i. The Major Community Event Grant will support funding for major events that have an operating budget greater than \$100,000.00. Funding may be used for preparing bid proposals.
 - ii. Evaluation criteria for the grants shall include a consideration of:
 - 3.3.1.ii.1 All criteria indicated at section 4.0 of this policy;
 - 3.3.1.ii.2 Economic impact assessment study (ie. Sport Tourist Economic Assessment Model STEAM) or equivalent;
 - 3.3.1.ii.3 Fundraising strategy; and
 - 3.3.1.ii.4 Event budget.
 - iii. Applicants from outside Westlock County boundaries may be considered providing event is within the County.

3.4 Equipment Grant

- 3.4.1 The purpose of this grant is to assist new or established non-profit organizations operating within the boundaries of Westlock County in purchasing equipment necessary to run programs, enhance existing programs or facilities.
 - i. Educational institutions are not eligible for this grant.
 - ii. Applicants must submit:
 - 3.4.1.ii.1 Details of the asset for which funding is being requested;
 - 3.4.1.ii.2 A description of the function/ uses and need for the equipment within the organization and the benefit it would have to the greater community;
 - 3.4.1.ii.3 Details of funders and fundraising efforts already completed or in progress;
 - 3.4.1.ii.4 Any additional information deemed appropriate to making a decision regarding the application; and



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- 3.4.1.ii.5 Equipment Budget.
- iii. This grant is a 50:50 matching grant with the County willing to match up to a maximum of \$500.00.
 - iv. This grant will be administered by Administration.

3.5 Leadership Grant

3.5.1 The purpose of this grant will be to assist with the development of coaches', officials' and cultural group leaders' who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/opportunity must not be available within Westlock County or be an annual or regular event that is held within Westlock County.

- i. Individual coaches, officials', board members and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization in which they currently or upon completion will be offering these skills to the organization.
 - ii. The grant will fund registration fees.
 - iii. Proposed budget or registration expenses.
- 3.5.2 This grant is a 50:50 matching grant with the County willing to match up to a maximum of \$200.00 per individual and/or \$500.00 per organization per calendar year whichever is more.
- 3.5.3 This grant will be administered by Administration.

3.6 Gravel Grant

3.6.1 The purpose of this grant will be to provide cash-in-lieu of gravel with costs of up to a maximum of \$1,500.00 to refurbish parking lots or driveways for community facilities.

3.7 Project Grant

- 3.7.1 The purpose of this grant will be to assist with upgrades to facility and/or recreation lands.
- i. This grant is a 50:50 matching grant with the County willing to match up to \$2,500.00 for a specific project.
 - ii. Applicants must submit:
 - 3.7.1.ii.1 Details of the project for which funding is being requested;
 - 3.7.1.ii.2 Quotes for work to be completed including materials and labor (in kind or other).
 - iii. Evaluation criteria for the grants shall include a consideration of:
 - 3.7.1.iii.1 All criteria indicated at section 4.0 of this policy;

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- 3.7.1.iii.2 Project budget;
- iv. An outline on economic benefit to the community; and
- v. Fundraising strategy.

3.8 Capital Grant

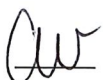
3.8.1 The purpose of this grant will be to provide funding that adds new space or alters the programmed design or function of space or building system including related fixed equipment, and site development improvements.

- i. This grant is a 50:50 matching grant with the County willing to match up to \$5,000 for a capital purchase or improvement.
- ii. Applicants must submit:
 - 3.8.1.ii.1 Details of the capital project for which funding is being requested;
 - 3.8.1.ii.2 Quotes for work to be completed including materials and labor (in kind or other).
- iii. Evaluation criteria for the grants shall include a consideration of:
 - 3.8.1.iii.1 All criteria indicated at section 4.0 of this policy;
 - 3.8.1.iii.2 Capital budget;
 - 3.8.1.iii.3 An outline on economic benefit to the community; and
 - 3.8.1.iii.4 Fundraising strategy.

3.9 Operating Grant

3.9.1 The purpose of this grant will be to provide financial support to organizations administering a Community Centre, Recreation Program, Event or facility and/or Cultural Program.

- i. This grant has a maximum annual amount of \$5,000.00 for the operation of a facility or community program. This could include utility costs, insurance, facility maintenance including exterior landscaping.
- ii. Applicants must submit:
 - 3.9.1.ii.1 Details of the operational costs for which funding is being requested;
 - 3.9.1.ii.2 Copies of utility bills or insurance certificate.
- iii. Evaluation criteria for the grants shall include a consideration of:
 - 3.9.1.iii.1 All criteria indicated at section 4.0 of this policy;
 - 3.9.1.iii.2 Operating budget;
 - 3.9.1.iii.3 An outline on economic benefit to the community; and
 - 3.9.1.iii.4 Fundraising strategy.



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3.10 Small Funding Grant

- 3.10.1 The purpose of this grant is to provide a condensed application process for those requests \$500.00 and under.
- 3.10.2 Funding is subject to the total amount of funds approved by Council as per the budget year and is limited to once per calendar year per individual, team or organization.
- 3.10.3 Letter of application must include the following:
 - i. Complete name and address of individual, team or organization.
 - ii. Date and time of event
 - iii. Total cost of the event
 - iv. Proposed Revenue/Expenses
 - v. Contact name and phone number for applicant
- 3.10.4 Completed grant application and reporting package not required for this funding stream.
- 3.10.5 This grant will be administered by Administration up to an annual accrued total of \$2,500.00. Any subsequent requests must be reviewed by the Community Grant Advisory Committee for potential recommendation to Council for approval.

4.0 APPLICATION CRITERIA:

- 4.1 Applicants must be either be:
 - 4.1.1 An individual endorsed by, and a member of, a registered non-profit society or organization in good standing with the County and be based within the boundaries of the County; or
 - 4.1.2 A non-profit society or organization, in good financial standing with the County, based within the boundaries of the County. Regional teams may be considered; or
 - 4.1.3 An organizing committee under the auspices of an affiliate or sponsoring not-for-profit society or organization in good standing with the County. The organizing committee can be based within the boundaries of the County.
- 4.2 Grant applicants must:
 - 4.2.1 Demonstrate need for financial support;
 - 4.2.2 Have not received funding and/or be in a partnership arrangement with Westlock County, its Council or other County Departments or affiliates in the same fiscal year for the same purpose or projects.
 - 4.2.3 Provide the last audited financial statements of the organization for any requests for funding \$2,500 or more;



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- 4.2.4 Be an organization (or associated with an organization) that contributes to developing, stimulating and improving recreation, art, culture, and heritage within the County; and
- 4.2.5 Acknowledge the contribution from the County in any public communications such as brochures or pamphlets.
- 4.3 This grant funding will not fund:
 - 4.3.1 Administrative costs such as personnel expenses, non-program related fundraising expenses and/or legal fees;
 - 4.3.2 Individuals unless they have the written support of the non-profit organization they are involved with and will be the "sponsor" of the grant;
 - 4.3.3 Religious or political activities;
 - 4.3.4 Debt retirement, depreciation, retroactive or deficit funding;
 - 4.3.5 Individuals recognized as producing tobacco, alcohol or cannabis products; or
 - 4.3.6 Expenditures for a program, event, training or travel that has already occurred.
- 4.4 The Community Grant Advisory Committee reserves the right to ask any applicant to attend as a delegation to the Community Grant Advisory Committee to speak about an application.
- 4.5 Approval of an expense in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.
- 4.6 The Community Grant Advisory Committee will acknowledge the efforts of an applicant to source locally i.e. resources, labor and/or volunteers however, it will not form part of the Evaluation Criteria by the Committee.

5.0 EVALUATION CRITERIA:

- 5.1 The Community Grant Advisory Committee will assess the applications on the basis of the following criteria as they pertain to the purpose of the grants:
 - 5.1.1 New initiatives
 - 5.1.2 Program Quality
 - 5.1.3 Community need, services and supplies
 - 5.1.4 Financial need
 - 5.1.5 Target audience and membership
 - 5.1.6 Quantity and quality of impact on the community
 - 5.1.7 Availability of grant funds
 - 5.1.8 Executed application form



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- 5.1.9 Organizations seeking funding from multiple sources shall be considered favorably.
- 5.1.10 Any additional evaluation criteria indicated in this policy for specific grants, or requirements as may be determined from time-to-time by Council.

6.0 REPORTING ON FUNDING RECEIVED:

- 6.1 A Reporting Completion Package is required from the recipient upon completion of the funded program, project, training or purchase and are to be completed no later than 180 days following the expense and within 365 days of the date of cheque issue.
- 6.2 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the County, unless written authorization has been received from the County.
 - 6.2.1 For requests of \$500 or less, County Administration may approve written requests to reallocate excess funds for other purposes.
 - 6.2.2 For requests of \$501 to less than \$1000, the Community Grant Advisory Committee may approve written requests to reallocate excess funds for other purposes.
 - 6.2.3 For requests of \$1000 and over, County Council may approve written requests to reallocate excess funds for other purposes.
- 6.3 The County reserves the right to publish the name of an organization or individual in receipt of the grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the County.
- 6.4 Any change to the program, project, training or purchase must be submitted to the Community Grant Advisory Committee in writing for approval. The Committee reserves the right to refuse expenses where changes no longer align with grant criteria.
- 6.5 All grants must be expended for the purposes requested for unless written authorization from the County has been received to do otherwise.

7.0 APPLICATION DEADLINES AND PROCESSING TIMES:

- 7.1 The deadline to apply for all grants under this Policy will be on a quarterly basis with the following application deadlines:
 - 7.1.1 Winter Deadline: 4:30 PM on the last Friday in February



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- 7.1.2 Spring Deadline: 4:30 PM on the last Friday in May
- 7.1.3 Summer Deadline: 4:30 PM on the last Friday in August
- 7.1.4 Fall Deadline: 4:30 PM on the last Friday in October
- 7.2 Applications shall be received at least 60 days prior to the event (or the date the funds are required) to allow appropriate time for consideration by Council.
- 7.3 The Committee shall review the applications four (4) times a year, no later than 20 business days following the application deadline for that quarterly intake.
- 7.4 As soon as practicable following the Committees decision on grant recommendations, the Committee shall provide a quarterly report of grant disbursement recommendations to Council at a Regular Meeting of Council.
- 7.5 That the applicant will be notified by email or mail not more than 60 days following the application deadline.

8.0 GRANT FUND:

- 8.1 During the annual fall budget process, Council shall determine the maximum amount of funds available for the grants under this policy for the following fiscal year.
- 8.2 At its discretion, Council may decide not to allocate the total funds available to the grants for that year. If all funds are not allocated, Council shall determine during the budget process at the end of the year whether to restrict the funds or allow them to enter general surplus.
- 8.3 Council shall have the discretion to provide additional funding for any of the grants under this policy in excess of what was originally budgeted, if deemed appropriate.
- 8.4 The Community Grant Advisory Committee shall endeavor to recommend disbursement of not more than 25% of allocated annual grant funds during each calendar quarter. Should the Community Grant Advisory Committee wish to recommend disbursement of more than 25% of the funds during any one quarterly submission to Council, the Committee shall provide explanation as to why the recommendation is being made.
- 8.5 Council reserves the right to direct the Community Grant Advisory Committee to portion the grant dollars available between the grants in a particular way depending on the priorities of Council for the upcoming fiscal year.



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9.0 REVIEW OF POLICY

- 9.1 This policy will be reviewed on an annual basis by the CAO or its designate and will determine if changes are required and make recommendations to Council for said changes.

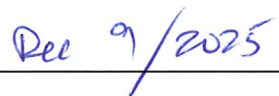
10.0 END OF POLICY



Reeve



Chief Administrative Officer



Date Signed

POLICY HISTORY:

First Enacted: March 14, 2023

Reviewed and Amended: April 29, 2024

Reviewed and Amended: December 1, 2025



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