


Function: Community and Protective Services- 02
Department: Community Services-020
Policy #: 004



Recreation Facility & Program Assistance Grant Policy

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CAO Signature: 

Purpose: Council believes it is important to support community facilities, initiatives and events that are community driven to enhance and enrich Lac Ste. Anne County communities and residents. The purpose of this policy is to establish protocols and methodology to provide funding to not-for-profit community organizations and agencies through the Lac Ste. Anne County Recreation Facility & Program Enhancement Grant Program and to manage grant requests in a fair and organized manner.

Guidelines:

1. General

All funding programs will be based on annual approved budget resources. Due to budget restrictions and project prioritization, not all requests will receive funding.

The primary source of funding for this program will be the Recreation Special Tax, established through Bylaw annually. Council may choose additional resources to increase the funding available through this grant program. Funding may also be reduced when additional resources are not available.

The County has several programs providing financial assistance to community organization and/or agencies. This policy relates to the Recreation Facility & Program Assistance Grant Program only. All other financial assistance and funding programs provided by the County will be delivered in accordance with other bylaws, policies, procedures and/or by resolution. Where a community organization/agency has a contract or agreement with the County, and funding is provided as part of that contract or agreement, those funds are not subject to this process and will be negotiated as part of the terms of the contract or agreement.

Lac Ste. Anne County may provide grant funding through this program for:

A. Operating

To assist in offsetting facility and/or organizational expenses incurred in the operations of the not for profit organization for the provision of facility operations or program and activity delivery to community residents.

B. Sustainability

To assist with minor capital costs associated with safety codes upgrades, preventative maintenance, renovation, or purchase of capital equipment for community recreation and culture facilities located in the County.

C. Projects

To assist with the costs of recreation, culture and/or community projects, programs and events provided to community residents.

2. Funding Streams

The Recreation Facility & Program Assistance Grant will be delivered through two streams:

A. Direct Grant Allocation

- a. Direct allocations to qualifying organizations will be provided without the requirement for an application.
- b. A list of qualifying community organizations/agencies organizations will be established by Council annually and will be categorized by similar types of facility, program or initiative.

- c. The level of funding for each category will be established by Council annually.
- d. All grant recipients will be required to meet the accountability requirements established below.
- e. All grant recipients will be required to acknowledge the receipt of funding as established below.
- f. For all allocations of \$5,001 or more, the County reserves the right to participate in the recipient's annual budget deliberations.
- g. For all allocations of \$5,001 or more, a three (3) year budget must be provided.

B. Application/Request

- a. Eligible community organizations/agencies may make a request, in writing, for grant funding.
- b. County Administration will review funding requests and make funding recommendations to County Council based on established county priorities and funding availability.
- c. Application/Request must include the following:
 - i. Full name of the community organization/agency (if successful, cheque will be made payable to this entity unless otherwise indicated);
 - ii. Complete address of the community organization/agency;
 - iii. Project title;
 - iv. Project description (including any applicable dates of an event or activity);
 - v. Number of participants/users anticipated to benefit from the project;
 - vi. Detailed budget (including all revenues and expenditures);
 - vii. Specific funding request to Lac Ste. Anne County;
 - viii. Contact name, phone number and email address;
 - ix. Signed by an authorized signatory of the community organization/agency;
 - x. For all funding requests of \$5,001 or more, the County reserves the right to participate in the recipient's budget deliberations;

- xi. For all funding requests of \$5,001 or more, a three (3) year budget must be provided.

3. Eligibility

A. The County will not fund, either directly or through a third-party arrangement any activity/event that:

- a. Conveys a negative message that might be deemed prejudicial to groups/individuals through the Canadian Charter of Rights & Freedoms;
- b. Promotes alcohol and other addictive substances at venues primarily for youth;
- c. Presents demeaning or derogatory portrayals of individuals or groups or contain anything which, in light of generally prevailing community standards, is likely to cause deep or wide spread offence;
- d. Endorses political organizations or campaigns; or
- e. Supports companies whose reputation could prove detrimental to the County's public image;
- f. The recipient organization/agency refuses to provide required documentation or access to requested information.

B. Applicants must be a registered not-for-profit society or in the opinion of the Council be a recognized local community organization/agency. Funding will not be released to individuals.

4. Accountability

It is expected that community organizations/agencies will provide financial accountability and evaluation of the project as required for the funding level awarded.

- a. Funding levels between \$0 to \$1,000 will be required to submit a final report.
- b. Funding levels between \$1,001 to \$5,000 will be required to submit a final report and copies of all supporting invoices/receipts for the specific project/initiative.
- c. Funding levels over \$5,001 will be required to submit a final report and an audited financial statement.

Failure to comply with accountability expectations will result in penalties to future funding allocations or forfeiture of funding.

The County reserves the right to require additional supporting documentation on a case-by-case basis.

5. Acknowledgement

Acknowledgement of financial assistance through this grant program is required.

Community organizations/agencies receiving funding for programs, events and initiatives shall recognize the support by way of print materials, social media, website, signage, and verbal recognition, as applicable, for all levels of funding.

Community organizations/agencies receiving funding for programs, events and initiatives receiving funding for facility maintenance, construction, and/or operations shall recognize the support by way of print materials, social media, and website, as applicable. In addition, signage (supplied by Lac Ste. Anne County) will be required.

The County reserves the right to require supporting documentation that confirms recognition of funding.