



## CLEARWATER COUNTY CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

# POLICY

EFFECTIVE DATE:	AUGUST 14, 2012
REVISED DATE:	OCTOBER 2016
SECTION:	COMMUNITY SERVICES
POLICY STATEMENT:	To establish guiding principles that outline the requirements for Community Hall Association/Society to submit applications for Clearwater County Capital Grant Funding. These will be use by the County's Administration in the initial determination of whether a grant request meets the requirements for presentation to Clearwater County Council. Grant requests will not be considered when requests are provide funding for operating costs.
DEFINITIONS:	<p><b>Community Hall Association/Society:</b> An Alberta registered non-profit association or society which has a physical location (Community Hall) within Clearwater County that provides community, cultural or recreational programs within the community.</p> <p><b>Clearwater County Annual Budget Available for Capital Project to Community Halls:</b> An amount of total funding amount that is included in the approved annual budget, which may be made available to any community hall/association for capital projects, as defined within the capital project definition within this policy.</p> <p><b>Capital Project:</b> For the purposes of this policy, a project shall be deemed a capital project if it is a:</p> <ul style="list-style-type: none"><li>a) Structural upgrade or expansion of the hall building;</li><li>b) Major equipment essential to the operation of the hall (e.g. stoves, coolers, furnace) where the cost of the equipment exceeds \$2,500.00 and has a life expectancy of more than 5 years; or,</li><li>c) Major equipment of improvements that enhance the level of service available through the hall ((e.g. playground equipment, sidewalks, parking lot paving, etc.) where the cost of the project exceeds \$2,500.00</li><li>d) On approved projects the County may provide funding on a 50/50 cost share basis. Community Halls are expected to match County funds with cash, materials, labour, donated equipment, or other "gifts in kind". <i>(See Appendix B for assistance in determining financial values.)</i></li></ul>



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	<p>e) County funding will generally not exceed a maximum of \$15,000.00 per specific project.</p> <p><b>Funder of Last Resort:</b> The County should be viewed as a funder of last resort, meaning all other possible sources of contributions have been made prior to a Capital Grant Request being made. When applying for grant funding from Clearwater County, Community Halls shall demonstrate that they have raised, or attempted to raise funds from other sources.</p> <ul style="list-style-type: none"> <li>a) Hall Revenue;</li> <li>b) Provincial Grants (Community Lottery Boards, Wildrose Foundation, Community Facility Enhancement Program (CFEP) etc.);</li> <li>c) Corporate Donations; and</li> <li>d) Donations from the community at large (donations may be either cash or gifts in kind, such as donated equipment, donated labour or services such as plumbers, carpenters, architects, etc.)</li> </ul> <p><b>Operating Costs:</b> Costs that include regular maintenance, wages, or direct delivery costs of a program or service (painting, janitorial, field/facility rental, service contracts, etc.)</p> <p><b>The County will not provide funding for operating costs within this grant.</b> This does not include the cost of insurance as described in the County's Community Hall and Community Groups Insurance policy.</p>
PROCEDURE:	<p>1. Applications for capital funding must be either typed or handwritten and should be on the application attached as "Appendix A". Application forms must be fully completed and must include:</p> <ul style="list-style-type: none"> <li>a) A description of the project;</li> <li>b) The purpose of the project and the benefit the project will have to the hall;</li> <li>c) A project budget outlining revenues, expenses and the sources thereof;</li> <li>d) The amount of funding being requested from the County;</li> <li>e) A schedule of when the work will be completed;</li> <li>f) Community hall financial statements;</li> <li>g) A demonstration of hall activity (i.e. bookings list, etc);</li> <li>h) A five year sustainability plan; and</li> <li>i) Multiple quotations regarding the project.</li> </ul>



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	<p>2. Completed applications forms must be submitted to the Community and Protective Services Department prior to November 1 of the prior calendar year for review, further consideration and presentation to Council for approval or denial. Completed applications forms submitted to the Community and Protective Services Department after November 1 of the prior calendar year for review may or may not be forwarded for presentation to Council for further consideration.</p>
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POLICY



# APPENDIX A

## Application Form for Capital Grant Funding for Community Halls

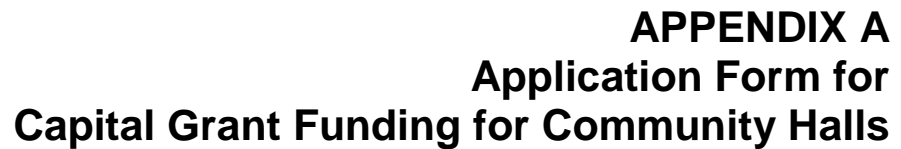
Policy Reference: Clearwater County's Capital Grant Funding for Community Halls

Section 1 – Organization Name and Contact Person	
Group Name:	
Contact Name:	
Mailing Address:	
Contact Number:	
Contact Email:	

Section 2 – Project Description
<p><b>Proposed Project:</b> <i>(Please describe the planned capital project in detail, including the work that will be completed and how it will be of benefit to your group/community. Refer to the capital grant policy for information on what is considered an eligible capital project.)</i></p>

**Collection and use of personal information**

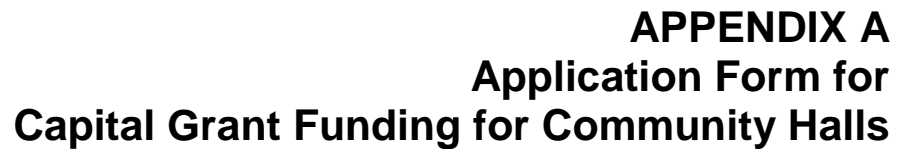
Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to process your request and will form part of a file available to the public. If you have any questions about the collection of personal information, contact the FOIP Coordinator at 403-845-4444.



(please include the estimated start and finish dates for the proposed project)

(Please include an itemized accounting of all estimated sources of funding for the project, and how much funding each source is providing. This includes items such as monetary donations, donated labour/materials. **Do not** include the funding that you are requesting through this grant.)

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(Please include an itemized accounting of all estimated project costs, including materials and labour. Attach quotes wherever possible.)

(The amount you are requesting through this grant should equal the difference between the estimated project expenses and the funding that you currently have available, which is noted above. As noted in Clearwater County's capital grant policy, this grant does not generally fund more than 50% of the total project expenses, nor does grant funding typically exceed more than \$15,000.00 per project)

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## APPENDIX A

### Application Form for Capital Grant Funding for Community Halls

#### Section 5 – Background Information

##### Previous Grant Funding:

Have you previously received grant funding from Clearwater County?

Yes

No

If you answered “yes”, please provide the details below.

Project	Funding Received	Date

##### Other Information:

(Please be sure to also include the information on the following checklist. Please note that your funding application may not be reviewed until you have submitted all the requested information)

	Financial Statements, including annual operating costs and annual revenues, for the past three years.
	Record of hall/group activity (such as booking information) for the past three years.
	A five-year plan outlining the group’s plan to ensure ongoing sustainability in the coming years.

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## APPENDIX A

### Application Form for Capital Grant Funding for Community Halls

#### Section 6 – Signature

(Please ensure that this section is signed by an authorized representative for your organization.)

On behalf of \_\_\_\_\_ I agree that, should  
Clearwater County provide capital grant funding:

1. The funds will only be used for the project outlined in this application; and
2. **Upon grant approval, an accounting of the funding will be provided to Clearwater County within 60 days of the project completion.**

I certify that the above information is a **complete and accurate** and  
that any **funds received are to be expended on the project** described  
in the application submitted for the grant.

**I am a duly authorized representative having legal and/or financial signing  
authority.**

SIGNATURE	NAME (please print)	DATE
POSITION / TITLE		DAYTIME TELEPHONE
REGISTERED MAILING ADDRESS		EMAIL ADDRESS

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## APPENDIX B Work In-Kind Rate Schedule

### Policy Reference: Clearwater County's Capital Grant Funding for Community Halls

#### **Equipment and Machinery Rates:**

Donated heavy equipment (including operator costs) at up to \$60.00 / hour.

#### **Labour Rates:** (Valuation of volunteerism)

Unskilled Labour – up to \$20.00 / hour

Skilled Labour – up to \$30.00 / hour (Qualified Trades or Professionals)

#### **Donated Materials:**

Fair Market Value.

Donated labour/services/material/equipment MUST be directly related to the project. This excludes time spent in planning meetings or on fund raising activities for the project.

*\*\* The Alberta Roadbuilders and Heavy Construction Association (ARHCA) Equipment Rental Rates Guide and Membership Roster has been the benchmark for equipment rental rates for the heavy construction sector in Alberta for more than 15 years.*

*Current information, including interim Tier 4 emissions, is compiled from manufacturers, equipment dealers, and contractors each year. Using mathematical formulas and historical records, as well as the cooperation of representatives from all segments of the industry, these rental rates are produced annually.*

*This Guide is the accepted authority for:*

- *Alberta Transportation*
- *Alberta Environment and Sustainable Resource Development*
- *Parks Canada*
- *Canadian Forest Service*
- *City of Calgary force account rates*
- *City of Edmonton force account rates for contracted roadway construction*
- *It is also used frequently by irrigation districts, municipalities, counties, towns, villages and consulting engineers. This guide is the standard for equipment rental rates for roadbuilding and heavy construction in Alberta under average conditions in the province of Alberta.*

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## APPENDIX C

### Summary Project Completion Reporting

**For Use Upon Receiving Clearwater County Grant Funding**  
(An accounting of the funding will be provided to Clearwater County within 60 days of the project completion.)

#### Policy Reference: Clearwater County's Capital Grant Funding for Community Halls

- d) County may provide funding on a 50/50 cost share basis. Community Halls are expected to match County funds with cash, materials, labour, donated equipment, or other "gifts in kind".
- a) County funding will generally not exceed a maximum of \$15,000.00 per specific project.

#### ADDITIONAL FUNDING FOR THIS PROJECT

Other Government or Institutional Grants \$ \_\_\_\_\_

Other Income (Financial Donations)  
\$ \_\_\_\_\_

**SUB TOTAL (this amount must be spent on the project)** \$ \_\_\_\_\_

#### PROJECT COMPONENTS SUMMARY

(Detailed breakdown to be provided on attached form)

Total donated labour/services financial valuation. (A) \$ \_\_\_\_\_

Total donated material/equipment financial valuation. (B) \$ \_\_\_\_\_

Total Paid Expenditures (Paid Expenditures) (C) \$ \_\_\_\_\_

**TOTAL PROJECT COST:** \$ \_\_\_\_\_

(THE SUM OF A + B + C = TOTAL PROJECT COST)

**Total Project Cost:** The total project cost must be equal to or greater than the total of the requested 50% Clearwater County Capital Grant plus other grants and/or funding.

**Unexpended grant funds not used for the purpose for which a grant was approved may be requested to be returned to Clearwater County.**

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## APPENDIX C

### Summary Project Completion Reporting

#### DETAILED PROJECT COMPLETION REPORTING FORMAT

##### DONATED LABOUR/SERVICES

Please attach separate sheet in the same format if more than 5 items are listed.

Date (YY/Mth/Day)	Description of Work Done	No. of Volunteers	Total Hours Worked	Rate/hr.	Value of Work
		x	x	\$	= \$
		x	x	\$	= \$
		x	x	\$	= \$
		x	x	\$	= \$
		x	x	\$	= \$
TOTAL DONATED LABOUR/SERVICES					<b>A</b> \$

##### DONATED MATERIAL/EQUIPMENT

Please attach separate sheet in the same format if more than 5 items are listed.

Date (YY/Mth/Day)	Description of Material/Equipment	Donated By	Value of Material/Equipment
			\$
			\$
			\$
			\$
			\$
TOTAL DONATED MATERIAL/EQUIPMENT			<b>B</b> \$

##### PAID EXPENDITURES

Please attach separate sheet in the same format if more than 5 items are listed.

Date (YY/Mth/Day)	Description of Expenditure	Cheque No	Total Paid
			\$
			\$
			\$
			\$
			\$
TOTAL PAID EXPENDITURES			\$

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<p>I certify that the above information is a <b>complete and accurate</b> and that any <b>funds received are to be expended on the project</b> described in the application submitted for the grant.</p> <p><b>I am a duly authorized representative having legal and/or financial signing authority.</b></p>		
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