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Policy Title Recreation Operating Assistance Grant Policy	Date: November 28, 2019	Resolution No. RC19-400

PURPOSE

The purpose of this policy is to define the process by which the Birch Hills County provides Recreation Operating Assistance Grant funding to local organizations that provide recreational facilities, programs, and opportunities on a not-for-profit basis.

DEFINITIONS

Capital:

Any tangible asset with an estimated useful life expectancy that exceeds one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

County:

The municipal corporation of Birch Hills County having jurisdiction under the Municipal Government Act and other applicable legislation.

Culture:

The arts and other manifestations of human intellectual achievement regarded collectively.

Freedom of Information and Protection of Privacy Act:

Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Major Recreation Facilities:

Facilities including, but not limited to, ice arenas, curling rinks, and community halls which are eligible to receive a funding allocation on an annual basis under this policy.

Municipal Government Act:

Municipal Government Act, RSA 2000, c. M-26 and amendments thereto also known as the MGA.

Operating:

Funding or projects related to maintaining or enhancing operations that are not directly related to capital.



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Recreation:

Any play, activity, amusement, exercise, competition, etc. used for the refreshment, relaxation and fitness of body or mind.

Recreation Board:

A Board of ward specific members-at-large appointed by the Council of Birch Hills County in accordance with the "Recreation Board Bylaw".

POLICY

Birch Hills County may provide grants to community groups, service clubs, or organizations and will establish a system for evaluating applications and requests. All requests for Recreation Operating Assistance Grants will be completed utilizing the form listed as Schedule A to this policy and will be reviewed by Birch Hills County as provided for in this policy.

1. GENERAL PROVISIONS

- 1.1 Birch Hills County Council shall annually, in the interim and/or the final budget, allocate Recreation Operating Assistance Grant funding for the County.
- 1.2 Birch Hills County Council will be responsible for the development and maintenance of a system to be used for the submission, review, and recommendation for, Recreation Operating Assistance Grants by the County Recreation Board.
- 1.3 Recreation Operating Assistance Grants will only be provided to community groups, service clubs, or organizations operating within the boundaries of Birch Hills County.
- 1.4 Recreation Operating Assistance Grants will only be provided for operational expenses (no wages or honourariums) and will not be made for any expenses that are of a Capital nature.
- 1.5 The final approval for the distribution of the Recreation Operating Assistance Grant will be Birch Hills County Council.

2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

- 2.1 Recreation Operating Assistance Grant must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.



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- 2.2 Recreation Operating Assistance Grant must directly benefit the community group, service club, or organization submitting the application.
- 2.3 The applicant must be an established (two complete years of operation), responsible, and reputable community group, service club, or organization whose name and identity are in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.

3. EXCLUSION FROM FUNDING

- 3.1 Funding provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals, offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency.
- 3.2 Recreation Operating Assistance Grants are not provided to applicants for cultural purposes.
- 3.3 Successful applicants for a Recreation Operating Assistance Grant will not be eligible to apply for a General Grant in the same year that funding from the Recreation Operating Assistance Grant program is provided.

4. APPLICATION PROCESS

- 4.1 Only one (1) application will be accepted per registered community group, service club, or organization.
- 4.2 All applications must be fully completed (in English, or be accompanied with an English translation) utilizing the form provided as Schedule A to this Policy, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received at the Birch Hills County Office no later than 4:30 p.m on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding.**
- 4.3 All applications must show proof of current non-profit status, be accompanied by audited financial statements for the previous two (2) years' operations (audited by a non-associated individual), a current



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income and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for.

- 4.4 Each request must clearly demonstrate the need for the amount being requested, identify specific benefit(s) and outcome(s), and provide alternate plans should the application not be funded, in whole, or in part.

5. APPLICATION REVIEW (CAO)

- 5.1 All applications will be reviewed following receipt by the CAO (or a Birch Hills County employee appointed by the CAO) to ensure that they have been correctly completed, that they do not include a request for funding for expense items that are expressly disallowed by this policy, and are accompanied by required documentation. Applications will not be submitted to the Recreation Board for funding consideration if:

- 5.1.1 The application was not received at the Birch Hills County Office by 4:30 p.m. on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding;
- 5.1.2 The application is not a community group, service club, or organization operating within the boundaries of Birch Hills County;
- 5.1.3 The application would provide primarily for the recreational needs or leisure time pursuits of individuals, or offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency;
- 5.1.4 The applicant failed to include proof of current non-profit status;
- 5.1.5 The applicant does not have two complete years of operation;
- 5.1.6 The applicant failed to include audited financial statements for the previous two (2) years' operations (audited by a non-associated individual), a current income and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for;



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- 5.1.7 The application includes funding for cultural purposes;
- 5.1.8 The funding being requested includes sums for wages or honourariums; or
- 5.1.9 The funding being requested includes sums for expenses that are of a Capital nature;
- 5.2 Where more than one (1) application has been received from a registered community group, service club, or organization, County staff will contact the applicant to advise them that they are only able to submit one application, and request direction as to which application to proceed with.
- 5.3 In addition to the review required by 5.1, the CAO (or a Birch Hills County employee appointed by the CAO) will review the audited financial statements submitted by the applicants, and complete the "HISTORICAL FINANCIAL PERFORMANCE" portion of the CAO's Application Review. If it is found that the amount provided for Recreation Grants in previous years exceeded the qualifying expenses or actual requirements for those years, those values will be:
 - a. recorded on Appendix 1, the "Application Scoring Worksheet" for consideration by Board Members when recommending grants for the current year; and
 - b. reported to Council for their consideration when approving Recreation Grants for the current year.

6. APPLICATION REVIEW (RECREATION BOARD)

- 6.1 Applications that have been received and accepted will be forwarded for evaluation and recommendation for funding by the Recreation Board at a Meeting to be organized by the Chief Administrative Officer.
- 6.2 Members of the Recreation Board will evaluate each accepted application as per the guidelines detailed in Schedule B, and the Board as a whole shall make their recommendations as to the distribution of the funding allocated by Council for Recreation Operating Assistance Grants.



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6.3 Members of the Recreation Board will only be advised of the details related to rejected applications after the Recreation Board has made their recommendations for Grant distribution.

7. CONDITIONS OF APPROVAL

7.1 Council will approve the distribution of the Recreation Operating Assistance Grants following the receipt of the recommendation of the Recreation Board. Council may question the recommendation of the Recreation Board, but should only make changes as to the distribution of the grant funds under extenuating circumstances, and then only following communication with the Recreation Board members.

7.2 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.

Original to be signed
Hermann Minderlein
Chief Administrative Officer

Original to be signed
Gerald Manzulenko
Reeve

Adopted by Council:	November 28, 2019
Updated:	

CAO's APPLICATION REVIEW

1. When was the application received at the Birch Hills County Office

Date: _____

Time: _____

By: _____

Was this within the timeframe specified in the advertisement(s) circulated announcing that applications were being sought for the current year's funding?

_____ Yes or No

2. Did the applicant provide proof of their organization's non-profit status?

_____ Yes or No

3. Is the applicant a community group, service club, or organization operating within the boundaries of Birch Hills County?

_____ Yes or No

4. Does the applicant have two complete years of operation?

_____ Yes or No

5. Did the applicant include an audited financial statement for the two (2) previous years' operations (audited by a non-associated individual)?

_____ Yes or No

6. Did the applicant include the approved budget for the period of operation in which the grant is being requested for?

_____ Yes or No

7. Did the applicant include a current income and expense statement?

_____ Yes or No

If the answer to any of the above questions is a no, the application will not be submitted to the Recreation Board for funding consideration.

CAO's APPLICATION REVIEW (Continued)

A	Grant Requested:		\$
(i)	Total Budgeted Expenses:	\$	
	Less non-qualifying expense items:		
	Capital	\$	
	Wages/Honourariums	\$	
	Items listed in Section 3.1	\$	
	Items listed in Section 3.2	\$ _____	
(ii)	Total non-qualifying expense items	\$	
B	Qualifying Budgeted Expenses (i - ii)		\$
C	Budgeted deficit excluding Grant		\$
	Maximum Grant (Lessor of A, B, or C)		\$

HISTORICAL FINANCIAL PERFORMANCE
(Based on Audited Financial Statements)

First Previous Year _____

A Grant Provided:		\$
(i) Actual Expenses:	\$	
Less non-qualifying expense items:		
Capital	\$	
Wages/Honourariums	\$	
Items listed in Section 3.1	\$	
Items listed in Section 3.2	\$ _____	
(ii) Total non-qualifying expense items	\$	
B Qualifying Expenses (i - ii)		\$
C Actual Surplus/(Deficit) excluding Grant		\$
Amount Grant Exceeded Qualifying Expenses or Requirement		\$

Second Previous Year _____

A Grant Provided:		\$
Actual Expenses:	\$	
Less non-qualifying expense items:		
Capital	\$	
Wages/Honourariums	\$	
Items listed in Section 3.1	\$	
Items listed in Section 3.2	\$ _____	
Total non-qualifying expense items	\$	
B Qualifying Expenses (i - ii)		\$
C Actual Surplus/(Deficit) excluding Grant		\$
Amount Grant Exceeded Qualifying Expenses or Requirement		\$



2020 RECREATION OPERATING ASSISTANCE GRANT APPLICATION

(YYYY)

PLEASE COMPLETE AND FORWARD TO:

BIRCH HILLS COUNTY RECREATION BOARD
4601 50th STREET BOX 157
WANHAM, ALBERTA T0H 3P0

ORGANIZATION NAME:	
ADDRESS:	
PRESIDENT:	
PHONE #:	
SECRETARY TREASURER:	
PHONE #:	

AMOUNT OF GRANT APPLIED FOR: \$ _____

IF THE GRANT APPLIED FOR IS APPROVED IN WHOLE OR IN PART, WE UNDERSTAND THAT:

- A. The grant shall be used for those purposes for which the proposal was approved by the Recreation Board or for the purposes subsequently approved by the Recreation Board in consultation with the applicant.
- B. Grant funds not expended for the purposes for which they were provided shall be returned to the Recreation Board.
- C. The grant recipient will be required upon request, to produce evidence satisfactory to the Recreation Board of the manner in which the grant funds were used.
- D. The Recreation Board may require that an evaluation or audit of the project related to the grant be undertaken.

APPLICANTS NAME: _____

PHONE #: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

DATE: _____

PLEASE USE THE SPACE PROVIDED OR INCLUDE ATTACHMENTS WITH THE GRANT APPLICATION FORM.

All applications and supporting documentation must be submitted to the Board in English or include an English translation.

SECTION 1 (Failure to provide the information or document listed will result in the application not being considered for a grant)

1. Please provide current proof of your organizations non-profit status (Societies Act Number).
2. Please provide details regarding the location(s) of your organization and those of any facilities that it may own or operate, and please consider including maps, photographs, etc. if necessary.
3. Please provide details as to: a. the date (mm/yy) your organization was initially formed; _____ b. the date (mm/yy) your organization was approved for its current non-profit status: _____
4. Please provide a copy of your organization's audited (audited by a non-associated individual) annual financial statements including detailed revenue and expense information for the previous 2 years.
5. Please include a copy of your organization's proposed or approved operational revenue and expense budget for the year that the grant application covers. An operating budget is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operation. The operating budget is used to keep track of things like; maintenance operations, utility bills and interest payments. (Reference: http://en.wikipedia.org/wiki/Operating_budget)
6. Please provide a copy of your organization's current income and expense statement.

SECTION 2

<p>1. Please provide details regarding the purpose of your organization, describe how the group serves the residents of the County, and provide a listing of facilities operated by the organization supported by descriptions and a map showing location(s), plus information related to the usage of those facilities.</p>
<p>2. Please provide details regarding your organization's membership numbers, listing the number of County residents and the number for those that reside outside of the County.</p>
<p>3. Please provide an outline of your organization's fund-raising activities planned for the year this grant is being requested for.</p>

4. Will your organization be partnering with other group(s) in or outside of Birch Hills County? Explain in what way.

5. Please provide details regarding any Reserve Funds your organization has placed on deposit or into investments, and the purpose for those reserves.

6. Please provide information regarding alternate plans should your application not be funded, in whole, or in part.

7. What were your organization's goals and objectives for the previous year, and were you able to meet them? Explain.

8. Where does your organization see itself in 5 years?

Has it grown or become smaller, have activity levels increased, remained the same, or decreased, have facilities remained the same, increased, declined?

Please Explain.

SECTION 3

Overall grant application evaluation (for use by Recreation Board use only)

ADDITIONAL INFORMATION

Please provide dates and times for any events planned by your organization. Birch Hills County will develop a yearly calendar and share with all organizations to ensure events are not scheduled on the same date.

<u>Event</u> _____	<u>Date</u> _____	<u>Time</u> _____
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If you encounter any problems completing the form, please contact the County Office at (780) 694 – 3793 and request to speak with either the Chief Administrative Officer or the Director of Corporate Services.

It is imperative that all the requested information be included with the Grant Application Form. **ANY INCOMPLETE APPLICATIONS RECEIVED WILL NOT BE CONSIDERED FOR FUNDING.**

ALL APPLICANTS MUST SHOW PROOF OF CURRENT NON-PROFIT STATUS.

This grant is not for the use of Wages or Capital Expenditures.

Your Organization must reside in Birch Hills County in order to receive funds from this grant.

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE BIRCH HILLS COUNTY OFFICE BY 4:30 pm on **Friday, March, 13, 2020.**
Day Month Date Year

Reviewing Member's Initial _____



RECREATION OPERATING ASSISTANCE GRANT APPLICATION EVALUATION – RECREATION BOARD

1. At least three weeks prior to the date set for the Recreation Board meeting, Recreation Board Members will be provided with copies of each application for the Recreation Operating Assistance Grant received by Birch Hills County and subsequently approved (as per Section 5 of this Policy) for submission to the Recreation Board.
2. All applications distributed to the Recreation Board will be reviewed and evaluated by each member of the Recreation Board prior to the Recreation Board Meeting utilizing the form provided, the Application Scoring Worksheet and included to this Schedule at Appendix 1.
3. Recreation Board members that sit as a member of the Executive, Board of Directors, or any Committee of an Organization submitting an application will not review and evaluate the application submitted by that Organization.
4. Recreation Board Members will be responsible for:
 - a. Annotating any application that they are unable to evaluate due to their position as a member of the Executive, Board of Directors, or any Committee of an Organization submitting an application;
 - b. Evaluating each remaining application provided to the Recreation Board member, and initialing each page of those applications;
 - c. Recording their scoring for each application on the Application Scoring Worksheet; and
 - d. Returning all applications and the Application Scoring Worksheet to the County Office by the date requested.
5. There is no defined method to determine the scoring for applications, but Board Members may wish to consider the following:
 - a. For each question on the application, review all of the answers to that question on all of the applications under review, and choose the one that provided the most complete answer, and then provide a score for that application's question. If the answer was complete and provided all of the information requested, give it full marks. If it did not, scale back the score based on the answer provided;

- b. Assess each of the remaining applications, and provide scores based on how well those answers compare to your selection for the high score. Providing similar scores to applications that provided answers comparable to others is fully acceptable, and if the answers provided for all applications fully provides the information requested, then full marks on each of the applications would be warranted;
 - c. A score of zero would only be warranted if the applicant failed to provide any of the information requested by a question; and
 - d. Scoring for a question does not need to be a whole number, (e.g. A score of 7.3 out of 10 would be acceptable if the board member reviewing the application felt that the answer was not as good as an answer that was scored an 8, but was better than an answer that was scored as a 7).
6. County Staff will prepare a recap (see Appendix 2 to this Schedule) of scoring for each of the questions in order to calculate average scoring for each application, then record those average scores on the recap (see Appendix 3 to this Schedule). Copies of these recaps will be provided to the Recreation Board at their meeting to assist them in determining how best to distribute available funding.

Appendix 1 Application Scoring Worksheet

Recreation Board Member _____ Ward _____

Question	Max Score	Organization 1	Organization 2	Organization 3	Organization 4	Organization 5	Organization 6	Organization 7	Organization 8
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	80								
Section 3									
1	20								
Sub Total	20								
TOTAL	100								

GRANT VALUES

Requested									
Maximum									
Recommended									
Amount Previous Grants Exceeded Qualifying Expenses or Requirement (If Applicable)									
20 _____									
20 _____									

Appendix 2

Scoring Report

Applicant: _____

Question	Score	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Average
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	80								
Section 3									
1	20								
Sub Total	20								
TOTAL	100								

GRANT VALUES

Recommended									
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**Appendix 3
 Application Average Scoring Report**

Question	Score	Organization 1	Organization 2	Organization 3	Organization 4	Organization 5	Organization 6	Organization 7	Organization 8
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	80								
Section 3									
1	20								
Sub Total	20								
TOTAL									
TOTAL	100								

GRANT VALUES

Requested									
Maximum									
Recommended									