

P O L I C Y



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Policy Title: Recreation Operating Assistance Grant Policy	Date: October 11, 2022	Resolution No.

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.

Birch Hills County may provide grants to community groups, service clubs, or not-for-profit 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 outlined within this policy.

DEFINITIONS

1. For the purposes of this policy, the following terms are defined:

- 1.1 **County:** The municipal corporation of Birch Hills County having jurisdiction under the Municipal Government Act and other applicable legislation;
- 1.2 **Recreation:** Any play, activity, amusement, exercise, competition, etc. used for the refreshment, relaxation and fitness of body or mind;
- 1.3 **Recreation Grant Committee:** A Committee of ward specific members-at-large appointed by the Council of Birch Hills County in accordance with the "Recreation Grant Committee Bylaw";
- 1.4 **Utility Costs:** Utility costs will include power, gas, sewer, garbage, phone and internet;
- 1.5 **CAO:** means the Chief Administrative Officer of Birch Hills County or designate.
- 1.6 **Insurance:** Building and general liability insurance

2 GENERAL PROVISIONS

- 2.1 Birch Hills County Council shall annually, in the interim and/or the final budget, allocate funds to the Recreation Operating Assistance Grant
- 2.2 Birch Hills County Council will be responsible for the approval and maintenance of a system to be used for the submission, review, and



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recommendation for, Recreation Operating Assistance Grants by the Birch Hills County Recreation Grant Committee.

- 2.3 Recreation Operating Assistance Grants will only be provided to community groups, service clubs, or not-for-profit organizations operating within the boundaries of Birch Hills County.
- 2.4 Recreation Operating Assistance Grants will be provided to assist in covering utility and insurance costs. This includes power, gas, garbage, sewer, phone and internet.
- 2.5 The final approval for the distribution of the Recreation Operating Assistance Grant will be the responsibility of Birch Hills County Council.

3 GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

- 3.1 Recreation Operating Assistance Grant must directly benefit the community group, service club, or not-for-profit Birch Hills County organizations submitting the application.
- 3.2 The applicant must be an established (two complete years of operation) responsible, and reputable community group, service club or not-for-profit organization.
- 3.3 The applicant’s previous year program achievements, current year planned activities and event/program attendance will be considered by the committee.
- 3.4 Administration will use copies of the previous years’ insurance and utilities to determine the maximum grant amount allowable to be allocated by the Recreation Grant Committee up to a maximum amount of \$25,000.
 - 3.4.1 If utilities are included in the non-profit organization’s rent, a signed letter from the landowner indicating rent and utility breakdowns will be accepted.
- 3.5 The Recreation Grant Committee will take into account the proposed budget in the event that grant funding is oversubscribed and reduced allocations may result.



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4 EXCLUSION FROM FUNDING

4.1 Funding provided must be used to directly benefit a Birch Hills County non-profit organization as a whole and not 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 APPLICATION PROCESS

- 5.1 Only one (1) application will be accepted per Birch Hills County registered community group, service club or organization.
- 5.2 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, or hand delivered to the County Office, and **must be received at the Birch Hills County Office County Office no later than 4:30 pm. On December 15th**
- 5.3 All applications must show proof of current non-profit status, include the utility receipts from the prior year clearly indicating the cost of electricity, telephone, internet, heating, water, sewer, garbage and insurance.
- 5.4 Each request must clearly demonstrate the need for the amount being requested, identify specific benefits(s) and outcome(s) and provide alternate plans should the application not be funded, in whole, or in part.
- 5.5 Applications must identify the prior years' activities including attendance estimates and planned activities for the current year.
- 5.6 Please indicate any other organizations, both private and non-profit, that support your project, either financially or otherwise.



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6 APPLICATION REVIEW (ADMINISTRATION)

6.1 All applications will be reviewed following receipt by the CAO to ensure that they have been correctly completed including the submission of the required documentation, and that applications do not include a request for funding for expense items that are expressly disallowed by this policy. A secondary review of the applications will be conducted by another member of Administration to verify the accuracy of the original review.

Applications will not be submitted to the Recreation Grant Committee for funding consideration if:

- 6.1.1 **The application was not received at the Birch Hills County Office by 4:30 p.m. on December 15th.**
- 6.1.2 **The application is not a community group, service club, or not-for-profit organization operating within the boundaries of Birch Hills County;**
- 6.1.3 **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;**
- 6.1.4 **The applicant failed to include proof of current non-profit status;**

6.2 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.

7 APPLICATION REVIEW BY THE RECREATION GRANT COMMITTEE

7.1 Applications that have been received and deemed complete will be forwarded for evaluation and recommendation for funding by the Recreation Board at a Meeting to be organized by the Chief Administrative Officer or designate.



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- 7.2 Members of the Recreation Grant Committee will evaluate each accepted application as per the guidelines detailed in Schedule C, and the Committee as a whole shall make their recommendations as to the distribution of the funding for Recreation Operating Assistance Grants to Council for final allocation.
- 7.3 Members of the Recreation Grant Committee will only be advised of the details related to the rejected applications after the Recreation Grant Committee has made their recommendations for Grant distribution.
- 7.4 Utility and insurance costs, as defined by the definition are the only criteria eligible for funding.
- 7.5 The maximum amount any group may receive is \$25,000.

8 CONDITIONS OF APPROVAL

- 8.1 Council will approve the distribution of the Recreation Operating Assistance Grants following the receipt of the recommendation of the Recreation Grant Committee. Council may question the recommendation of the Recreation Grant Committee, but should only make changes as to the distribution of the grant funds under extenuating circumstances, and then only following communication with the Recreation Grant Committee members.
- 8.2 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.

Original to be signed by

Reeve
Gerald Manzulenko

Original to be signed by

Chief Administrative Officer
Larry Davidson

20 Recreation Operating Assistance Grant Application

Please Complete and Forward To:

baileys@birchhillscounty.com

or

Birch Hills County Recreation Grant Committee
4601 50th Street Box 157
Wanham, AB T0H 3P0

Organization Name:	
Address:	
President:	
Phone Number:	
Secretary Treasurer:	
Phone Number:	
Number of Members:	

Grant Amount 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 Grant Committee in consultation with the applicant.
- B. Grant funds not expended for the purposes for which they were provided shall be returned to the Recreation Grant Committee.
- C. The grant recipient will be required upon request, to produce evidence satisfactory to the Recreation Grant Committee of the manner in which the grant funds were used.

Applicants Name:

Phone Number:

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 Committee 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 a copy of your organizations non-profit status certificate.
2. Please provide details regarding the building(s) and 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. The date (mm/yy) your organization was initially formed
4. Please provide utility and insurance receipts for the prior year. This includes power, gas, sewer, garbage, phone and internet. If receipts are not available, a signed letter from the landowner which provides a breakdown of utility costs included in rent, will be accepted.
5. Please include a proposed budget for the upcoming year.

SECTION 2 (Failure to provide the information or document listed will result in the application not being considered for a grant)

1. Please provide details regarding the purpose of your organization, describe how the group serves the public and Birch Hills County

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.

3. Please provide an outline of your organization's fund-raising activities planned for the current year.

4. Will your organization be partnering with other group(s) in or outside of Birch Hills County?
If so, please provide details.

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

6. What were your organization's planned activities for the previous year, please include estimated attendance figures.

7. Where does your organization see itself in 5 years? For example: facility upgrades, changes in activities.

SECTION 3 (Additional Information)

Please provide estimated dates and times for any events planned by your organization. Birch Hills County will add it to a yearly calendar to assist in advertising local events.

<u>Event</u>	<u>Date</u>	<u>Time</u>

If you encounter any problems completing the form, please contact the County Office at (780) 694 – 3793

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.**

This grant is to be used to cover insurance and utility costs as identified in the definition.

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 December 15th.

APPLICATION CHECKLIST

(Please review required items prior to submission)

	A copy of your organizations non-profit status certificate.
	Utility and insurance receipts for the prior year, this includes power, gas, sewer, garbage, phone and internet. **If receipts are not available, a signed note from the landowner that provides a breakdown of utility costs included in rent, will be accepted
	List of events planned by your organization
	A proposed budget for the upcoming year.
	Application Questions

Administration's Recreation Grant Application Review

Name of Organization: _____

Date Application was received: _____

1.	<u>YES</u>	<u>NO</u>
Application Received by December 15 th ?		
Proof of Applicants Non-Profit Status?		
Is the applicant organization operating primarily within the boundaries of Birch Hills County?		
Does the applicant have 2 complete years of operation?		
Does the applicant clearly indicate Utilities & Insurance Costs from the prior year? (Including power, water, sewer, garbage, phone and internet)		
Does the applicant give a brief summary of the previous year's activities?		
Does the applicant provide a list of proposed activities?		
Does the applicant include the upcoming year's budget?		

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

2.

Grant Requested: A	\$
Total Qualifying Expenses:	
Insurance:	\$
Utilities (power, water, sewer, garbage, phone and internet):	+ \$
B	= \$
Maximum Grant (lesser of A or B) *Maximum of \$25,000	= \$

CAO Review

Administration Review

Date of Reviews _____



APPLICATION EVALUATION- RECREATION COMMITTEE

1. At least three weeks prior to the date set for the Recreation Grant Committee meeting, Recreation Grant Committee 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 Grant Committee.
2. All applications distributed to the Recreation Grant Committee will be reviewed and evaluated by each member of the Recreation Grant Committee prior to the Recreation Committee Meeting utilizing the form provided, the Application Scoring Worksheet and included to this Schedule at Appendix 1.
3. Recreation Grant Committee 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 Committee 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 Committee 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 Committee 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.

