

## COMMUNITY HALLS - OPERATIONS

### PURPOSE

To fund community organizations, agricultural societies, recreation societies or associations and hall boards that **are operating community facilities and programs within the County of Vermilion River**. The goal is to build experiences that:

- **Bring enjoyment**
- **Encourage active participation**
- **Create and enhance community spirit**
- **Support recreation, arts (how we express ourselves), culture (who we are)**
- **Result in community enhancement**
- **Are educational and**
- **Open for use by County residents.**

Priority will be given to those programs/facilities focused on:



A County Recreation Sustainability Plan is in place and it is recommended that community organizations and facilities review this plan annually to ensure alignment with the long-term goals of the region. The Recreation Boards/County will update progress on this plan yearly and provide a progress report to the community. This long term planning ensures that as a community we nurture the kind of community we want for our neighbors, our children and our grandchildren.

### FUNDING OVERVIEW

There are a variety of grants available from the County of Vermilion River. These include operational, project and capital funding options.

**For 2019**, there is \$201,150 set aside for FACILITY operational, \$53,550 for COMMUNITY HALLS operational and \$20,000 for programs, events and new initiatives.

- Each category of funds have a limited supply of funds. This means that not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- Funding may vary from year to year and organizations should not expect to receive the same amount from year to year.
- Funding will not be retroactive.

- Those that are approved will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to CVR.
- Applications are submitted to CVR for review and approval. **CVR will have final approval on all fund allocations.**

Categories of funds are:

**Community Halls**

**Recreation Facility Operations**

**Programs/Events**

**Arts & Recreation New Initiatives**

**Libraries**

**Special Capital Projects**

**This funding category applies to the regions previously covered by the four Recreation Districts: Dewberry, Kitscoty, Marwayne, and Paradise Valley. Facilities and organizations within these four districts are eligible for these funds. Additionally, rural community halls in the Vermilion Recreation District may also apply for this category of funds.**

Cost share agreements are in place for facilities and programs within the City of Lloydminster. Therefore, facilities and organizations within those boundaries are not eligible to apply for the Community Halls grant.

*Applications can be submitted directly to:*

**County of Vermilion River**

**Attention: Corinne McGirr, Community Development Coordinator**

**4912 50 Ave**

**Box 69**

**Kitscoty, AB T0B 2P0**

**email: [cmcgirr@county24.com](mailto:cmcgirr@county24.com)**

**phone: 780.846.2244 or 780.853.5492    fax: 780.846.2716**

**DEADLINE: OCTOBER 26, 2018**

# COMMUNITY HALLS GRANT APPLICATION

## WHO CAN APPLY?

- Not-for-profit societies and organizations **operating a community hall** that is used for programming, community functions, special events, rentals or provides services to the community. Eligible applicants should have status under the Societies Act or Agricultural Societies Act.
- Applications will be considered based on usage, people served, and allowable operating expenses, as well as commitment to the County's priorities.

## WHAT CAN THE FUNDS BE USED FOR?

- **General operational expenses** such as insurance, and utilities (power, gas, water, sewer, waste).
- Any requests for capital items or enhancement of facilities will apply through the Special Capital Projects grant

## HOW MUCH CAN I APPLY FOR?

The maximum amount is indicated below and is dependent upon the amount of allowable operating expenses. The Evaluation Criteria will be used to give a percentage score that will be used as a factor against the maximum amount. Additional pro rating may be required based on number of applications and total funds available for this category.

ALLOWABLE OPERATING EXPENSES	Funding Max
<b>Insurance + Utilities (power, gas, water, sewer, waste)</b>	45% of total allowable expenses

Example: Insurance + Utilities = \$10,000  
 Funding Max = 45% of \$10,000 = \$4,500  
 Evaluation Criteria gives facility 85 points = 85% of \$4,500 = \$3,825 eligible funding

## HOW DO I APPLY?

- Applications will be accepted **until OCTOBER 26**
- Complete the application form for **COMMUNITY HALLS** and submit to the County of Vermilion River by the deadline

## EVALUATION CRITERIA

- All applications will be evaluated based on the following points system

CRITERIA	POINTS
User days	10
Annual Allowable Operating Expenses	20
Number of users per year	5
Alternative funding sources	15
Adequate user fees	20
Partnerships with local groups to access facility at lower cost	5
Initiatives to show sustainability	10
Commitment to CVR Goals: Diversity, Sustainability, Vibrancy	5
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement	10

Category Allocation: there will be a total of \$53,550 to distribute for the year

## ORGANIZATION INFORMATION

<b>ORGANIZATION LEGAL NAME:</b>			
<b>MAILING ADDRESS:</b> (all correspondence and cheques will be mailed to this address): ADDRESS:			
TOWN:		POSTAL CODE:	
If Applicable: Website _____			
Circle/Check: if you use social media to promote your facility:    Facebook    Twitter			
<b>CONTACT INFORMATION:</b>			
	<b>President/Chair Name:</b>	<b>Secretary Name:</b>	<b>Treasurer Name:</b>
<b>Telephone</b>			
<b>Cell</b>			
<b>Fax</b>			
<b>Email</b>			
<b>INCORPORATION ACT REGISTERED UNDER:</b>			
<b>INCORPORATION NUMBER:</b>			
<b>DATE OF INCORPORATION:</b>			

<b>FACILITY NAME:</b>
<b>LEGAL DESCRIPTION / PHYSICAL ADDRESS:</b>
<b>REGISTERED HOLDER OF LAND TITLE:</b>
<p><b>Select all financial sources that provide revenue for your facility</b></p> <p> <input type="checkbox"/> Rental Fees    <input type="checkbox"/> Admission Fees    <input type="checkbox"/> Memberships    <input type="checkbox"/> User Fees  <input type="checkbox"/> Donations    <input type="checkbox"/> Sponsorships    <input type="checkbox"/> Fundraising  <input type="checkbox"/> Other government grants _____         </p> <p>Other:</p>

## FUNDING REQUEST

<b>AMOUNT OF FUNDING REQUESTED    \$</b>
Describe your operations, services and programs provided (200 words or less).

CHECK ALL THAT APPLY TO YOUR COMMUNITY HALL (and provide further details where requested):

	<b>Our Organization uses the Hall for hosting special events and/or programs for the community.</b> If yes, what events/programs does your Organization host?
	<b>Our Hall is available for rental for private functions</b> (weddings, social gatherings, business meetings etc.)
	<b>Our Hall is used by other community organizations at a lower rental fee</b> (child/youth clubs, seniors groups, sports teams etc.)
	<b>Our Hall is used by other community organizations at normal rental fee</b>
	<b>Our Organization has a long term strategic plan, capital plan or business plan in place.</b> If yes, what year was it last reviewed? _____

## FACILITY USAGE – PRIOR YEAR

	# of DAYS	# of USERS
Total Usage for Facility (# of days the facility is occupied/ used in a year and # of users attending those days of use)		
Used by Applicant Organization		
Used by Other Organizations		
Used for Private Functions ie: rentals, etc.		
Other Users:		

Provide an overview of the impact your facility has on your community (200 words or less)
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FINANCIAL REPORTING – OPERATIONS – PRIOR YEAR

<b>OPERATING REVENUE:</b>	
User Fees (rentals, memberships, admissions)	\$
Fundraising	\$
Donations / Bequests / Sponsorships	\$
Grants:	
Municipal	\$
Provincial	\$
Other: (ie: Provincial Associations, etc.)	\$
Other:	\$
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>
<b>OPERATING EXPENSES:</b>	
Communications: telephone, postage, internet, newsletters, printing, advertising, etc	\$
Financial Fees: Bank Charges, Audit Fees, etc.	\$
Insurance	\$
Facility Maintenance & Repairs:	
Building	\$
Parking	\$
Landscaping	\$
Equipment	\$
Janitorial	\$
Supplies:	
Office	\$
Hall	\$
Janitorial	\$
Equipment / Computers / Printers, etc.	\$
Fundraising	\$
Utilities:	
Natural Gas	\$
Waste Removal/Management	\$
Power	\$
Water / Sewer	\$
<b>TOTAL OPERATING EXPENSE</b>	<b>\$</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>\$</b>

### OBLIGATION OF GRANT RECIPIENTS

Grant funding recipients will receive notification outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the specific items approved. Recipients must submit a **Grant Accounting Report** to verify that the funds were spent in the manner intended and approved prior to the next recreation grant funding cycle. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the District Recreation Board or County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved. Grant recipients will be required to recognize funding received from the County of Vermilion River. Indicate below, what that recognition will look like.

#### FUNDER RECOGNITION PLAN:

- |   |  |
|---|--|
| <input type="checkbox"/> On-site Signage (in consult with County)           | <input type="checkbox"/> County Logo/Name in Agency Newsletter         |
| <input type="checkbox"/> County Logo/Name in Advertising                    | <input type="checkbox"/> County Logo/Name recognized at a public event |
| <input type="checkbox"/> County Logo/Name recognized on Agency Social Media |  |
| <input type="checkbox"/> Other:   |  |

**Please Note: By accepting receipt of this grant, organizations are obligated to complete the County of Vermilion River Community Enhancement & Recreation Grant Accounting Report and show proof of completed funding recognition as indicated above.**

### DECLARATION STATEMENT

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS APPLICATION CONTAINS A FULL AND ACCURATE ACCOUNT OF ALL MATTERS STATED WITHIN. FURTHERMORE, WE UNDERSTAND FULLY OUR OBLIGATION TO SUBMIT THE GRANT ACCOUNTING REPORT AND ANY REQUESTED FINANCIAL INFORMATION.

Name: (please print) _____	Title: _____
Signature: _____	Date: _____
Name: (please print) _____	Title: _____
Signature: _____	Date: _____

Note: requires two (2) authorized representatives from the applying agency to sign the application.

*The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the municipal Council and may be published in a Council meeting agenda. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Vermilion River office.*