



## COMMUNITY HALL OPERATIONS GRANT APPLICATION

### 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:

- **Are accessible to all County residents**
- **Encourage participation and engagement**
- **Promote personal growth and well-being**
- **Safeguard natural resources, parks, and recreational opportunities**
- **Enhance community wellness**

### FUNDING OVERVIEW

There are a variety of grants available from the County of Vermilion River. These include operational, project and capital funding options for facilities, community halls, as well as grants for Events.

- Each category of funds has a limited supply of funds. Not all eligible projects may 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. CVR will have final approval on all fund allocations.
- 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.

*Organizations that are funded under existing cost share agreements are ineligible to apply for separate community enhancement funding but may still be eligible to apply for Park Trust Funds.*

### Applications can be submitted:

#### Mail:

County of Vermilion River  
Attention: Community Development Coordinator  
Box 69 Kitscoty, AB T0B 2P0

#### In Person:

County of Vermilion River  
505040 HWY 897  
(Check in with reception upon arrival)

Email: [community@county24.com](mailto:community@county24.com)

**DEADLINE: OCTOBER 11, 2024**



**WHO CAN APPLY?**

- Not-for-profit organizations and societies 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.

**WHAT CAN THE FUNDS BE USED FOR?**

- Allowable expenses are insurance, utilities, ongoing yearly maintenance, and janitorial expenses. Funds cannot be used for start-up costs, debt reduction, endowments, capital projects or celebrations.
- Any requests for capital items or significant enhancement of facilities will apply through the Special Capital Projects grant.

**HOW MUCH CAN I APPLY FOR?**

Community hall categories are referenced in PD 021 Community Enhancement Funding Policy. The full policy can be found on our [website](#). Non-profit organizations will be eligible for funding according to what category their community hall aligns with. The range of investment in our communities is approved by Council.

<b>COMMUNITY HALLS</b>	
<b>Facility Type</b>	<b>Facility Funding</b>
Category 2	\$10,000
Category 3	\$7,000
Category 4	\$2,500
Category 5	\$700

**HOW DO I APPLY?**

- Applications are accepted annually in October.
- Visit the County of Vermilion River website or contact the Community Development Coordinator for assistance with the application form.
- Complete the Community Hall Operations Grant Application and submit it to the County of Vermilion River on or before the deadline.

**EVALUATION**

All applications will be evaluated based on annual allowable operating expenses; commitment to CVR Goals; and commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement.



**COMMUNITY HALL OPERATIONS GRANT APPLICATION**

<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 _____	
Check if you use social media to promote your facility/organization: <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter	
<b>CONTACT INFORMATION:</b>	
	<b>Primary Contact</b>
	<b>Secondary Contact</b>
<b>Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Position</b>	
<b>ARE YOU A NON-PROFIT ORGANIZATION?</b> ___ YES      ___ NO	<b>INCORPORATION ACT REGISTERED UNDER:</b> (i.e. Societies Act, Alberta Companies Act, Ag Societies Act, etc.)
<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>
<b>Select all financial sources that provide revenue for your facility:</b>
<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 _____ Other:
<b>Does your organization want to receive information about other grant opportunities?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Email Address to send to:</b>



**FUNDING REQUEST**

<b>AMOUNT OF FUNDING REQUESTED \$</b>
<b>Describe your operations, services and programs provided.</b>

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

	<b>Our Organization uses the Hall for hosting special events/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, 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 a normal rental fee</b>
	<b>Our Organization has a long-term strategic plan/capital plan and/or business plan in place.</b> If yes, what year were they/was it last reviewed? _____
	<b>Our Organization works with other community groups to grow and sustain our community and our facilities</b>

**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 (i.e. rentals, etc.)		
Provide an overview of the impact your facility has on your community. Please also list community partnerships that your facility is part of and supports (i.e. events, activities, programs, etc.)		



**Have You Completed the previous year's Year End Report** (If no, contact the Community Development Coordinator)  **YES**  **NO**

**FINANCIAL REPORTING – OPERATIONS FROM PRIOR YEAR**

<b>OPERATING REVENUE:</b>	
User Fees (rentals, memberships, admissions)	\$
Fundraising	\$
Donations/Bequests/Sponsorships	\$
Grants:	
Municipal (Other than CVR funding)	\$
Provincial	\$
Other (i.e. Provincial Associations, etc.)	\$
Other	\$
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>
<b>OPERATING EXPENSES:</b>	
Finance, Accounting & Legal	\$
Communications & Marketing	\$
Office & General	\$
Insurance	\$
General Facility Maintenance & Repairs	
Building	\$
Parking & Landscape	\$
Equipment	\$
Janitorial	\$
Supplies	
Janitorial	\$
Equipment/Computers/Printers, etc.	\$
Fundraising	\$
Utilities:	
Natural Gas	\$
Waste Removal/Management	\$
Power	\$
Water/Sewer	\$
Capital Projects/Major Improvements	\$
Other Operational Expenses	\$
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>
<b>OPERATING 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 **Year End 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 County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved.

**Funder Recognition Plan**

Grant recipients will be required to recognize funding received from the County of Vermilion River. Use of the logo is encouraged as it is a recognizable symbol to acknowledge CVR support. If space does not allow for the use of the logo as acknowledgement, it can be via text (ex. Funded in part (by) the County of Vermilion River). Funding recognition plans will be subject to the approval process. Confirmation of the approved funding recognition plan will be included in the approval letter. **Please indicate below how grant funding will be recognized:**

**CHECK ONE:**

<input type="checkbox"/> On-site Signage	<input type="checkbox"/> County Logo in Agency Newsletter
<input type="checkbox"/> County Logo in Advertising	<input type="checkbox"/> County Logo recognized at public event
<input type="checkbox"/> County Logo on Agency Social Media	
<input type="checkbox"/> Other	

Please describe how you will use the logo in the above select method:

**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.**

**Do you have annual events that you would like advertised on the CVR website and social media?**

NO     YES (Please provide event name and date)

**Events can be submitted at any time on our website: <https://www.vermilion-river.com/things-to-do/calendar/event-submission>**

**DECLARATION STATEMENT**

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

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

*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 District Recreation Advisory Board and/or 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.*