

**COMMUNITY HALL  
OPERATIONAL GRANT**



**GUIDE AND APPLICATION**

## WHAT IS THE YELLOWHEAD COUNTY COMMUNITY HALL OPERATIONAL GRANT?

Yellowhead County has grant funding available to registered not-for-profit organizations or hall boards, who have been in operation for at least one year and are operating a community hall in the County. Any funds provided are to be used for facilities that provide recreational, cultural or community activities which are open for the use and enjoyment of all County residents.

### GRANT GUIDELINES

1. Applicants are encouraged to contact a Yellowhead County Recreation staff person to discuss the grant program prior to making application.
2. The deadline for applications is **March 31<sup>st</sup>** each year.
3. Grants are awarded on an annual basis.
4. Grant funding will be awarded in accordance with the Funding Criteria set out herein and may be less than that sought by the applicant.
5. Applications for the purchase of major capital items or the purchase of new facilities *will not* be considered.
6. Applicants are responsible for completing a Community Hall Operational Grant application. All sections of the application must be completed.
7. The Application(s) must be accompanied by:
  - a) particulars of the current executive and/or board of directors of the organization,
  - b) evidence that the organization is in good standing under a non-profit societies act
  - c) the previous year's annual financial statement, duly signed and dated, and
  - d) proof of liability insurance coverage.
8. Applicants who have previously received any type of grant funding from Yellowhead County but have not submitted the requisite financial accounting for the grant(s) will not be eligible for funding under this program until all outstanding accounting requirements have been met.
9. Community halls that receive operational funding from other levels of government are ineligible for funding under this program.

<b>FUNDING CRITERIA</b>	<b>Annual Funding</b>
Allowable operating expenses (utilities/insurance) <i>*as identified in accompanying budget page</i>	50% of total eligible expenses  (max \$10,000)

### WHAT EXPENDITURES ARE ELIGIBLE FOR FUNDING?

The Community Hall Operational Grant is intended to be used for general operational expenses, eligible expenses include:

1. Insurance costs
  2. Utilities
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For further information about the Community Hall Operational Grant, please contact our Parks & Recreation Department:

**Phone: (780) 723-4800**

**or**

**Toll free: 1-800-665-6030**

Additional application forms are available on the County website:

[www.yellowheadcounty.ab.ca](http://www.yellowheadcounty.ab.ca)

Submit completed Grant applications to:

**Community Hall Operational Grant Program  
Yellowhead County  
2716 - 1<sup>st</sup> Avenue  
Edson, Alberta  
T7E 1N9**

**Fax: 780-723-5066**

**Email: [cmcnernie@yellowheadcounty.ab.ca](mailto:cmcnernie@yellowheadcounty.ab.ca)**

**IMPORTANT**

**If groups are also applying for Outdoor Amenity Operational Funding, only ONE set of current executive/board of directors, evidence of Societies Act, previous year financial statement and proof of insurance coverage is required. Applications MUST be submitted together.**



**COMMUNITY HALL  
OPERATIONAL GRANT APPLICATION**

Yellowhead County's objective in creating an application for the Community Hall Operational Grant is to simplify and standardize the granting process. When applying for this grant, please provide the information requested below.

Applicant Information

Legal Name of Applicant \_\_\_\_\_

Societies Act Incorporation Number \_\_\_\_\_

Registered Mailing Address \_\_\_\_\_

(All correspondence and cheque will be mailed to this address)

Name of Facility \_\_\_\_\_

Facility Address/Legal Description \_\_\_\_\_

Registered Holder of Land Title \_\_\_\_\_

Applicant Agreement

I declare that:

1. I am duly authorized representative having legal and/or financial signing authority for the above organization.
2. The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
3. Any grant awarded shall be used solely for the purpose stated in this application and according to grant parameters unless otherwise agreed by Yellowhead County.
4. I have read and understood this declaration and the information contained in the grant application package.

Dated at \_\_\_\_\_, Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson                      Printed Name                      Phone                      Email

\_\_\_\_\_  
Signature of Treasurer                      Printed Name                      Phone                      Email

Attachment Checklist

- Current list of Executive and/or Board of Directors, including names, positions/titles, addresses and phone numbers (home, work, email)
- Previous Year's annual financial statement (dated and signed)
- Copy of most recent Annual Return filed with Alberta Registry
- Copy of liability insurance certificate (if not covered through Yellowhead County master policy)

# Community Hall Operation Funding

## 1. Allowable Operating Costs

Annual Expenditure

Insurance	\$ _____
Utilities	\$ _____
Telephone	\$ _____
Natural gas	\$ _____
Water	\$ _____
Power	\$ _____
Septic	\$ _____
Garbage removal (refers to bin rental costs only)	\$ _____
Total Allowable Operating Costs	_____

## 2. Facility Usage – Prior Year

Total hours of use for facility	_____
Hours of use by your organization	_____
Hours of use by other organizations	_____