

**COMMUNITY HALL / OUTDOOR AMENITY
CAPITAL ASSISTANCE GRANT**



GUIDE AND APPLICATION

WHAT IS THE COMMUNITY HALL / OUTDOOR AMENITY CAPITAL ASSISTANCE GRANT ?

Yellowhead County has grant funding available to registered not-for-profit community groups and societies to assist with funding capital projects for the use and enjoyment of County residents. Groups requesting financial assistance for capital projects must have their facility located within Yellowhead County boundaries. Facilities located within other municipalities are ineligible.

GRANT GUIDELINES

1. Applicants must contact a Yellowhead County Recreation staff person to discuss the project prior to grant application. Applicants may also attend recreation board meetings to discuss their application.
2. Applicants should identify if additional sources of revenue were sought (e.g., Alberta Lottery Fund).
3. Retroactive funding will not be considered nor will applications for projects that duplicate existing facilities in a community. Emergency funding will be considered on a case by case basis.
4. Applications will be reviewed and grants awarded on a quarterly basis, with application deadlines being on March 31st, June 15th, September 30th and December 31st each year.
5. Applicants can expect a response regarding their grant request 4-6 weeks from the application deadline.
6. Applicants are responsible for completing a Community Hall / Outdoor Amenity Capital Assistance Grant application for each project. All sections of the application must be completed.
7. The application 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.
 - e. all estimates received for the project
8. Applications for new facilities may require submission of a needs assessment and/or project feasibility plan.
9. A financial accounting of the project must be submitted within six months from its completion.
10. Applicants will be eligible to receive up to 50% of the total project cost to a maximum of \$10,000 in funding per project.
11. All requests for funding over \$10,000 will be referred to County Council for consideration.
12. 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.
13. Applicants located within municipal boundaries other than Yellowhead County are ineligible for funding.
14. Applicants must provide recognition of Yellowhead County's contribution to the project.

WHAT PROJECTS MIGHT BE FUNDED?

The Community Hall / Outdoor Amenity Capital Assistance Grant is intended to be used for, but is not limited to, general capital expenses including:

1. Renovations
2. Repairs
3. Furniture purchases
4. Equipment purchases
5. New facility
6. New outdoor amenity

Facility inspection and safety issues will receive priority in funding decisions.

For further information about the Community Hall / Outdoor Amenity Capital Assistance 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

Submit completed Grant applications to:

**Community Hall / Outdoor Amenity
Capital Assistance Grant Program
Yellowhead County
2716 - 1st Avenue
Edson, Alberta
T7E 1N9**

Fax: (780) 723-5066

Email: cmcnernie@yellowheadcounty.ab.ca



**COMMUNITY HALL / OUTDOOR AMENITY
CAPITAL ASSISTANCE GRANT APPLICATION**

Yellowhead County's objective in creating an application for the Community Hall / Outdoor Amenity Capital Assistance 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)
- Copy of all estimates received for the project (**minimum 2 estimates submitted**)

1. Estimated project start date _____
 2. Completion date _____

3. Describe in detail the work to be carried out and the need for this project.

4. Describe how the project will benefit your community and the County.

5. What other grants have been applied for and/or approved?

6. If applying for a new facility/outdoor amenity, have you done a feasibility plan? Yes No
 If yes, please submit a copy of the plan with your application.

7. How will you recognize Yellowhead County's grant contribution to the project?

8. Project Budget (Please attach an additional sheet, if necessary & include all estimates)

Project Revenue

Yellowhead County Grant \$ _____

Other Grants \$ _____

\$ _____

\$ _____

\$ _____

Own Contributions \$ _____

1. Cash \$ _____

2. Donated labour/services (as per Provincial standard) \$ _____

Unskilled Labor _____ Hours @ \$15/hr \$ _____

Skilled Labor _____ Hours @ \$30/hr \$ _____

Other services (at verified fair market value) \$ _____

\$ _____

\$ _____

3. Donated material/equipment (heavy equipment, including operator costs @ \$60/hr) \$ _____

\$ _____

\$ _____

Total Revenue \$ _____

Project Expenditures

Value of volunteer labour/services \$ _____

Value of donated material/equipment \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Project Cost \$ _____

Balance (Revenue minus Expenditures) \$0