

**OUTDOOR AMENITY
OPERATIONAL
GRANT**



GUIDE AND APPLICATION

WHAT IS THE YELLOWHEAD COUNTY OUTDOOR AMENITY OPERATIONAL GRANT?

Yellowhead County has grant funding available to registered not-for-profit organizations or societies, who have been in operation for at least one year and are operating either an outdoor rink, ball diamond, soccer pitch, playground, horse shoe pits, lawn bowling, riding arena, ski trails or hiking trails 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.

The grant is intended to support communities in maintaining safe and functional outdoor amenities.

GRANT GUIDELINES

1. Applicants must contact a Yellowhead County Recreation staff person to discuss the grant program prior to making application.
2. The deadline for applications is **March 31st** 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 an Outdoor Amenity 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.
 - e) all estimates received for the project (if applicable)
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.

Facility Type	FUNDING CRITERIA	Maximum Annual Funding
Outdoor Amenity	Ball diamond, soccer pitch, playground, horseshoe pits, lawn bowling, riding arena, ski trails, hiking trails	\$3000 per amenity
Outdoor rinks		\$7,000

WHAT EXPENDITURES ARE ELIGIBLE FOR FUNDING?

The Outdoor Amenity Operational Grant is intended to be used for general operational expenses, including but not limited to

1. Maintenance & repair expenses
 2. Contractor expenses
 3. New equipment costs
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For further information about the Outdoor Amenity 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

Submit completed Grant applications to:

**Outdoor Amenity Operational Grant Program
Yellowhead County
2716 - 1st Avenue
Edson, Alberta
T7E 1N9**

Fax: 780-723-5066

Email: cmcnernie@yellowheadcounty.ab.ca

IMPORTANT

If groups are also applying for Community Hall 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.



OUTDOOR AMENITY OPERATIONAL GRANT APPLICATION

Yellowhead County's objective in creating an application for the Outdoor Amenity 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)

Outdoor Amenity Funding

(Please ensure that outdoor amenity costs are clearly outlined in your financial statements)

Amenity _____

Operating expenses incurred in the previous year for the above amenity	\$ _____
Maintenance and Repair costs	\$ _____
Wages/Contractor costs	\$ _____
New Equipment costs	\$ _____
Volunteer/Donated labour (based on \$15.00/hr for unskilled labour; \$30.00 for skilled labour, \$60.00/hr for heavy equipment incl. operator	\$ _____
Total Annual Operating Costs	\$ _____

Please explain what you have done to maintain and improve the amenity during the past year.

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****Please attach a separate sheet with additional amenity information, if necessary.****