



# Community Hall Operational Grant

## Guide and Application



# Overview



## What is the Yellowhead County Community Hall Operational Grant?

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

## What Expenditures are eligible for funding?

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

1. Insurance costs
2. Utilities

# Grant Guidelines

1. Applicants are encouraged to contact a Yellowhead County Recreation staff person to discuss the grant program before making an application.
2. The deadline for applications is March 31st each year.
3. Grants are awarded on an annual basis.
4. Grant funding will be given in accordance with the Funding Criteria set out here and may be less than what the applicant has been asked for.
5. Applications for purchasing major capital items or purchasing 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:
  - 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 society act
  - c) the previous year's annual financial statement, duly signed and dated,
  - d) proof of liability insurance coverage.
8. Applicants who have previously received any 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.

## Funding Criteria

The annual funding allowable operating expenses, utilities and insurance (as identified in the accompanying budget page), are eligible for 50% funding up to a maximum of \$11,000.00.



For further information about the Community Hall Operational Grant, don't hesitate to get in touch with Derek Starnes with our Parks and Recreation Department.



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.

# Contact Us



**Website**

[www.yhcounty.ca](http://www.yhcounty.ca)



**Phone**

780-723-4800 Fax: 780-723-5066



**E-mail**

[dstarnes@yhcounty.ca](mailto:dstarnes@yhcounty.ca)



**Address**

2716 1st Avenue, Edson, Alberta T7E 1N9

## APPLICANT INFORMATION

Legal Name of Applicant

Societies Act Incorporation Number

REGISTERED MAILING ADDRESS  
(All correspondence and cheques will be mailed to this address.)

## FACILITY INFORMATION

Name of Facility

Facility Address  
(Legal Description)

Registered Holder  
of Land Titles

## APPLICANT AGREEMENT

I declare that:

1. I am a duly authorized representative with 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

Email

Phone #

Signature of Treasurer

Printed Name

Email

Phone #

# YELLOWHEAD COUNTY COMMUNITY HALL OPERATIONAL GRANT APPLICATION

## Return Completed Applications to:

Yellowhead County Community Hall Operational Grant Program  
2716 1st Avenue  
Edson, Alberta T7E 1N9

## Allowable Operating Costs

Insurance

\$

## Utilities

Telephone

\$

Power

\$

Natural Gas

\$

Water

\$

Garbage Removal  
(refers to bin rental costs only)

\$

Septic

\$

Total Allowable Operating Costs

\$

## Facility Usage - Prior Year

Total hours of use  
for the facility

Hours of use by  
your organization

Hours of use by  
other organizations

## Attachment Checklist

Current list of Executive and/or Board of Directors, including names, positions/titles, addresses, email and phone number(s)

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).