



# Council Policy

Policy Number: ply\_ADM\_Community\_Grant\_Policy

## Community Grant Policy

Date Approved by Council : October 13, 2020

Resolution No.: 454/20

Mayor: "Original Signed"

County Commissioner: "Original Signed"

### 1. Purpose

This policy establishes a framework for distribution of grant requests from Sturgeon County community non-profit organizations that provide broad and inclusive recreational, cultural, and social programs and services to Sturgeon County residents.

### 2. Revision History

Approval Date	Revision Number	Modification
October 13, 2020	1.0	New Document

### 3. Persons/Areas Affected

Non-profit Organizations  
County Administration  
County Council

### 4. Definitions

The following definitions and interpretations apply to this policy:

*Administration* means the County Commissioner or his delegates.

*Aggregate Levy* means payments received from gravel and sand extraction companies as per the Community Aggregate Payment (CAP) Levy Bylaw.

*Eligible applicant* means a *Recognized Community Association* or *Recognized Seniors Community Association* applying for a community grant.

*Area Structure Plan (ASP) Group* means a *Recognized Community Association* or *Recognized Seniors Community Association* located within the Area Structure Plan area, as defined in the Alberta Industrial Heartland Area Structure Plan Bylaw No. 1118/07 and the Calahoo-Villeneuve Sand and Gravel Area Structure Plan Bylaw No. 992/01, providing services to County residents.

*Capital* means an asset with physical substance that has a life expectancy exceeding one year.

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*Community Services Advisory Board (CSAB)* means a standing committee of Council as per the Council Committees Bylaw.

*Council* means the Council of Sturgeon County, including the Mayor.

*County* means the Municipality of Sturgeon County.

*County Commissioner* means the Chief Administrative Officer of the County.

*Eligible facility* means a public-use community facility; a place, building, or amenity located in the County that provides recreational, social, cultural programs and services to County residents.

*Extension* means a written request to carry over funds beyond the authorized funding period.

*Funding agreement* means a written document constituting an agreement between the County and the grant recipient outlining the terms and conditions of the grant funding.

*Municipal support* means a commitment of municipal property, materials, or resources (equipment and/or staff time) to an Applicant.

*Operating costs* mean general and administrative expenses associated with the day to day facility operations and annual program expenses.

*Recognized Community Association* means a pre-approved community non-profit organization, in good standing, operating a facility within the geographic boundary of Sturgeon County with a mandate to provide programming and services to the public.

*Recognized Seniors Community Association* means a pre-approved community non-profit organization, in good standing, operated by seniors that provides programming and services open to Sturgeon County seniors.

*Reserve* means funds collected annually through the aggregate levy that are set aside for major future capital projects.

*Scope change* means a fundamental or major material change in the purpose for which the grant recipient was to use previously allocated grant funds.

## 5. Policy Statement

Sturgeon County recognizes that non-profit community associations are vital to the health, well-being, and social development of the community. Annually, Council allocates a

predetermined amount of funds towards supporting non-profit community organizations through a grant process that responds to community need and is community driven.

- 5.1. To support non-profit community organizations, Council may provide financial assistance to the following grant programs:

Community Association Operating Grant

- To assist Recognized Community Associations with annual rural facility operating costs.
- To assist Recognized Seniors Community Associations with annual program costs.
- All grants are offered on a matching grant basis. All grants require a minimum 25% matching commitment from the organization. The matching requirement may be met in the form of any combination of cash, donated materials, and volunteer labour and equipment.
- The funding must be expended by December 31 of the funding year.

Community Enhancement Grant

- To provide financial assistance to Recognized Community Associations with capital projects related to an eligible facility. Capital projects may include:
  - new facility construction
  - facility purchase
  - retrofit of existing facility space
  - renovations to extend the useful life of a facility
  - capital equipment
  - architectural, engineering and design fees required for the planning and design of capital construction projects
  - facility assessment, lifecycle analysis, planning or feasibility study
- All grants are offered on a matching grant basis. Funding is awarded up to a maximum of 75% of the eligible costs of the project. The matching requirement may be met in the form of any combination of cash, donated materials, and volunteer labour and equipment, all of which must be specifically related to the project.
- Municipal support requests must be included in the grant application. These requests will be considered as part of the entire grant application.
- The authorized granting period is 18 months following the signing of the funding agreement. Expenditures prior to the signing of the funding agreement will not be eligible.
- If the project is not completed and funds are unspent at the end of the authorized granting period, the grant recipient must submit an extension request (maximum 18 months)
- Any unspent grant funds must be return to the County.

- Should the grant recipient wish to change the scope of the funded project, they must submit a request to Administration for approval.
- Applicants with overdue or incomplete reporting related to a previously approved project will not be considered for new funding until their outstanding reporting requirements have been met.
- Priority funding will be given to projects that are related to one or more of the following:
  - Fire, safety, and health – projects that are required to conform to fire and safety codes.
  - Preventive maintenance – projects that are necessary to prevent a facility's infrastructure from deteriorating.
  - Renovation / improvements – projects that restore a facility to its previous conditions due to aging or heavy use or add a facility or amenity where one did not previously exist.
- All projects must adhere to all federal, provincial and municipal regulations.
- Successful applicants will enter into a funding agreement with the County.

## 5.2. Community Aggregate Payment Levy Allocation

The aggregate levy received each calendar year will be allocated as follows:

- Component A – ASP Groups - 25%
- Component B – Recognized Community Associations and Recognized Seniors Community Associations – 12.5%
- Component C – Reserve – 12.5%
- Component D – County General Revenue – 50%

Separate reserve accounts are maintained based on the area of the County the aggregate levy was received from. Levy funds allocated to Components A and B are distributed in the following calendar year, based on applications received. Any unallocated levy funds shall remain in the designated reserve.

## 6. Responsibilities

The Recognized Community Associations and Recognized Seniors Community Associations shall:

- Contact Administration for a pre-consultation prior to applying;
- Make application under the Community Grant Program;
- Meet the terms and conditions of a funding agreement with the County (as required); and
- Submit an extension request and/or scope change request (as required).

Administration shall:

- Administer the Grant Program; and
- Administer funding agreements with successful applicants (as required).

The Calahoo Villeneuve Sand and Gravel Advisory Committee shall:

- Review and evaluate grant applications from Recognized Community Associations and Recognized Seniors Community Associations located within the Calahoo Villeneuve Sand and Gravel Extraction ASP area;
- Make funding recommendations to Council;
- Review and authorize extension requests from previously successful applicants; and
- Review and approve or deny scope change requests from previously successful applicants.

The Community Service Advisory Board shall:

- Review and evaluate all grant applications from Recognized Community Associations and Recognized Seniors Community Associations in the Calahoo Villeneuve Sand and Gravel Extraction ASP area;
- Make funding recommendations to Council;
- Review and authorize extension requests from previously successful applicants; and
- Review and approve or deny scope change requests from previously successful applicants.

## 7. Cross Reference

*Municipal Government Act, RSA 2000, c M-26 - sections 409.1 - 409.3*

Community Aggregate Payment Levy Bylaw 1400/18

Calahoo Villeneuve Gravel Extraction ASP Bylaw 922/01

Alberta's Industrial Heartland ASP Bylaw 1118/07