



Lac La Biche County
welcoming by nature.

LAC LA BICHE COUNTY **GRANTS & FUNDING GUIDE**



How to use this guide

This document is intended to be a summary of the available funding opportunities offered to individuals and non-profit organizations by Lac La Biche County. There are four main departments that each offer their own programs.

The document contains:

- a) Table of Contents;
- b) A listing of the programs, followed by a more detailed description of the program requirements. However, these descriptions may not contain all the requirements.

If you are interested in applying for funding, please contact the appropriate department for additional information to ensure you meet all the requirements.

Information is provided for informational purposes only. The requirements outlined herein do not necessarily reflect all the requirements.

In cases of inconsistencies between this document and the actual requirements, the actual requirements shall prevail.

Funding rules and conditions subject to change without notice. Please consult the actual requirements before applying.

Programs may not always be available.

Council may approve funding for any program in a manner that differs from the program requirements.

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Finance and Grants Department

Main Contact: 780-623-6794 Office: McArthur Place

Website: www.laclabichecounty.com/communitygrants

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FCSS Department

Main Contact: 780-623-6819 Office: Bold Center

Website: www.laclabichecounty.com/fcss

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Environmental Services Department

Main Contact: 780-623-6739 Main Office: County Centre

Website: Agriculture | Lac La Biche County

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County Recreation & Culture Department

Main Contact: 780-623-3829 Main Office: Bold Center

Website: www.boldcenter.ca

COMMUNITY GRANTS

Community Grants support a variety of outcomes, including recreation and culture, social service initiatives, and economic and tourism drivers.

COMMUNITY GRANTS LISTING:

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COMMUNITY GRANTS



DETAILS

A RECREATIONAL/ CULTURAL OPERATING PROGRAM

Application Submission Deadlines:

- The application deadline is October 31.

Organization Requirements:

- The organization must be a cultural or recreational organization with a facility.
- The organization must be an incorporated non-profit organization and open to the public.
- Organizations must determine eligibility before applying.

Eligible Activities:

- Activities include operational activities, excluding events, related to the organization's delivery of cultural and recreational services.

Eligible Expenses:

- Eligible costs include a variety of operating costs. Different expenses are supported at varying levels. Expenses are eligible for a 12-month operating period.

Funding Levels:

- Grant funding is based partly on past operating expenses.
- Funding also depends on the organization's projected revenues, expenses, reserves, and the allocation of reserves.

Reporting Requirements & Grant Compliance:

- Organizations must provide a final report by April 30th of the following year.

B CAPITAL PROJECTS ASSISTANCE GRANT

Application Submission Deadlines:

- The application deadline is October 31.
- Multiple applications may be submitted.

Organization Requirements:

- The organization must be a cultural or recreational organization.
- For requests over \$10,000, the organization must own a facility, or have a long term lease.
- The organization must be an incorporated non-profit organization open to the public.

Eligible Activities:

- The project must improve or maintain the delivery of cultural or recreational services.
- Funding, other than the County funding, must be secured at the time of the application.

Eligible Expenses:

- The expenses cannot occur prior the submission of an application.

Funding Levels:

- The grant may support up to 50% of eligible project costs.
- In-kind can be used to cost match the grant.

Funding Evaluation:

- Projects that preserve existing service levels are prioritized (e.g. necessary and major repairs such as re-roofing projects).
- Other projects are ranked based on need and effectiveness, use of other funds, and previous funding awarded.

Reporting Requirements & Grant Compliance:

- Organizations must provide a final report 3 months following the project completion date.

COMMUNITY GRANTS

C COMMUNITY DEVELOPMENT GRANT

Application Submission Deadlines:

- The application deadline is October 31 for requests exceeding \$10,000.
- Smaller requests may be submitted throughout the year.
- Only one application may be submitted per year.

Organization Requirements:

- The organization must be an incorporated non-profit social service organization based in Lac La Biche County.
- The organization is not political or religious in nature.

Eligible Activities:

- A variety of activities may be funded, including projects, programs, or operating costs. *Events are ineligible.*
- ***Only requests that are not a good fit for the County's FCSS grant are eligible to apply. Organizations should first discuss their project with the County's FCSS department.***

Eligible Expenses:

- Funding cannot normally be for retroactive costs.

Funding Levels:

- For large requests, there is no specific limit on requests.
- The total available funding for the program, as well as the relative evaluation of other applications, will determine how much funding is recommended for any one request.

Funding Evaluation:

- Administration will make a recommendation on requests based on: issue severity, proposed outcomes, the organization's financial need, and other relevant considerations.

Reporting Requirements & Grant Compliance:

- Organizations must provide a final report 3 months following the project completion date.

D EVENT GRANT PROGRAM

Application Submission Deadlines:

- Applications must be submitted prior to the event. The amount of time depends on the event type (2-6 months).

Funding Levels:

- The funding depends on the type of event. Local events are eligible for up to \$5,000.
- Organizations can only apply once per year, in addition to Signature Events .
- Events will only be funded up to 3 times. This does not include Signature Events.

Organization Requirements:

- The organization must be an incorporated non-profit organization.

Eligible Activities:

- Events must take place in Lac La Biche County.
- The event must be open to the public in a meaningful way.
- The event must support economic development, recreation and culture, social wellness, tourism, or the environment.

Eligible Expenses:

- Profitable events may need to return a portion of their funding. Profits will be determined by looking at the event's net revenues.
- Only some expenses of the host organization may be supported by the grant or used for cost matching.

Funding Levels:

- The grant may support up to 50% of eligible expenses. Eligible in-kind can be used to cost match, but grant funding will not exceed eligible cash expenses.

Reporting Requirements & Grant Compliance:

- Organizations must normally complete a final report 3 months following the event.

E COMMUNITY CEMETERY IMPROVEMENT PROGRAM

Application Submission Deadlines:

- The submission deadline will be announced on an annual basis. The deadline is normally in the spring.

Organization Requirements:

- Organizations must be incorporated. The organization does not need to own the cemetery, but they must have permission from the owner for the project.

Eligible Activities:

- Funding is project-based. Projects must be for non-reoccurring work that gives a lasting advantage to the cemetery. This includes things like fencing, headstone curbing, parking, or other projects that improve cemetery operations and longevity.
- **Ineligible activities** include operating expenses, funeral costs, and portable equipment.

Eligible Expenses:

- Funding cannot normally be used for retroactive costs.

Funding Levels:

- There is no limit on how much funding can be requested. However, most projects typically receive between \$2,500-\$10,000.

Funding Evaluation:

- Administration will evaluate applications based on several criteria, including project need and previous funding approved to the cemetery.

Reporting Requirements & Grant Compliance:

- Organizations must normally complete a final report by November 30.

F COVID RELIEF SUPPORT PROGRAM

Application Submission Deadlines:

- The submission deadlines will be announced.
- Organizations may apply once per application intake.

Organization Requirements:

- The organization must be an incorporated non-profit organization based in Lac La Biche County.
- The organization must offer ongoing programming or activities, in addition to any special events.

Eligible Expenses:

- The funding can support previously incurred, incremental COVID related expenses, or losses in revenue due to COVID.

Funding Levels:

- Funding will be up to \$1,000.

Funding Evaluation:

- Funding will be approved to organizations that meet the requirements, subject to budget availability. Applications will be prioritized based on previous funding, and the order they were submitted.

Reporting Requirements & Grant Compliance:

- Normally, reporting isn't required. However, the County may ask for supporting documentation.

COMMUNITY GRANTS

G AD HOC GRANTS

Application Submission Deadlines:

- Requests can be submitted throughout the year.
- Small requests (under \$1,000) can be in the form of a letter. Visit the County website for information on what should be included in your letter.
- Larger requests may require a more detailed business case and supporting documentation. Please contact the County prior to submitting large requests.

Eligible Activities:

- This program is intended for activities that are not addressed through other grants.
- Small requests by organizations should focus on youth, seniors, disadvantaged groups, celebrate a significant milestone, or contribute to economic development or tourism in Lac La Biche County.
- Small requests made by individuals will normally be limited to supporting attendance costs of unique educational opportunities or other similar things.
- Large requests will be considered on a case by case basis.

Funding Levels:

- Requests by individuals will normally be considered for up to \$200.
- Small requests by organizations will normally be considered for up to \$1,000.

Funding Evaluation:

- Requests will be reviewed and approved on a case-by-case basis.

Reporting Requirements & Grant Compliance:

- Large requests may have reporting requirements and require a formal agreement.

H EVENT SPONSORSHIP AND DONATIONS

Application Submission Deadlines:

- There is no submission deadline. However, requests should be submitted before the event happens.
- Please visit the County website to see what should be included in a funding request.

Applicant Requirements:

- There are no specific requirements.
- Requests can come from organizations or individuals. However, individual requests must still be for an organized recreational group.

Eligible Activities:

- Requests should be an event of some type, or a stand-alone fundraising initiative.

Funding Levels:

- Normally funding will be approved for up to \$1,500.

Funding Evaluation:

- Each request will be evaluated on a case-by-case basis.



I SPORTING EVENT ATTENDANCE FUNDING

Application Submission Deadlines:

- Requests may be submitted throughout the year. However, requests must be submitted prior to the event.

Eligible Activities:

- Only attendance costs to provincial, national, or international sporting competitions are eligible.
- Competitions must take place outside of Lac La Biche County.
- Only sporting competitions for youth (under 18), seniors (over 65), or special needs competitions are eligible.
- The team/athlete's attendance must be secured before applying.

Eligible Expenses:

- Funding is provided to cover hotel and accommodation costs, travel expenses, and food and meals.

Applicant Requirements:

- Individuals requesting funding must have their primary residence in Lac La Biche County.
- Organizations requesting funding must be based in La Biche County.
- Requests made by an organization must come from the governing Association they are affiliated with. Requests from multiple teams belonging to one governing sports association will not be accepted.
- Applicants can only apply once every 2 seasons.

Funding Levels:

- Funding for individuals ranges from \$200 to \$600, depending on whether it is a provincial, national or International competition.
- Funding for an organization ranges from \$1,000 to \$2,000 depending on whether it is a provincial, national, or international competition.



FAMILY COMMUNITY SUPPORT SERVICES (FCSS) GRANTS

The County's FCSS department receives provincial funding to spend on activities which meet the requirements of the provincial FCSS legislation. This includes grants that support eligible FCSS activities.

FCSS GRANTS LISTING:

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The County's FCSS department offers a single grant program. This program supports a wide variety of activities so long as it falls within the FCSS mandate. In some cases, an activity may be ineligible in its entirety, but have some eligible components. It is best to discuss your project with a County FCSS staff person to determine where your project fits.



DETAILS

A FCSS GRANT

Application Submission Deadlines:

- Applications must be received at least 10 business days before the FCSS committee meeting.

Organization Requirements:

- The organization must generally operate and provide services that are focused primarily in Lac La Biche County.
- The application must be made on behalf of a non-profit entity.

Eligible Activities:

- A wide variety of activities are eligible. However, all requests must be preventative in nature and enhance the social well-being of individuals and families. Additionally, one of the following outcomes must be met:

• INDIVIDUALS

- Outcome 1: Individuals experience social well-being.
- Outcome 2: Individuals are connected with others.
- Outcome 3: Children and youth develop positively.

• FAMILIES

- Outcome 1: Healthy functioning within families
- Outcome 2: Families have social supports.

• COMMUNITY

- Outcome 1: The community is connected and engaged.
- Outcome 2: Community social issues are identified and addressed.

- All projects must do at least one of the following:
 - Help develop independence, strengthen coping skills or build resistance to crisis.
 - Help develop an awareness of social needs.
 - Help develop interpersonal skills.

- Help people and communities assume responsibility for decisions which affect them.
- Provide supports that help sustain people as active participants in the community.
- **Ineligible projects** include projects that:
 - Are recreational or for the pursuit of leisure.
 - Offer direct assistance, including money, food, clothing, and shelter.
 - Be primarily rehabilitative.
 - Duplicate services that are ordinarily provided by a government or government agency.

Eligible Expenses:

- A wide variety of expenses are eligible, so long as they further the outcomes and meet the requirements in the Eligible Activities Section.
- All expenses must be incurred within the calendar year the funding was awarded.

Funding Levels:

- The maximum amount of funding a request can receive is \$15,000.

Funding Evaluation:

- FCSS grants are evaluated on a number of criteria, including: community need past funding, matching funding, reporting compliance, and project impact.

Reporting Requirements & Grant Compliance:

- Organizations must complete a final report by January 31 of the year following the year in which the funding was approved.

ASB FUNDING OPPORTUNITIES AND BURSARIES

The ASB Board is a County board that develops policies, makes recommendations to Council, and also runs a number of programs, including some funding opportunities.

ASB Funding Opportunities

On a case-by-case basis, the ASB and County Council may provide funding to activities that support its agricultural mandate. This includes funding for events or projects that encourage or promote specific agricultural activities, or other activities that strengthen or support the agricultural community. These requests are considered by the board based on the current priorities and a variety of other factors. Please contact the County’s ASB representative to discuss any funding proposal you may have.

ASB FUNDING LISTING:

A ASB Bursaries (Lac La Biche County) 14

Lac La Biche County offers 2 annual bursaries of \$1,000 to qualifying individuals who are attending an accredited post-secondary institution for an agricultural or agricultural-related program.

B The Association of Alberta Agricultural Fieldmen (AAAF) Memorial Bursary 14

The Lac La Biche County Agricultural Fieldman is responsible for handling the receipt of applications made to the AAAF Memorial Bursary program. This program is run by the Association of Alberta Agricultural Fieldman. These applications are passed along to the AAAF for a decision.



DETAILS

A ASB BURSARY (LAC LA BICHE COUNTY)

Application Submission Deadlines:

- The bursary will normally be advertised for 2 weeks in September.

Applicant Requirements:

- The applicant, or their parent/guardian, must be a resident of Lac La Biche County.
- The applicant must provide proof of enrollment prior to the bursary being awarded.

Eligible Activities:

- The bursary may support studies related to agricultural. However, pre-requisite entry programs are not eligible.
- Applicants may only apply once per year. However, applicants can apply each year, up to a maximum of 4 years for degrees programs and 2 years for diploma programs.

Eligible Expenses:

- It is expected that the bursary will be used to support tuition and other expenses related to attending the program.

Funding Levels:

- Applications will be evaluated based on any factors the board considers relevant. Approved applicants will normally receive \$1,000, consisting of 2 separate payments.

Funding Evaluation:

- Requests will normally be reviewed in the months following the application period.

Reporting Requirements & Grant Compliance:

- Upon completion, the applicant must provide proof that they have completed their program. Repayment may be required if the program is not completed.

B THE ASSOCIATION OF ALBERTA AGRICULTURAL FIELDMEN (AAAF) MEMORIAL BURSARY

Application Submission Deadlines:

- The application is due September 1st.

Applicant Requirements:

- The applicant must be:
 - a resident of Alberta.
 - Accepted or currently attending a post-secondary institution in Alberta.
 - Accepted or currently enrolled in an agricultural or environmental sciences-related program.
 - Have not already received the AAAF bursary.

Eligible Activities:

- Agricultural or environmental sciences related program.

Eligible Expenses:

- It is expected that the bursary will be used to support tuition and other expenses related to attending the program.

Funding Levels:

- Approved applicants will receive a \$1,000 bursary.

Funding Evaluation:

- The AAAF will award bursaries based on the consensus of the Agricultural Fieldman in a given region, based on scholastic standing, social and community activities, and their chosen program of study.

Reporting Requirements & Grant Compliance:

- There are no reporting requirements. However, the approved applicants must adhere to the application criteria.

RECREATION ACCESS SUPPORT

In addition to managing and operating the administration of the County’s recreation facilities & providing recreation & culture programs, the Recreation & Culture department also provides financial support to individuals on the basis of need in order to allow them to participate in the County programs and access services when financial considerations are a limiting factor.

RECREATION ACCESS LISTING:

- A** Lac La Biche County Fair Access Fee Assistance Program
(formerly Everybody Gets to Play)14

The Fair Access Fee Assistance Program was developed for individuals and families to access a range of programs and services offered by the County by providing fee assistance or subsidies to those who qualify.



DETAILS

A LAC LA BICHE COUNTY FAIR ACCESS FEE ASSISTANCE PROGRAM

Applicant Requirements:

- Applicants must demonstrate that they qualify. This is usually based primarily on income, but other relevant factors may be considered.

Required Documentation:

- An applicant applying on their own behalf must provide proof of income. This includes things like a Tax Notice of Assessment, AISH card, Social Assistance statement, or other government documentation.
- The County may also accept referrals from agencies without the required documentation from the individuals. This includes referrals made by the social service sector, school administrator, police officer, lawyer, or faith-based leaders.

Eligible Expenses:

- The fee assistance is applied as a credit. In other words, successful applicants do not receive funding, rather, the cost of the program or service is reduced by the approved amount.
- Eligible programs/services may include: memberships, program registrations, childminder services, community access bus passes, etc.

Funding Levels:

- The level of fee assistance will be based on the assistance program budget, consideration of each individual or family's circumstance, as well as the program/service of interest.
- Normally, the maximum amount of fee assistance will be limited to a maximum \$250 per person per calendar year.

Funding Evaluation:

- Approval for fee assistance will be based on the Low-Income Cut-Off (LICO) thresholds established by Statistics Canada.
- Other considerations, such as social and domestic issues, emergency situations, and social service referrals will also be considered when reviewing fee assistance requests.





