



LAC LA BICHE COUNTY
RECREATIONAL/CULTURAL OPERATING PROGRAM
2018 APPLICATION FORM

The Lac La Biche County Recreational/Cultural Operating Program is available to those Recreational and Cultural Facilities and Organizations identified under Policy CM-71-021 Community/Recreational Operating Funding Program. Organizations who are eligible under this policy may only apply under this funding stream for operating funding. Organizations that do not fit under this policy may be eligible under other funding streams or through other established agreements with the County.

Directions for completing the grant application:

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
 - Lac La Biche County Recreational/Cultural Operating Program
 - Box 1679
 - Lac La Biche, AB T0A 2C0
 - or by email at** carl.kurppa@laclabichedcounty.com
- For information on completing this application visit our website at www.laclabichedcounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichedcounty.com

Applications must be submitted by October 31, 2017. Failure to submit an application by this date may disqualify an organization from funding.

APPLICATION

Notice: under this program, an organization’s eligible funding will be calculated based on the previous year’s expenses as identified in the latest financial statements. Organizations do not request a specific amount. If approved, the funding formula, along with information provided in this application, will determine funding levels.

The funding formula can be found in CM-71-015 Recreational/Cultural Operating Program

Organization Information

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| 1. Incorporated Legal Name of Organization (must match your provincial incorporation name): |
| 2. Act your group is registered under (e.g. Societies Act, Agricultural Societies Act): |



| | |
|---|-----------------------|
| 3. Registration Number: | 4. Registration Date: |
| 5. Location of Organization's Facilities: | |
| 6. Organization Mailing Address: | |
| 7. Organization Email: | |

Contact Information

Primary Contact Person

| | |
|--------------------|-----------------------------------|
| 8. Contact Person: | |
| 9. Contact Email: | |
| 10. Contact Phone: | 11. Primary Contact Phone (cell): |

Secondary Contact Person:

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|---------------------|-----------------------------------|
| 12. Contact Person: | |
| 13. Contact Email: | |
| 14. Contact Phone: | 15. Primary Contact Phone (cell): |

Organization: General Information

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| 16. Describe the mission and purpose of your organization. |
| 17. Does your organization provide programming and services that are open to the general public (hall rentals, programming, etc?) |
| 18. What are the membership requirements for your organization? |



19. Please provide a list of programs and services your organization provides and will continue to provide in the coming year:

| | Name of Program/Service | Brief Description | Average # of Unique Clients Per Week |
|---|-------------------------|-------------------|--------------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Organization Funding

20. Does your organization have any pending or confirmed grant funding for the coming year from the federal or provincial government, from the County (excluding event sponsorship), or any other external organization? This includes grant funding available for this year that was awarded in previous years as part of a multi-year agreement.

21. If you answered yes to the previous question, please indicate the source of funding and the amount:



Organization Accountability

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| 22. How does your organization secure goods and services in a competitive and fair manner? |
| 23. Are there any existing or planned contracts for services or goods from board members or their relatives? If yes, what are the purchases or services being provided from these persons? |
| 24. Does your organization have employees who are children, siblings or parents of members of the board? |

Organization Financial Information

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| 25. How much money does your organization currently have in savings? |
| 26. Is your organization saving money for a particular project? If yes, what is the project, and what is the estimated cost of this project? |
| 27. Does your organization expect any major changes in operating revenues between the year represented in the attached financial statements and the year for which this application is submitted? If yes, please explain. |



28. What is your anticipated operating revenues for the year for which the application is being made? Please complete the following table, summarizing revenue by major category.

| Revenue Source/Revenue Stream | Amount |
|-------------------------------|--------|
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| | |
| Total: | |

29. If your organization's projected expenses are expected to be significantly different than those represented in the attached financial statement, please complete the table, only including expenses you expect to be significantly different.

| Expense Item | (\$) Expense amount represented in latest financial statement | (\$) Expense amount projected for the coming year for which the grant is being requested |
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Event Sponsorship

30. If your organization intends to hold an event in the coming year and intends to apply for Event Sponsorship Funding through CM-71-015 (or any subsequent policy), where the event has been held in the past 3 years, you must submit an application for the event along with the Recreation/Cultural Operating Application.

Copies of the Event Sponsorship applications are available on the County's webpage or upon request.

Please include Event Sponsorship Applications as an attachment to this application.



Event Sponsorship applications for upcoming events must be submitted with this application (if that same event was held at least once in the last three years). Event Sponsorship applications may not be accepted if submitted at a later date.

If the expenses for that event are **not** listed separately on the financial statement and are included in the expenses used to calculate the operating grant, then that event is not eligible for Event Sponsorship Funding. However, if only a small percentage of the event's cost is included under the expenses used to calculate the operating grant, then an event sponsorship grant may be submitted. Please contact us if you are unsure if your event is eligible for additional funding under the event sponsorship grant program.

| | |
|--|-------------------|
| Please List the Event Sponsorship Applications for the coming year that you are submitting with this application according to the above stated requirements. | |
| Event Name | Event Date |
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Submission Attachment checklist

The following information is required as an attachment. Indicate in box if included

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|--|--------------------------|
| 1. Proof of Non-Profit Society Status for the current year (annual return) | <input type="checkbox"/> |
| 2. Proof of Insurance (certificates) | <input type="checkbox"/> |
| 3. Organization's most recent financial statements (if this has been provided as part of previous accountability reporting, please indicate this, and identify the year-end Provided Previously: _____ Year End: _____ | <input type="checkbox"/> |
| 4. List of the organization's officers and directors, and their contact information | <input type="checkbox"/> |
| 5. Event Sponsorship Applications | <input type="checkbox"/> |
| 6. Board Approved Motion Supporting the Application | <input type="checkbox"/> |



Recreational/Cultural Operating Program Declaration

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Incorporated (Legal) Name of the Applicant Organization (“Organization”)

The Organization declares that:

1. The information contained in its application and supporting documents (“Application”) is true and accurate and endorsed by the Organization.
2. The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to, and form part of, the application, or previously provided.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

1. Lac La Biche County Policy and Procedure Recreational/Cultural Operating Program CM-71-015, the Application Form, and any guidelines form part of the Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use the awarded grant funding only in a manner which has been approved by the County.
3. The Organization acknowledges that awarded funding may only be used for eligible expenses.
4. The Organization agrees that it will be bound by the final reporting requirements set out by the Policy and/or Guidelines.
5. The Agreement commences the date the application is approved until the date the final grant reporting has been received and approved.
6. Annually, before the thirty first (31st) day of March of the year following the funding year, the Organization will submit a copy of the Organization’s financial statements for the grant year, if not previously submitted.



7. The Organization acknowledges it will be liable for the full amount of the Grant, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
8. Organizations that submits an application agree that the Organizations financial statements, names of directors and officials and their positions, the Organization's bylaws may be made public as part of the Council's review of the application, subject to applicable exceptions under the *Freedom of Information and Protection of Privacy Act (FOIP)*.
9. The Organization acknowledges that *FOIP* applies to records submitted by the Organization to the County in relation to the grant application, including the application and agreement, and final reporting. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
10. The Organization agrees to give the County, or someone formally appointed by the County to audit, access to the Organization's operation and/or premises to verify the grant has been used for the purpose provided and will provide full access to all financial statements and records having any connection with the grant or the purpose during the term of the funding year, and three years after the funding year is over.
11. The Society/Organization shall be governed by, subject to, and shall comply with, the *Societies Act of Alberta*, R.S.A. 2000, c. S-14, as amended, and/or the *Agricultural Societies Act*, R.S.A. 2000, c. A-11, as amended, or any other similar statutes, all regulations passed pursuant thereto.
12. Nothing herein contained shall create a relationship of employment, partnership, agency, joint venture or joint enterprise as between the parties. The Society/Organization shall remain fully responsible and liable for its own costs, expenses, benefits and employees. The County shall not have any obligations, liability or responsibility to or for the society/Organization's employees, nor shall the County be required to make any further Contribution or payment to the Society/Organization, the Project, or any other operation or project of the Society/Organization.
13. The Society/Organization hereby indemnifies and saves harmless the County, and its employees, agents, servants, volunteers, elected representatives, officers, officials, and representatives from and against all claims, proceedings, actions, costs, expenses, damages and demands in respect of or related to the construction, maintenance or operation of the Project, or anything arising from or connected to this Agreement,



including, but not limited to, any death, injury, loss or damage to person or property howsoever caused, including legal costs on a solicitor and his own client basis.

14. The Society/Organization shall maintain insurance in regard to its operation, evidence of which shall be provided to the county upon request.

15. Any part of the Grant not spent as set out by the Policy or Guidelines or upon termination of this Agreement must be repaid to Lac La Biche County. The Grant may be terminated upon:

- a. Mutual consent;
- b. 30 days written notice by either party
- c. Demand by the County for immediate repayment in the event of a breach of any term or condition; or
- d. If the Organization becomes Insolvent.

16. The recipient Organization will allow the County, on an occasional basis, to inspect the hall for the purpose of insuring that maintenance needs and defects have been properly identified, and that maintenance schedules are being followed. This includes inspections done by the County's insurance broker for facilities belonging to Organizations which are Additional Named Insured (ANI) of the County, as part of their risk management program.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

(Signature of Authorized Representative)

(Date)

(Name of Authorized Representative)

(Title)

(Phone)

(Email)

Please keep a copy of your application for your records