



# CM-71-002 CAPITAL PROJECT ASSISTANCE GRANT

## Part 1

Directions for completing the grant application:

- Answer all questions on the form.
- Provide all required documentation.
- For information on completing this application visit our website at [www.laclabichecounty.com](http://www.laclabichecounty.com)
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at [carl.kurppa@laclabichecounty.com](mailto:carl.kurppa@laclabichecounty.com)

**Applications must be submitted by October 31, 2017.**

### Organization Information

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

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



**Capital Project Information**

16. Project Title:
17. Please provide a short but concise description of your project.
18. Please indicate the type of capital project you are applying for: a. Construction of a new building b. Renovation of an existing building c. Installation of new sports/recreation infrastructure (playground, ball diamonds, curling rink, new stage, etc.) d. Renovation of existing sports/recreation infrastructure e. Equipment purchase/installation f. Other (please specify:_____)
19. With respect to construction, renovation and installation projects, does your organization have a design/blueprints/layout for the project? If yes, please include this with the application. Yes: _____ No: _____
20. Please identify the primary activities of your capital project. For each activity, please provide the start date and end date, and who will be involved with carrying out that activity.
21. What is the physical location of your project. If you are purchasing equipment, what facility will it be used at?



<p>22. Does your organization own the land where the project will be constructed/installed/etc? If not, who is the legal owner? A letter of support is required if your organization is not the legal owner.</p> <p>Yes: _____ No: _____</p>
<p>23. When is the project start date and end date (should your project be approved, you will only be eligible for expenses within this timeframe)? Expenses prior to application approval are normally ineligible.</p>
<p>24. What is the total cost of the project within the specified timeframe? How much funding (in addition to the requested funding) will be directed towards the program?</p>
<p>25. How much funding does your organization currently have in reserves (saved money for project/programming/capital expenses, etc.)? What is this funding being saved for? Will any of this funding be used towards this project?</p>
<p>26. Using the requested funding, do you intend to hire or purchase goods and services from persons who is are related to members of your board or their employees?</p>
<p>27. What process will you undertake to insure that your organization is procuring goods and services in a fair and transparent manner?</p>
<p>28. How has your organization estimated the cost of the project (quotes, pricing research, etc)?</p>

### Submission Attachment checklist

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

<b>1.</b> Proof of Non-Profit Society Status for the current year (annual return)	
<b>2.</b> Proof of Insurance (certificates)	
<b>3.</b> 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 <b>Provided Previously:</b> _____ <b>Year End:</b> _____	
<b>4.</b> List of the organization's officers and directors, and their contact information	
<b>5.</b> Land Owner Approval letter (if applicable)	
<b>6.</b> Blueprints/design/layout, if applicable	
<b>7.</b> Quotes and cost estimates for expenses listed in the project budget (Part 2)	
<b>8.</b> Board approved motion supporting the application	

**Please Complete Part 2 (Budget) and then read and sign the Declaration**

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### **Capital Projects Assistance Grant 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 Part 1-2) 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.

**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 Capital Projects Assistance Grant CM-71-002, 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. Any awarded funding will not exceed 50% of the project costs.
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 of the application is approved until the date the final grant reporting has been received and approved.
6. The Organization will submit a copy of the Organization’s financial statements for the grant year, if not already provided.

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 submit 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, or other similar statutes, as amended, 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 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, including construction insurance if necessary, 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.

**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