



TITLE: RECREATIONAL/CULTURAL OPERATING PROGRAM

PROCEDURE NO: CM-71-021

SPECIAL NOTES/CROSS REFERENCE: PS-011, CM-71-001 AMENDMENT DATE: SEPTEMBER 4, 2018

PROCEDURE:

Organization Eligibility:

1. This procedure shall apply to all organizations which appear on Schedule “A” Eligible Organizations of this procedure.
2. The requirements imposed on an applicant and recipient organization by this procedure shall be reflected in the grant application, guidelines, grant funding agreements, and final report, and any other related documents, which administration will create for the purposes of the funding program established by the policy.
3. Organizations that appear on this list are not guaranteed funding.
4. Organizations which do not appear on the list, but wish to be, may submit an application for consideration as part of the application intake period. Organizations seeking recognition on the list may also be asked to provide additional information regarding the history and activities of their organization.
5. The Senior Manager of Finance and Grants will review an organization’s request to be added and make a recommendation to Senior Management. Senior Management will determine whether the applicant organization fits the scope of this procedure and whether to add them to the list (Schedule “A” describes what types of organizations fit under this procedure).
6. An organization that has had its request to be added denied cannot reapply in the following year. They may reapply in the year subsequent to the year in which they are not eligible to reapply.
7. Organizations with a mandate that is not focused primarily on the preservation of culture or on providing recreational services to Lac La Biche County residents do not fit under the scope of this procedure. They must apply under other funding streams.
8. Organizations which fail to submit reporting documents, have demonstrated poor management of funds, have unaddressed conflict of interest issues, have been found to be in contravention with the *Societies Act*, or are in any other way unfit to responsibly handle public funds, may be removed from the list and no longer eligible for consideration for funding.

9. In the case of any issues addressed in the previous section, the Senior Manager of Finance and Grants will make a recommendation to Senior Management that the organization be removed from the list. Senior Management may choose to implement conditions that must be met so that the organization may remain listed.
10. In the case where an organization has been removed from the list, it may reapply to be added according to Section 4, where the additional information provided must include a summary of how the issues causing their removal has been rectified.

Roles and Responsibilities:

11. County Council will:
 - a. Authorize Administration to manage the Recreational/Cultural Operating Program;
 - b. Provide oversight for the program, and approve amendments or changes to the program;
 - c. Authorize Administration to sign agreements related to the Recreational/Cultural Operating Program in accordance with this procedure; and
 - d. Annually, allocate funding for the program.
12. Administration will:
 - a. Manage and administer the program in accordance with the procedure;
 - b. Monitor and evaluate the effectiveness of the program; and
 - c. Make recommendations to Council regarding the program, when necessary.
 - d. Report to Council annually, or as required, regarding awarded funding.

General Guidelines:

Funding Allocation for Program

13. Annually, Administration will make a recommendation to Council to allocate funding for funding requests under this program based on the total amount requested by organizations eligible under this program and as recommended by the Administration for approval.

Application Submission

14. Annually, before October 31, unless otherwise specified in the application form, eligible organizations shall submit to the County a completed copy of the Recreation/Cultural Operating Program application.
15. Organizations cannot apply for operating funding for past years.
16. Late applications will be processed at the discretion of Administration.
17. Administration will review the applications in a timely manner. Organizations with incomplete applications will be contacted and the missing information will be requested.

Application Approval

18. The Senior Manager of Finance and Grants will review an organization's most recent financial statements and determine the amount of funding that organization is eligible for, should their request be approved.
19. The Senior Manager of Finance and Grants will make a recommendation to Senior Management regarding the approval of funding requests.
20. Requests may be approved in whole or in part, taking in to consideration the expenses identified on the application, the current financial situation of the organization, or any other relevant considerations identified on the application or provided through requests for additional information.
21. Organizations which are approved for funding will receive written notification, which will identify the eligible amount of funding for each expense class based on the actual expenses and the percentage used to calculate it.
22. At the discretion of Administration, a contributory payment by the County may be made by February 28th of that funding year in the event that County's budget has not been approved, but Council has approved the funding allocation for the grant year. For each applicant, a contributory payment may be up to 50% of the amount Administration intends to approve.
23. Funding requests that have not been approved by this date will not be eligible for a contributory payment.

Appeals of Funding Decision

24. Within one month of the approval notification being sent, an organization may, in writing, appeal the decision made regarding their funding request, if the amount that was approved was different than what was shown in the application.
25. The Senior Manager of Finance and Grants will review appeals and make a recommendation to Senior Management.

Disclosure of Information

26. Societies that submit an application agree that the organization's financial statements, names of directors, officials and their positions and 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)*.
27. 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.
28. 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 seven years after the funding year is over.

Funding Criteria

29. An organization is eligible for an annual operating funding grant based on the expenses identified in their latest available financial statements. The financial statement must be submitted as part of the application. The maximum amount of funding available on an annual basis to an eligible organization shall be based on Schedule “B” Funding Criteria.
30. At the discretion of Senior Management, an organization may be approved for funding in an amount different from what is calculated through the eligible expenses, by considering other relevant information provided in the application.

Application Submission Requirements

31. An application may require any of the following information, based on the requirements of the application submission form, which forms part of this procedure:
 - a. Proof of Non-Profit Society Status for the current year;
 - b. Proof of Insurance and Workers Compensation;
 - c. Organization’s most recent financial statements;
 - d. Planned activities;
 - e. Organization’s proposed operating budget for the year for which the application is made, identifying the estimated operating costs of the expenses listed in the application;
 - f. List of the organization’s officers and directors, and their contact information
 - g. Balance sheet identifying the year-to-date expenses for the current financial period;
 - h. Pending and awarded grants for the year for which the application was made, including those from other County departments, the Province, Federal Government, or other agencies;
 - i. Most recent facility inspection;
 - j. Organization’s Bylaws; and
 - k. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

Maximum Funding Annual Funding: Limitations and Requirements

32. Depending on the amount of funding requested, different types of financial statements are required. Up to a maximum of \$50,000 in funding is available if an organization presents a financial statement prepared by one of its members or a bookkeeper (compilation engagement). This document must be approved and signed by the president of the organization. Funding over \$50,000 requires a review engagement by a public accounting firm.
33. The financial statement that accompanies the final report must be a review engagement, if the funding for that year was approved based on expenses in a review engagement.

Acknowledgement of Funding Contribution

- 34. Organizations that receive an annual operating grant must acknowledge Lac La Biche County as a sponsor on organizational publications and media produced for that year. This does not include publications relating to events which the County does not provide funding for. The County logo and image standards will be supplied and must be followed.

Hall Maintenance and Inspections

- 35. It is the responsibility of the organization to ensure that the facility is regularly inspected and that maintenance issues and defects are identified and addressed.
- 36. 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 its risk management program.

Awarded Funding

- 37. The organization will use the awarded grant funding only on the eligible expenses identified in Schedule B.

Grant Reporting

- 38. Annually, before the thirty first (31st) day of March of the year following the funding year, the organization shall submit their financial statement and a final report for the grant funding year.
- 39. The final report will identify how much of the grant funding from the previous year was used.
- 40. Unspent operational funding must be returned to the County upon request. Alternatively, Administration may subtract unspent grant funding from the organization’s allocation in the following year.

Repeal

- 41. Policy CM-71-001 Recreational/Cultural-Operational Funding Request and its procedure are repealed.

"Original Signed"

Chief Administrative Officer

September 7, 2018

Date

**SCHEDULE “A”
ELIGIBLE ORGANIZATIONS**

1. Craigend Recreational and Agricultural Society
2. Hyllo/Venice Recreation and Agricultural Society
3. Lac La Biche Mission Historic Society
4. Owl River Recreation Association
5. 5HV Club
6. Lac La Biche Agricultural Society
7. Lac La Biche Heritage Society
8. Normandeau Community Centre
9. Rich Lake Recreation and Agricultural Association
10. Plamondon District Community Development Society (PDCDS) and its partner organizations.

This includes:

- a. Mini Heritage Park;
- b. Philip Menard Cultural Centre (only that portion relating to the operation of the hall as a community center, not ACFA in its entirety);
- c. Plamondon Curling Club;
- d. Camp 3F; and
- e. Plamondon Senior Rendez-Vous Centre.
- f. Plamondon & District Museum

Eligible Organizations must be able to demonstrate that they provide services aimed at promoting recreation to residents primarily within Lac La Biche County, or that they provide programs or services in Lac La Biche County that aim to preserve and promote local history and culture through programming.

Organizations whose core programming is in delivering social services are not eligible under this program.

SCHEDULE ‘B’ FUNDING CRITERIA AND REQUIREMENTS

The Cultural/Operating Program will provide funding for eligible operating expenses, up to the following amounts based on the expenses itemized on the financial statement.

In the event that eligible expenses are grouped together on the statement with ineligible expenses, the organization may be asked to provide the number which represents that eligible expense only.

The organization may be asked to provide additional supporting information. Being eligible for a certain amount in any one category does not necessarily mean that this amount will be approved.

The following are expenses eligible under the program.

1. Building and Core Operating Costs (Up to 100% of previous year’s expenses)
 - a. Building Supplies
 - b. Materials
 - c. Utilities (Power, Water, Heating)
 - d. Waste Removal
 - e. Telephone, Fax, Security Systems
 - f. Garbage Removal
 - g. Repairs and Maintenance (Does not include major renovation projects)
 - h. Grounds keeping
 - i. Other Building and Core Operating Costs, as the discretion of Administration
2. Insurance (Up to 100% of previous year’s expenses)
 - a. Lac La Biche County will contribute up to 100% of the annual insurance costs of an organization, including property insurance, volunteer liability insurance, bond & crime, and comprehensive general liability.
 - b. Community Groups may also be added to the County’s insurance policy as an Additional Named Insured (ANI) in lieu of providing their own coverage.
 - c. Requests for insurance for special events not covered under existing general liability policies will be directed to the Event Sponsorship Policy.
3. Bookkeeping (Up to 100% of previous year’s expenses)
 - a. Lac La Biche County will contribute up to 100% of annual bookkeeping costs, including preparation of year-end financial statements.
4. The County will contribute up to 30% for eligible operating expenses*. This includes but is not limited to:
 - a. Volunteer and Program Personnel
 - b. Office Supplies
 - c. Staffing as it pertains to the operation of the facility
 - d. Programming Costs
 - e. Licenses, Fees and Memberships
 - f. Volunteer Development and Training
 - g. Travel and Meals

- h. Advertising and Promotion
 - i. Non-refundable GST
 - j. Other eligible operating expenses, at the discretion of Administration
5. Expenses that are ineligible include, but are not limited to:
- a. Amortization
 - b. Debt and fund reduction
 - c. Gifts
 - d. Endowment funds
 - e. Donations
 - f. Contracted fundraising professionals and grant writing
 - g. Special Events Costs
 - h. Honorariums
 - i. Capital projects
 - j. Alcohol
 - k. Other ineligible expenses, at the discretion of Administration

*Plamondon District Community Development Society (the organization proper, excluding the umbrella organizations, will be eligible to up to 100% of wage costs).