

LAC LA BICHE COUNTY
CM-71-002 CAPITAL PROJECT ASSISTANCE GRANT
APPLICATION FORM

Part 1

Directions for completing the grant application:

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

Applications must be submitted by October 31 for projects in the coming year, unless otherwise directed.

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):

Project Information

16. Project Title:
17. Please provide a summary of your project.
18. Please indicate the type of capital project you are applying for: <ul style="list-style-type: none"> 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: _____)



<p>19. Please explain why the project is needed in order to maintain/improve your organization's facilities and how this project will increase your organization's capacity to deliver cultural or recreational services in Lac La Biche County.</p>
<p>20. 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: _____</p>
<p>21. Please explain why Capital Projects Assistance Funding is needed for this project.</p>
<p>22. If the project does not receive the full amount of funding requested through this grant, is the project still viable? Please Explain.</p>
<p>23. What is the physical location of your project. If you are purchasing equipment, what facility will it be used at?</p>
<p>24. 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. Yes: _____ No: _____</p>

25. 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.
26. How much funding does your organization currently have in reserves?
27. 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?
28. What process will you undertake to insure that your organization is procuring goods and services in a fair and transparent manner?
29. How has your organization estimated the cost of the project (quotes, pricing research, etc)?

Submission Attachment checklist

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

1. Proof of Non-Profit Society Status <i>(for organizations which have not previously applied)</i>	
2. Project Budget (Part 2) <i>(Mandatory)</i>	
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: _____ <i>(Mandatory if not previously provided)</i>	
4. List of the organization's officers and directors, and their contact information <i>(Mandatory)</i>	
5. Land Owner Approval letter <i>(mandatory, if applicable)</i>	



6. Blueprints/design/layout, if applicable (may be requested for large requests)	
7. Quotes and cost estimates for expenses listed in the project budget (mandatory)	
8. Board approved motion supporting the application (Mandatory)	

Capital Projects Assistance Grant Agreement

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

The Organization declares that:

1. The information contained in its application and supporting documents is true and accurate and endorsed by the Organization.
2. The required financial statement for the applicable fiscal period are true copies and have been attached to, and form part of the application, or, have been 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. The County will only be responsible for a percentage of the project costs, and only up to a maximum dollar amount. Both the funding percentage and maximum grant amount will be identified in correspondence regarding funding approval.
2. The Organization will use the awarded grant funding only in a manner which has been approved by the County. Eligible expenses will be identified in correspondence regarding funding approval.
3. Only expenses that fall between the project start and end date are eligible.
4. The organization acknowledges that project costs only include cash costs incurred by the organization and exclude GST. In-kind contributions may not be counted towards the total project cost without prior consent from the County.
5. The Organization will provide a final report within 60 days following the project completion date. The completion date will be identified in correspondence regarding funding approval.
6. The agreement commences the date of the application is approved until the date the final grant reporting has been received and approved and any unspent funding is returned.
7. The Organization will submit a copy of the Organization’s financial statements for the grant year, if not already provided.

8. 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.
9. The Organizations financial statements, names of directors and 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)*.
10. 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.
11. 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.
12. 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.
13. Nothing herein contained shall create a relationship of employment, partnership, agency, joint venture or joint enterprise as between the parties. The 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 Organization, the project, or any other operation or project of the Organization.
14. The 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.

15. The Society/Organization shall maintain insurance in regard to the project and its operation, including construction insurance if necessary, evidence of which shall be provided to the County upon request.

16. Any part of the Grant not spent according to the agreement must be repaid to Lac La Biche County.

17. The agreement 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