

LAC LA BICHE COUNTY
RECREATIONAL/CULTURAL OPERATING PROGRAM
APPLICATION FORM

The Lac La Biche County Recreational/Cultural Operating Program is available to organizations that operate facilities and provide recreational and cultural services in Lac La Biche County. Organizations that do not fit under this policy may be eligible under other funding streams.

Directions for completing the grant application:

- Answer all questions on the form.
- Include all required attachments.
- 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@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 requests for the following 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, 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:

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

Organization: General Information

16. Describe the mission and purpose of your organization. Does the mission and the purpose of your organization pertain the delivery of cultural or recreational services in Lac La Biche County. If yes, please explain.
17. Does your organization own its own facility and/or is responsible for the repair and upkeep of a facility or designated space?
18. What are the membership requirements for your organization?
19. How do volunteers contribute to the operation of your organization?

20. Please identify the programs and services your organization provides. Please include information like a general description of the program or service, as well as other relevant information like, opening hours, number of clients, whether services are open to the general public, etc.

Organization Funding

21. Please include your organization's operational budget for the fiscal year for which this grant funding is sought.

Please include this budget as an attachment.

22. Is there a specific amount of funding your organization is seeking from the County? If so, please identify it here. How was this amount determined?

23. Why is this amount of funding required for your organization to operate sustainably? If your organization does not receive this full amount of funding, is your organization still viable?

24. Please identify the one year period in which any approved operating funding will be spent.

25. How much money does your organization currently have in reserves?

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. Are there any operating revenues or expenses in the upcoming year that will be significantly different from the previous year? If yes, please explain, making reference to the categories identified in your budget.

Organization Accountability

28. How does your organization secure goods and services in a fair and competitive manner?

29. 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?

Insurance

Some organizations are insured under the County’s insurance policy as an Additional Named Insured (ANI). The County is in the process of following up with insured organizations to verify that groups are properly insured and that coverage is not duplicated. By providing the following information, the County will be better able to complete this process.

Does your organization carry its own insurance policies for the following type of insurance: (please indicate yes/no):
 General Liability: _____
 Property: _____
 Volunteer Accident: _____
 Bond and Crime (Board Insurance): _____

Submission Attachment checklist

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

1. Operating Budget (Mandatory)	
2. Proof of Non-Profit Society Status (Required for new applicants only)	
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: _____ (Mandatory if not previously provided)	
4. List of the organization's officers and directors, and their contact information (Mandatory)	
5. Board Approved Motion Supporting the Application (Mandatory)	

Recreational/Cultural Operating Program Agreement

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

The Organization declares that:

1. The information contained in the application and supporting documents is true and accurate and endorsed by the Organization.
2. The required financial statements 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 outlined below. The Organization agrees to the following terms and conditions:

1. The applicant has read Lac La Biche County Policy and Procedure CM-71-021 Recreational/Cultural Operating Program.
2. Lac La Biche County Policy and Procedure CM-71-021 Recreational/Cultural Operating Program forms part of the agreement and the organization agrees to be bound by the requirements set out in it.
3. The Organization will use any awarded funding for eligible expenditures only, (Appendix A).
4. The agreement commences the date the application is approved until the date the final grant reporting has been received and any unspent funding is returned.
5. 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, along with a final report using the prescribed form.
6. 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.
7. The Organization’s 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)*.

8. 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.
9. 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.
10. The 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.
11. 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.
12. 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 to the operation of the organization, 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.
13. The Organization shall maintain adequate insurance in regard to its operation, evidence of which shall be provided to the county upon request.
14. Any part of the grant not spent according to this agreement must be repaid to Lac La Biche County.

15. 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.

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

APPENDIX A

The following is a list of eligible expenses under the program. This list can also be found the CM-71-021 Recreational/Cultural Operating Program Procedure (Schedule B).

The following are expenses **eligible** under the program.

1. Building and Core Operating Costs
 - 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
 - j. Insurance (excluding those for events)
 - k. Bookkeeping
 - l. Volunteer and Program Personnel
 - m. Office Supplies
 - n. Staffing as it pertains to the operation of the facility
 - o. Programming Costs
 - p. Licenses, Fees and Memberships
 - q. Volunteer Development and Training
 - r. Travel and Meals
 - s. Advertising and Promotion
 - t. Non-refundable GST
 - u. Other eligible operating expenses, at the discretion of Administration

2. 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