

**FIN 71-024 EVENT GRANT PROGRAM**  
**PROGRAM GUIDELINES**  
**LAC LA BICHE COUNTY**



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**1. Overall Program Objective**

The Event Grant Program is available to eligible organizations to assist with event hosting costs for events in Lac La Biche County. The objective of the program is to sustain existing high-profile events and encourage new high-profile events.

**2. Program Structure**

On an annual basis, Lac La Biche County may budget funding for the program. Funding requests are then reviewed on a first come, first serve basis, except for Signature Events (see section 5). For each Signature Event, funding is earmarked for that event request specifically.

Following the event, organizations which are approved for funding will be required to provide a final report following the completion of their event.

**3. Eligible Organizations**

- The organization must be a provincially or federally incorporated non-profit organization that is in good standing.
- The organization's beliefs and values are compatible with those of Lac La Biche County.

**4. Eligible Events**

Eligible Events must meet the following criteria:

- The event must be in Lac La Biche County.
- The event must be substantially different than those activities which are normally offered by the organization delivering the event, or any partnering organization.
- The event must be open to the public. An event is considered open to the public if the public may view or attend the event, regardless of whether they may participate in all aspects of the event.
- The event must support at least one of the following outcomes of the Lac La Biche County Strategic Plan:
  - Economic Development
  - Recreation and Culture
  - Social Wellness
  - Tourism
  - Environment
- Events that are already substantially funded by the County, or where the County is a leading partner, are ineligible.
- Events which are political or religious in nature are ineligible.

- Events which promote or condone values contrary to those of Lac La Biche County are ineligible.

## 5. Types of Eligible Events and Funding Levels

There are 5 types of events that organizations may apply for:

Local Event: this is an event where the marketing and attendance of the event is limited to residents of Lac La Biche County and/or those from the Lac La Biche County Catchment Area.

The Lac La Biche County Catchment Area is defined as Kikino Metis Settlement, Buffalo Lake Metis Settlement, Heart Lake First Nation, and Beaver Lake First Nation. Organizations may apply for up to \$5,000 for Local Events.

Regional Event: this is an event that draws a significant portion of its Attendees<sup>1</sup> from the Lac La Biche County Region. Lac La Biche County Region is defined as the County's neighboring municipalities including, Athabasca County, M.D. of Bonnyville, Smoky Lake County, County of St. Paul, M.D of Opportunity, Regional Municipality of Wood Buffalo and all the municipalities, First Nation Reserves and Metis Settlements contained therein.

To be considered a Regional Event, it must promote tourism to Lac La Biche County on a regional level to a high degree and have at least 250 attendees. Organizations may apply for up to \$10,000 for Regional Events.

Provincial Events: This is an event that draws a significant portion of its Attendees from across Alberta. To be considered a Provincial Event, it must promote tourism to Lac La Biche County on a provincial level to a high degree and have at least 250 people. Organizations may apply for up to \$15,000 for Regional Events.

National/International Event: is an event that draws a significant portion of its Attendees from across Canada. To be considered a National/International Event, it must promote tourism to Lac La Biche County on a national/international level to a high degree and have at least 250 people. Organizations may apply for up to \$25,000 for National/International Events.

Signature Event: This is an event that Council has identified as one which has significance importance and benefit to the community. These events are Lac La Biche Pow Wow Days, Festival of Speed, Plamondon Mud Bogs, Mission Canada Day, Lakeland Country Fair, Festival of Trees, and the Rob McCormick Memorial Pond Hockey Tournament.

The amount of funding eligible for these events is based on what has been budgeted for that event. This will normally be based on levels of funding provided in previous years. Applicant organizations may request more, subject to Council approval. Funding for Signature Events is still subject to an application review and approval process.

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<sup>1</sup> Attendees means those who attend or participate at the event, but does not include event organizers, volunteers and staff, vendors and associated staff.

## 6. Enhanced Eligibility Requirements

- Organizations which are heavily subsidized by the County on an ongoing basis are not eligible for funding for Local or Regional Events.
- Organizations will only be approved for one grant a year under this policy, in addition to any Signature Events.
- Annual Events, excluding Signature Events, will be funded for a maximum of three times, including previous funding awarded under previous programs. Annual events are defined as an event that is generally held, or intended to be held on a reoccurring basis.

## 7. Eligible Expenses

Eligible Expenses are those costs that the approved grant funding may be spent on, or which may count towards cost-matching requirements (see the next section).

Eligible Expenses include cash expenses or their equivalent in-kind (excluding in-kind provided by Lac La Biche County).

Eligible expenses must be directly connected to the delivery of the event.

The following is a list of expenses that are considered eligible:

- a. Advertising;
- b. County and other facility rental costs;
- c. Food and non-alcoholic beverages;
- d. Culinary supplies (napkins, plastic forks, knives, etc.);
- e. Live entertainment, performers, games and activities, musicians and other forms of event entertainment;
- f. Event equipment rentals (sound systems, tables, etc.)
- g. Non-cash prizes such as medals and trophies, subject to other areas of this procedure;
- h. Decorations;
- i. Medical standby services;
- j. Event security;
- k. Consumable event supplies (paper, tickets, paper towel, etc.);
- l. Service contracts;
- m. Officials such as referees, and umpires;
- n. **money paid to volunteer organizations for services provided at the event. This must normally meet the following requirements:**
  - i. **The contract is made at arm's length.**
  - ii. **the amount of money paid is based on the services being delivered.**
  - iii. **The amount of money paid is based on fair market value.**
- o. Staff time associated with planning, organizing and delivering the event;
- p. Permits;
- q. Sanction fees;
- r. Insurance; and
- s. Other event goods and services that are integral to the delivery of the event, at the discretion of the County.

Ineligible Expenses include:

- a. Expenses not directly tied to the delivery of the event;
- b. Honorariums to board members;
- c. Other overhead expenses of the applicant organization;
- d. Capital purchases;
- e. Training or courses, or other costs not directly associated with the delivery of the event;

- f. Donations made to organizations, excluding those which are paid to an organization for providing a specific service as outlined in the eligible expenses section (7.n.).
- g. Other expenses, at the discretion of the County.

## **8. Grant Matching Requirements**

Funding will be approved on a cost-sharing basis. This will normally be on a 1:1 cost-sharing basis, where every dollar provided by the County must be matched by the organizations own resources. Both cash and in-kind contributions (excluding those in-kind services provided by Lac La Biche County) may count towards cost-matching the grant funding provided by the County. These expenses must meet the requirements identified in the “Eligible Expenses” section.

In-kind contributions used for cost matching are subject to the following requirements:

- a. Unspecialized labour will be valued at \$20.00/hour.
- b. Skilled labour will be valued at \$35.00/hour.
- c. All in-kind expenses used for grant matching must be supported with documentation, including:
  - i. Sign-in sheets for the event with the date, name, nature of work provided, and number of hours provided; or
  - ii. Signed letter and/or other documentation from the organization or business providing the service indicating the fair market value of the service/materials provided.

In-kind contributions of partnering organizations will not be counted if the applicant organization will pay the partnering organization (donation, honorarium, etc.) for those services.

## **9. Grant Term**

The grant term will cover the length of the event, as well as any reporting and disclosure requirements.

## **10. Funding Request Requirements**

Organizations must use the application forms prescribed by the County and include the required attachments. Additional information or documentation may be requested to supplement information provided in the application.

An authorized individual is required to sign off on the application.

Organizations may be asked to present their funding request to Council. In this case, Lac La Biche County Administration will contact the organization to schedule a presentation date.

## **11. In-Kind Requests to Lac La Biche County**

If organizations have in-kind requests for Lac La Biche County for the event, they may submit these requests along with the grant application. The approval of in-kind for the event follows a different process than the approval of funding. The applicant will be directed to the appropriate County department to discuss their in-kind request.

## **12. Application Submission Deadlines**

- Local and Regional Events must be submitted at least 2 months prior to the event.
- Provincial Events must be submitted 4 months prior to the event.
- National and International Events must be submitted at least 6 months prior to the event.

- Signature events should be submitted in a timely manner so that they can be properly reviewed and considered. At least 3 months lead time is preferred, but may be less or more depending on the scale of the event.

Lac La Biche County may accept late applications, at its discretion.

### **13. Funding Levels**

Organizations can apply to up to the following amounts, depending on the type of event.

- up to \$5,000 for Local Events.
- up to \$10,000 for Regional Events.
- up to \$15,000 for Provincial Events.
- up to \$25,000 for National/International Events.

The level of funding for Signature Events will be based on the amounts earmarked for that event in the County budget. Funding may exceed this amount, at the discretion of Council. This will normally be based on levels of funding provided in previous years. Applicant organizations may request more, subject to Council approval.

### **14. Funding Review and Approval**

Administration will only recommend funding to applications which meet the program requirements.

For funding decisions made by Council, Council may choose to approve funding to applications which do not necessarily comply with all the program requirements, if they deem it appropriate to do so.

Organizations which are approved for funding will receive written notification.

### **15. Grant Funding Agreement**

If an organization is approved for funding, they will be required to enter into a grant funding agreement with Lac La Biche County. The grant funding agreement will reflect the program requirements, in addition to any requirements that are deemed appropriate and necessary.

### **16. Payment of Grant Funding**

Approved funding may be released in part or in full.

### **17. Use of Grant Funds**

Grant Funding may only be used for eligible cash expenses incurred by the applicant organization. The organization cannot apply County grant funding to expenses which are already supported by other grant funding.

### **18. Acknowledgement of the Grant Contribution**

Organizations that receive grant funding must acknowledge Lac La Biche County as a sponsor for the event, unless it is not practical or reasonable to do so.

## 19. Grant Reporting

Organizations are required to submit their financial statements and a final report using the prescribed reporting form within 3 months of the event.

The final report will require organizations to provide a financial account of all revenues and expenses for the event, as well as any in-kind provided for the event, subject to the in-kind tracking requirements previously identified. In-kind contributions that are not tracked according to the requirements will not be counted as eligible expenses, which may affect the amount of grant funding the organization is eligible to receive.

Organizations may be requested to provide invoices for expenses which exceed \$500.

## 20. Event Surplus

Events may generate a surplus equal to up to 50% of the eligible grant (based on its actual eligible expenses). If the surplus is larger than this, then that portion of the County grant exceeding 50% of the eligible grant must be returned, up to a maximum of 50% of the eligible grant.

For example, an event with a \$10,000 grant may make a surplus of up to \$5,000. If this event made over \$5,000, every dollar over \$5,000 must be returned to the County, up to a maximum of 50% of grant (\$5,000).

For example, If the eligible grant was \$10,000 and the organization had a surplus of \$7,500, it would be required to return \$2,500.

When determining the surplus, only the organizations cash *Event Expenses* and cash *Event Revenues* will be considered.

- In-kind does not factor into this determination.
- Other partnering organizations expenses or revenues do not factor into this determination.

*Event Expenses* are considered the Eligible Expenses identified in Section 6 (albeit cash expenses only), **in addition to** the following expenses:

- a. Cash prizes, gift cards or vouchers;
- b. Costs associated with the preparation of the grant funding applications;
- c. Damage deposits (unreturned);
- d. Money paid for travel and accommodation expenses for event participants, spectators or their families
- e. Alcohol;
- f. Attractive items purchases for the event specifically (phones, sound systems, barbeques, etc.);
- g. Other expenses that are incurred as part of the delivery of the event, at the discretion of the County;

**Donations made to other organizations will not be considered as an *Event Expenses*, unless they are provided specifically to compensate partnering organizations for services provided at the event and meet the requirements identified in Section 7.n.).**

*Event Revenues* include:

- a. The County grant provided through this grant program;

- b. Other grant funding provided for the event;
- c. Sponsors for the event from corporations or other organizations;
- d. Ticket sales;
- e. Raffle sales;
- f. Food, concession and drink sales;
- g. Entry fees;
- h. Admin fees;
- i. Revenues from contracts; and
- j. Revenues from the provision of goods and services.

Administration may allow applicant organizations to retain surplus funding that they'd normally be required to return, if they agree to reinvest this money into the next iteration of the event.

## **21. Determining the Final Grant**

- 1) The actual amount of funding provided for the event will be based on the following:
  - The maximum amount of funding approved for the event (this will normally be based on the type of event identified in Section 5, or the amount of funding requested in the application, whichever is lower)
  - The cost share percentage identified for the event (this will normally be 50%)
  - The amount of eligible expenses incurred for the event (This will be based on the eligible expenses identified in the final report, **not** the initial application.)

## **22. Transparency**

As part of the application, or while the funding agreement is active, organizations may be required to provide the County with information or documents such as:

- a. Proof of non-Profit Society Status for the current year;
- b. Proof of Insurance;
- c. Pending and awarded grants for the event, including those from other County departments, the Province, Federal Government, or other agencies;
- d. Organization's Bylaws;
- e. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

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