

# Lac La Biche County *Policy*

**TITLE:** Capital Projects Assistance Grant

**POLICY NO:** FIN-71-002

**RESOLUTION:** 20.653

**EFFECTIVE DATE:** January 12, 2010

**DEPARTMENT RESPONSIBLE:** Finance and Grants

**NEXT REVIEW DATE:** August 25, 2023

---

## **POLICY STATEMENT:**

The County believes that the annual costs of delivering recreational and cultural services in Lac La Biche County is a shared responsibility between the County and local organizations. To this end, the County will offer a grant program to eligible organizations to support Capital Project Costs. The Capital Projects Assistance Grant is intended to restore, enhance, or build facilities and improvements, and to enable the purchase of equipment and goods that will improve or maintain the delivery of services by eligible organizations.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

## **DEFINITIONS:**

“Capital Project Expenses” means costs associated with the purchase of equipment, or goods, or costs associated with renovation, construction, or other non-reoccurring repair and maintenance costs.

“Enhancement Projects” mean projects that aim to expand or increase existing service levels.

“Major Requests” means requests that are over \$10,000.

“Minor Requests” means requests that are \$10,000 and below.

“the Program” means the Capital Projects Assistance Grant as established by this policy.

“Recreational and Cultural Organizations” are those organizations with a core mandate of delivering programs or services with the objective of enjoyment, amusement, pleasure, or contemplation. This includes organizations such as museums, community halls, agricultural halls, seniors clubs, art clubs, sports organizations and service clubs.

“Replacement Projects” means projects that repair, replace, or rehabilitate existing equipment buildings, improvements, or equipment with the intention of preserving existing service levels.

## **PRINCIPLES:**

- Annually, Council will allocate funding for the Program. 80% of the funding allocated for the Program will be reserved for Major Requests, with the remaining 20% of funds reserved for Minor Requests.
- Administration may approve funding for Minor Requests without Council approval.
- Administration will review applications for Major Requests and make a recommendation to Council.

### Eligibility

- Administration's project recommendations to Council, or funding approval decisions, will meet the following requirements:
  1. Applicant organizations and their projects must meet eligibility criteria identified in the procedure;
  2. The County grant will not exceed 50% of eligible project expenses;
  3. Non-County sources of funding must be secured at the time of the application submission.
  4. Costs incurred prior to the submission of a grant application will be considered ineligible.

### Project Prioritization

- Administration will prioritize projects.
- Major and Minor projects will be prioritized separately.
- The number of projects Administration recommends for funding will be based on amount of funding Council has made available for the Program as part of the annual County budget.
- Qualifying projects will be recommended for funding, subject to budget availability.
- Repair Projects will be recommended for funding ahead of all other projects.
- If there is budget remaining after all Repair Projects are considered, or if there is insufficient budget to fund all Repair Projects, projects will be prioritized based on the following, where Priority One takes precedence over priority Two, and so on:
  - Priority One: Combined need and the effectiveness (how badly is the project needed, considered in combination with the overall effectiveness of addressing that need, including costs, overall outcomes, etc.)
  - Priority Two: Leveraging of non-County resources (the more non-County revenues to fund the project, the higher the rating).
  - Priority Three: Previous capital funding over the last 3 years (less funding received from the County means a higher rating).
- The previous notwithstanding, Administration may consider other unique or important considerations which are not listed above.
- If there is leftover funding for Major Requests once all the recommendations are made, it will be added to the funding available for Minor Requests, and vice versa.

### Amendments to Projects.

- Administration may make amendments to activities and timelines of approved projects as long as it does not change the overall intended scope of the project.

### Funding Decisions

- These parameters outlined in this policy are only intended to set an expectation as to how funding is recommended to Council by Administration. It is not intended to imply, or to be interpreted as the amount of funding the County is ultimately obligated to provide. Council reserves the right at its sole, unfettered discretion, to approve funding for any applicant organization different than what is recommended by Administration on the basis of any factor which Council considers relevant.

"Original Signed"  
\_\_\_\_\_  
Chief Administrative Officer

August 28, 2020  
\_\_\_\_\_  
Date

"Original Signed"  
\_\_\_\_\_  
Mayor

August 29, 2020  
\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** Capital Projects Assistance Grant Procedure FIN-71-002 and CM-71-002

**AMENDMENT DATE:** August 25, 2020

# Procedure

**TITLE:** Capital Projects Assistance Grant

**PROCEDURE NO:** FIN-71-002

**RESOLUTION:**20.654

**EFFECTIVE DATE:** January 12, 2010

**DEPARTMENT RESPONSIBLE:** Finance and Grants

**NEXT REVIEW DATE:** August 25, 2023

---

## PROCEDURE:

### Roles and Responsibilities:

1. County Council will:
  - a. Determine the high-level policy direction of the Program, including the basic mechanisms that significantly impact funding levels;
  - b. Authorize Administration to manage the Program;
  - c. Provide oversight for the Program, and approve amendments or changes to the Program;
  - d. Authorize Administration to sign agreements related to the Program in accordance with this procedure;
  - e. Annually, allocate funding for the Program; and
  - f. Make the final determination on the grant allocation for Major Requests.
  
2. Administration will:
  - a. Manage and administer the Program in accordance with the procedure;
  - b. Monitor and evaluate the effectiveness of the Program;
  - c. Make recommendations to Council regarding the overall nature of the Program, when necessary;
  - d. Make annual funding recommendations for Major Requests;
  - e. Make funding determinations for Minor Requests; and
  - f. Report to Council annually, or as required, regarding awarded funding.

### Organization Eligibility

3. In order to be eligible to receive funding, organizations must meet the following criteria:
  - a. The organization must fit the definition of a Recreational and Cultural Organization.
  - b. The organization must own their own facility, or have a long-term lease, with at least 3 years remaining on the lease as of the date of the application submission;
  - c. The facility in question must be a community hall, agricultural hall, seniors centre, museum, outdoor recreation or sports ground, or other similar indoor or outdoor space;
  - d. Membership to the organization must be open to the public, and the organization must offer programs or services that serve the general public;
  - e. The organization must be physically based within Lac La Biche County, and primarily serve the residents of Lac La Biche County;
  - f. The organization is a non-profit organization;  
The organization is provincially or federally incorporated and in good standing;
  - g. b and c do not apply to organizations submitting Minor Requests; and
  - h. Organizations with mandate of delivering social services or are religious or political in nature are not eligible for funding.

**Eligible Projects:**

4. Project activities must align with the policy statement of the Program.
5. The project must take place in Lac La Biche County.
6. The project must benefit the residents of Lac La Biche County.
7. The project must directly contribute to the organization’s mandate as a Recreational and Cultural Organization.
8. Eligible projects may include feasibility studies, engineering, design, along with the actual purchase and construction costs of a project.

**Ineligible Projects:**

9. Projects which are already heavily subsidized by the County are ineligible for funding.
10. Other projects may be considered ineligible, at the discretion of the County.

**Eligible and Event Ineligible Expenses:**

11. Eligible expenses must be directly connected to the delivery of the project.
12. The following is a list of expenses that are considered eligible:
  - a. Service contracts costs for construction, renovation, repair etc;
  - b. Service contracts for assessments, studies engineering, designs, etc;
  - c. Construction insurance;
  - d. Permit costs;
  - e. Raw building materials like siding, roofing, lumber, nails, insulation etc;
  - f. Equipment purchases that fall outside of the regular ongoing operations of the organization; and
  - g. Other expenses, at the discretion of Administration.
13. The following expenses are ineligible:
  - a. Purchase of land;
  - b. Expenses associated with the regular, ongoing operations of the organization;
  - c. Fundraising and event costs;
  - d. Programming costs;
  - e. Travel and accommodation expenses, or other overhead costs incurred by members of the organization;
  - f. Routine repair and maintenance costs;
  - g. Employee salaries, honorariums and fundraising costs;
  - h. Debt reduction; and
  - i. GST
  - j. Other expenses, at the discretion of Administration.

**Grant Matching Requirements**

14. Both cash and in-kind expenses are eligible and may be used for grant matching. These expenses must meet the requirements identified in the “Eligible Expenses” section.
15. In-kind expenses are subject to the following:
  - 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 project 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.

### **Funding Agreements and Program Conditions**

16. Administration may develop application forms, guidelines, memos, or other forms of communication to relay the requirements and parameters of the Program to organizations.
17. The requirements imposed on an applicant and recipient organization by this policy and 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.
18. Grant funding agreements will incorporate requirements in addition those outlined in the policy and procedure, which are those conditions and requirements that are deemed appropriate and necessary.

### **Application Submission Process and Timelines**

19. Applications will be made to the Senior Manager of Finance and Grants, or his/her designate.
20. Unless otherwise indicated, October 31 is the standard intake deadline for applications.
21. With reasonable notice, Administration may move the intake period to an earlier date. If the intake deadline is extended, no notification will be given.
22. Late applications will be processed at the discretion of Administration.
23. One separate application should be submitted for each project.

### **Application Submission Requirements**

24. A submission for funding must use the application forms and any additional templates or documents prescribed by the County.
25. The application form will require, at a minimum:
  - a. The organization's legal name;
  - b. Act which the organization was incorporated under;
  - c. Contact information;
  - d. Confirmation of eligibility criteria;
  - e. Location of the project;
  - f. Description of the project; and
  - g. Project need and benefits.
26. The application form must be accompanied by a project budget which identifies:
  - a. The amount of grant funding requested;
  - b. Non-County cash revenues;
  - c. Eligible Project Expenses; and
  - d. Eligible In-kind contributions.
27. The application must also be accompanied by:
  - a. The organization's most recent financial statement (if not already provided);
  - b. A list of the organization's officers and directors, and their contact information; and
  - c. A board approved motion supporting the application.

28. As part of an application, or throughout the year while a funding agreement remains active, an organization may be required to provide the County with any of the following information:
- a. Proof of non-Profit Society Status for the current year;
  - b. Proof of Insurance;
  - c. 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;
  - d. Most recent facility inspection;
  - e. Organization's Bylaws;
  - f. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

### **Funding Review and Approval**

29. The Senior Manager of Finance and Grants will review applications for completeness and compliance with eligibility criteria.
30. Administration may seek additional information to supplement what the organization has originally provided.
31. The Senior Manager of Finance and Grants will bring the grant requests to Council for review. This will include, at a minimum:
- a. The amount of funding requested for Minor and Major Requests for eligible applications;
  - b. The amount of funding approved for Minor Requests by Administration;
  - c. The amount of funding recommended for Major Requests for eligible applications;
  - d. A list of applications which have been submitted which do not meet eligibility requirements.
32. Organizations which are approved for funding will receive written notification.
33. Organizations which are approved for funding will be required to enter into an agreement with the County.
34. Approved funding will only be released following the approval of an applicant's request, as well the approval of the County annual budget. Administration may choose to release the funding in full, or advance a portion of the funding.

### **Use of Grant Funds**

35. Approved grant funding may only be spent on eligible expenses incurred by the applicant organization.
36. The final amount of funding provided for a project will be based on the expenses in the final reporting.
37. Grant funding will not exceed the actual eligible cash expenses incurred by the organization.
38. The organization cannot apply County grant funding to expenses which are already supported by other grant funding.

### **Acknowledgement of Funding Contribution**

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

### **Appeals of Funding Decision**

40. Appeals of funding decisions will be handled on a case by case basis and only for decisions made by County Administration.
41. The Senior Manager of Finance and Grants will review appeals and make a recommendation to Senior Management.

42. Administration will not field appeals for funding decisions that are made by Council.

**Grant Reporting**

- 43. Organizations will be required to submit their organization’s financial statement and a final report using any prescribed form.
- 44. Organizations will normally be required to submit a final report within 3 months of the project completion.
- 45. The final report must identify, at a minimum
  - a. Total eligible expenses, including invoices;
  - b. Total project revenues by major category;
  - c. In-kind contributions, including documentation;
  - d. Description/Project Summary; and
  - e. Photos of the completed project.
- 46. Unspent grant funding, based on the conditions of the funding agreement, must be returned to the County upon request. Alternatively, Administration may subtract unspent grant funding from the organization’s allocation in the following year.
- 47. 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 *Agricultural Societies Act*, or other act under which they are incorporate, or are in any other way unfit to responsibly handle public funds, may be have their ability to submit future applications suspended.

"Original Signed"  
\_\_\_\_\_  
Chief Administrative Officer

August 28, 2020  
\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** Capital Projects Assistance Grant Policy FIN-71-002 and CM-71-002

**AMENDMENT DATE:** August 25, 2020

