



# FIN-71-025 COMMUNITY DEVELOPMENT GRANT PROGRAM

## PROGRAM GUIDELINES

### LAC LA BICHE COUNTY

- For additional questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at [carl.kurppa@lACLAbichecounty.com](mailto:carl.kurppa@lACLAbichecounty.com)

#### 1. Overall Program Objective

The Community Development Grant provides funding to eligible *Social Service Organizations* for activities which help them achieve their core mandate. The funding is intended for requests which are not a good fit under the Family and Community Support Services (FCSS) Program.

*Social Service Organizations* are defined as an organization with a core mandate of delivering programs or services that address a societal need concerning human welfare. This includes, but is not limited to, activities focused around family wellness, safety, illness, poverty, homelessness, education, crime prevention, literacy, or the needs of disadvantaged minority groups.

#### 2. Program Structure

On an annual basis, Lac La Biche County may budget funding for the program. Large requests are reviewed together once per year. Smaller requests may be submitted throughout the year.

The amount of requests approved and the amount of funding approved for each request depends on both the evaluation of applications and the amount of funding available.

Organizations which are approved for funding will be required to provide a final report following the completion of their project or activity.

#### 3. Eligible Organizations

Eligible Organizations must meet the following criteria:

- Must be a Social Service Organization.
- Must **not** be political or religious in nature.
- Must be based in Lac La Biche County.
- Must be a provincially or federally non-profit organization in good standing.

Organizations which are already heavily subsidized by the County by other funding are not eligible.

Organizations can only apply for funding once per year.

Organizations cannot apply for funding under the program if they are already being funded. This does not apply to organizations that are applying for a funding for a future period that does not overlap with their current funding term.

#### **4. Eligible Activities**

Eligible Activities must meet the following criteria:

- The activities benefit residents of Lac la Biche County.
- The activities clearly and directly complement and enhance the organization's core mandate.
- Operational funding will only be provided for one year at a time.
- Funding is not eligible for events. An event is defined a planned occurrence with a single overarching purpose or theme which is separate and different from an organization's day to day programming.
- Funding is not eligible for activities which are already being funded by the County. Small donations or other nominal contributions may not render the activity ineligible.

#### **5. Eligible Expenses**

A wide variety of expenses will be eligible, so long as they fit within the parameters of eligible activities.

Funding will not be provided for retroactive costs, except in the case where an organization requests operational funding and the organization is already part way through its operational year when the application is submitted.

#### **6. Grant Term**

Activities can vary in length and duration. However operational funding will only be provided for one year at a time.

#### **7. 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.

#### **8. Application Submission Deadlines**

Unless otherwise specified by the County, requests seeking over \$10,000 must be submitted by October 31.

Request seeking under \$10,000 can be submitted anytime throughout the year.

#### **9. Funding Levels**

There is no limit on how much funding an organization can apply for (for requests over \$10,000). However, approved projects/activities have typically received between \$25,000-\$60,000.

#### **10. Funding Review and Approval**

Applications will be evaluated on need of the activity, expected outcomes, and funding need, as well as any other relevant considerations.

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.

### **11. 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.

### **12. Payment of Grant Funding**

Approved funding may be released in part or in full.

### **13. Use of Grant Funds**

Grant funding may only be spent on eligible costs for those activities as identified in the grant application and approved by the County.

Grant Funding may only be used on eligible expenses incurred by the applicant organization.

The organization cannot apply County grant funding to expenses which are already supported by other grant funding.

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

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

### **15. Grant Reporting**

Organizations are required to submit their financial statements and a final report using the prescribed reporting form within 90 days of the grant project/activity completion date.

The final report will require organizations to provide a financial account of the expenses for the event in order to demonstrate that the grant funding has been expended.

The final report must also demonstrate that the organization has met the outcomes identified in the application.

Unspent funding must be returned to the County, upon request.

### **16. 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 and Workers Compensation;
- c. Organization's most recent financial statements;
- d. Planned activities;
- e. List of the organization's officers and directors, and their contact information;
- f. Balance sheet identifying the year-to-date expenses for the current financial period;

- g. 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;
- h. Most recent facility inspection;
- i. Organization's Bylaws;
- j. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

End