



Clear Hills County

Effective Date: **March 25, 2003**

Policy Number: **7002**

Title: **CAPITAL GRANTS**

1. Policy Statement

- 1.1. Clear Hills County shall provide grants to community organizations, and establish a system for evaluating applications for and distributing capital funds.

2. General

- 2.1. Council may annually during budget deliberations, establish a budget for capital grants.
- 2.2. Council may maintain a capital reserve to assist community organizations in maintaining or enhancing facilities. Emphasis will be placed on maintenance of existing facilities.

3. Funding Eligibility

- 3.1. Eligible applicants include:
 - Community not-for-profit groups
- 3.2. Eligible projects must be capital in nature and no funds can be allocated to the operation of a facility.
- 3.3. Clear Hills County's capital grant funds are intended to support projects in the areas of:
 - Recreation, sport and community facilities
 - Arts and culture
 - Parks and playgrounds

4. Applications

- 4.1. Applications for capital grants must be received by the County prior to April 30th each year.
- 4.2. Applications for capital funding must be endorsed by the respective area recreation board and should be for a purpose included in that Board's five year capital plan.

4.3. Applications must be submitted using the application form in appendix "A".

4.4. The following criteria will be used to determine eligibility of funding:

- Fund Raising Efforts.
- Facility Usage.
- Other Potential Funding Sources.
- Urgency.
- Previous Capital Grants Received.

5. Method of Funding

5.1. The maximum grant will be \$25,000 per project. Council may by resolution authorize a larger grant.

5.2. A maximum of 50% of total project funding may be derived from Clear Hills County.

5.2.1. Donated labour / services and material / equipment may be estimated and included in the estimate of total project costs.

6. Conditions

6.1. Clear Hills County will be advised when any approved project starts. Funds will not be disbursed until the project has been started.

6.2. If a project does not start within two years of approval a new approval will be required for that project.

6.3. At the completion of a project a financial accounting statement of expenditures shall be submitted to Clear Hills County the earlier of 90 days after completion of the project or a year after receiving the funds.

6.4. Any unexpended funds must be returned to the County with the financial accounting statement of expenditures.

6.5. Donated material and equipment may be included at a rate that can be substantiated with independent quotes.

6.6. Donated labour may be included at a rate of \$10.00 per hour.

6.6.1.1. A log of donated labour must be maintained.

7. Dissolution Agreement

7.1. Any organization who receives a capital grant must have a dissolution agreement in place with the county, indicating that ownership of capital assets of the organization will revert to the county if the organization should become defunct.

8. End of Policy

ADOPTED

Resolution #C193-02 Date: March 25, 2003

AMENDED

Resolution #C241-04 Date: March 23, 2004

AMENDED

Resolution #C478-04 Date: May 25, 2004

AMENDED

Resolution #C556-04 Date: June 22, 2004

Clear Hills County
Box 240, Worsley, AB, T0H 3W0
Phone: (780) 685-3925 Fax: (780) 685-3960

**CAPITAL GRANT
APPLICATION
FORM**

Deadline April 30th

ORGANIZATION

Legal Name: _____

Incorporation/Act Registered Under: _____

Registration No: _____

Contact Person: _____

Phone No: (day) _____

(evening) _____

(fax) _____

List of Executive: (On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers)

Financial Information: (Please attached previous year financial statements and current years proposed budget. Financial statements must include detailed list of funds currently held by organization.)

PROJECT

Project Description/Details: (On a separate piece of paper provide a detailed description of project, including the need for the project, who will use it, and why you believe it should be funded.)

Total Project Cost \$ _____

(Attach a detailed breakdown of cost estimated for your project)

FUNDING

Capital Grant Requested

\$ _____

(Maximum request is the lesser of 50% of total project and \$25,000)

Donated Labour / Services

(Attach a detailed break down)

Donated Material / Equipment

(Attach a detailed break down)

Other funding: _____

(Attach a detailed break down)

Total Project Funding

\$ _____

(This figure should be the sum of above figures and equal to the total project cost)

Have you received other grants from the County in the past 5 years? ___ Yes ___ No

If yes: Year _____ Amount _____ Project _____

Year _____ Amount _____ Project _____

Year _____ Amount _____ Project _____

(attach additional piece of paper if needed)

Recreation Board Endorsement (Please attach or reason why it is not provided.)

DECLARATION

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in the application and supporting documents is true and accurate and endorsed by the above organization.
- A financial accounting statement of expenditures will be submitted to Clear Hills County the earlier of 90 days after completion of the project and a year after receiving the funds.
- Clear Hills County will be advised when the project starts should funding be approved.
- As a condition of accepting financial assistance, the organization agrees to signing a dissolution agreement with the County.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE NO. (work) _____

(home) _____

DATE: _____

