

Community Recreation Funding
Operational Assistance Grant

Community Facilities, Programs and Services

Rocky View County offers operational grant funding to non-profit community organizations that operate a community amenity, and/or offer programs and services. Grant funding must be used for facilities, programs and/or services which provide recreational or cultural purposes that are open for the use and enjoyment of all County residents.

Please refer to [Community Recreation and Culture Funding Policy 317](#) for further details.

Annual Application Deadlines*	Cheques Mailed Out By
March 1, 4:30 pm	Late July
October 1, 4:30 pm	Late December

County Administration will present eligible applications to the Recreation Governance Committee for consideration. **The Committee provides final approval of Operational Assistance Grant requests by June and December of each year.**

It is the responsibility of the applicant to submit a complete application with clear and sufficient information. **Late applications will not be accepted.** If your application is **incomplete**, County Administration will make an attempt to contact you for the additional required information. It is the responsibility of the applicant to ensure the application is complete to the best of their ability. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested.

Applications may be emailed, mailed, or delivered to the County Office **prior to the advertised deadline.**

Submit completed application to, or for further assistance, contact:

Recreation, Parks, and Community Support

recreation@rockyview.ca

403-230-1401

Rocky View County, 262075 Rocky View Point, Rocky View County, AB, T4A 0X2

**Operational Assistance Grant Application Form
Community Facilities, Programs and Services**

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information

Organization Name:

- Incorporated under: Alberta Societies Act
 Alberta Agricultural Societies Act
 Part 9 of the Companies Act

Mailing Address:

Postal Code:

(All correspondence and cheques will be mailed to this address)

Primary Contact:

Name:

Telephone: (W) (C)

Email:

Alternate Contact:

Name:

Telephone: (W) (C)

Email:

Facility

Name of Facility:

Legal Description/Address:

Registered Holder of Land Title:

Total Amount of Funding Requested: \$

Is your facility/program receiving any financial assistance from other agencies or grant programs?

Yes No

Please provide a brief description of your organization (e.g., mission and mandate):

Please describe what these funds will be used for. *(Please attach a separate piece of paper if you need additional space):*

Please indicate the number of people who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

Rocky View County residents:

Non-Rocky View County residents:

Please describe how you determined these numbers:

Describe how the project will benefit your community and the County:

If your organization is successful in obtaining County funding, how will you recognize this contribution?

2024 OPERATING BUDGET

ALL APPLICANTS MUST COMPLETE THIS SECTION of the application. Your audited financials are considered separately.

Bank Balance:

EXPENSES			
Expenses	Total Costs to be paid by Applicant or Other Grant Programs	Total Costs to be funded by Operational Assistance Grant	Total Budgeted Costs
Salaries, Wages, and Benefits			
Operating and Maintenance Expenses (Lifecycle)			
Program Materials			
Office Supplies			
Utilities (Gas, Electrical, Phone, Internet)			
Insurance			
Other Expenses (please specify)			
TOTAL EXPENSES			
REVENUE			
Grants (please provide names and amounts)			
RVC Operational Assistance Grant		No GST should be included in the requested amount.	
		<input type="checkbox"/> Approved	
		<input type="checkbox"/> Approved	
		<input type="checkbox"/> Approved	
		<input type="checkbox"/> Approved	
		<input type="checkbox"/> Approved	
Other Revenues (please specify)			
Memberships			
Donations			
TOTAL REVENUE			

SUPPORTING DOCUMENTS

The following documents **MUST** be attached:

- Financial statements (audited if available) from previous year
- Organization’s Proposed Operating Budget to which requested County funding will contribute – include contributions from other sources and detailed expenditures (if applicable).
- List of organization’s officers and directors (if applicable).
- Society Bylaws (first time applicants only unless changes have been made since last submission).
- Other documents required for further clarification, as requested.

Obligations upon Receiving Grant

Grant recipients will receive a Grant Approval Letter outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the approved items.

At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

Declaration Statement

NOTE: This application form **MUST** be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives of certify that this application is complete and accurate. *(organization name)*

Name:

Title:

Date:

Name:

Title:

Date:

❖ **PLEASE NOTE:** If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.