

Community Recreation and Culture Grant Funding
Capital Assistance Grant

Community Facilities

Rocky View County offers capital grant funding to non-profit organizations that operate a community amenity providing recreational or cultural services 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.

It is expected that County funds be leveraged by community contribution like volunteer work or fundraising, private partnerships and additional municipal/provincial dollars.

All grant funding must be used within **two years** of approval of the project. Facilities shall recognize the County as a source of funding for any capital projects. Recognition can be achieved with signage or another source of recognition, pending discussion with County Administration.

Annual Application Deadlines

- **March 1, 4:30 p.m.**
- **October 1, 4:30 p.m.**

For deadlines that fall on a weekend or statutory holiday, applications will be accepted until the end of the next business day.

County Administration will present eligible applications to the Recreation Governance Committee for consideration. **The Committee provides final approval of Capital Assistance Grant requests by June and December of each year.** Organizations are required to submit invoices or receipts to the County for work completed to receive reimbursement.

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 and Community Support

recreation@rockyview.ca

403-230-1401

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

**Capital Assistance Grant – Application Form
Community Facilities**

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: \$

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

Capital Project Title:

Please describe in detail the work to be carried out and the need for this project:
(Please attach a separate piece of paper if you need additional space)

Estimated project start date:

Estimated project completion date:

Please describe how the project will benefit your community and the County:

Is this project located in a neighbouring municipality?

Yes

No

If yes, how will access to County residents be assured?

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

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:

Project Budget

I. COST SHARING PROGRAM

Capital Assistance Grants are based on the following cost sharing program:

Capital Project	Cost Sharing Program
<i>Facilities located within Rocky View County</i>	
Small (Total project cost is \$500,000 or less, GST excluded)	A minimum of 50% funding provided from the organization.
Medium (Total project cost is between \$500,001 and \$1,000,000, GST excluded)	A minimum of 30% funding provided from the organization.
Large (Total project cost is over \$1,000,000, GST excluded)	A minimum of 15% funding provided from the organization.
<i>Facilities located within a Neighbouring Municipality</i>	
All capital projects for facilities located outside the County in neighbouring municipalities.	A minimum of 75% funding provided from the organization with contribution from the neighbouring municipality.

II. PROJECT COSTS AND BUDGET

Complete the **Capital Budget Form** here: [Capital-Budget-Form.xlsx](#)

Download a copy of the Capital Budget Form linked above and please be sure to complete both the **Project Costs** and **Project Budget** Tables. Submit your completed Capital Budget Form with your Capital Assistance Grant Application to recreation@rockyview.ca.

GOALS AND PRIORITIES FOR ACTION IN RECREATION**Active Living**

Foster active living through physical recreation.

Inclusion and Access

Increased inclusion and access to recreation for populations that face constraints to participation.

Connecting People and Nature

Help people to connect to nature through recreation.

Supportive Environments

Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities

Recreation Capacity

Ensure the growth and sustainability of the recreation field.

A Framework for Recreation in Canada, Canadian Parks and Recreation Association, 2015.

Please describe how this project meets one or more of the above goals and priorities:

FINANCIAL ASSISTANCE

If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.

If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?

SUPPORTING DOCUMENTS

- Copies of quotes listed in Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
- Audited financial statements – these should support the cash contribution noted in your Project Budget.
- Current year operating budget.
- List of organization’s Officers and Directors.
- In Kind Details:
 - Include confirmation of all in kind materials and/or services (i.e. letters from donors).
 - Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant’s funding contribution portion up to a maximum of 50% of the contribution on the capital project where funds are being requested. Volunteer labour is valued at Alberta’s hourly minimum wage.
- 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, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project or when the project deadline has passed, recipients must submit a **Final Project Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. 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 and Community Support at 403-230-1401.