ROCKY VIEW COUNTY

COMMUNITY RECREATION AND CULTURE CAPITAL GRANT PROGRAM

Council Policy

C-317

Policy Number:	**C-317**
Policy Owner:	**Recreation & Community Support**
Adopted By:	**Council**
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Purpose

1 The purpose of this policy is to establish the Community Recreation and Culture Capital Grant Program (the "Grant Program") which provides financial support for small-scale capital projects undertaken by eligible organizations. The Grant Program is intended to enhance, renew, or expand recreational and cultural amenities that benefit County residents.

2 This policy clarifies funding sources, eligibility, application and evaluation processes, and the roles and responsibilities of both the County and applicants in the delivery of community-led capital projects. The policy is designed to support predictable, transparent investment in community-scale amenities that align the Grant Program with the County's recreation service delivery model.

Policy Statement

3 The County values the contributions that organizations make to the quality of life of County residents.

4 The County supports community-led capital initiatives that:

(1) enhance access to recreational and cultural opportunities;

(2) renew or extend the life of community assets;

(3) align with the County's strategic recreation and culture objectives; and

(4) demonstrate community demand and financial responsibility.

5 The Grant Program is not intended to fund or advance large-scale regional recreation facilities, which are governed through the County's capital planning framework, including the *Capital Priorities* and *Capital Budget* policies.

Policy

Applications and Decision Authority

6 Grant Program applications are due October 1st at 4:30 PM annually.

7 Applications will be accepted until 4:30 PM of the next business day for deadlines that fall on a weekend or statutory holiday.

8 The Recreation Governance Committee evaluates and approves Grant Program applications up to $500,000.

9 Grant Program applications exceeding $500,000 are referred to the Governance Committee for evaluation in accordance with the County's capital investment framework.

10 Grant Program funding allocations made by the Recreation Governance Committee are final and not subject to appeal.

Funding Source and the Public Reserve

11 The Grant Program is funded by the Public Reserve.

12 Interest earned on funds in the Public Reserve is allocated by Council for the maintenance and operation of reserve lands and public parks owned or controlled by the County.

13 Cash-in-lieu funds are apportioned in accordance with the uses identified in the *Municipal Government Act*.

Conflict of Interest

14 Members of an applicant organization must not act or appear to act in a manner which benefits, financially or otherwise, themselves, their family, friends, associates, or businesses.

15 A conflict of interest arises when there is a real or perceived conflict between a grant recipient's personal interests and their duty to administer the grant funds in an accountable and transparent manner. A conflict of interest may arise whether the gain is financial, material, or another form of personal gain.

16 The County may withhold or withdraw approved funding without notice if the County determines that an organization's board or any of its directors, officers, or employees have a conflict of interest, provided the conflict is not corrected to the satisfaction of the Chief Administrative Officer.

Gift In-Kind

17 Applicant organizations may contribute a portion or all of their matching funds by allocating approved donated labour, equipment, or materials that support the project, as outlined in *Capital Assistance Grant Program* procedure.

18 For the purposes of matching, in-kind contributions must be valued using standardized rates and documentation requirements set out in the *Capital Assistance Grant Program* procedure.

19 The Recreation Governance Committee may establish limits on the proportion of the organization's matching share that may be met through in-kind contributions to ensure an appropriate cash contribution to the project.

Organization Eligibility Criteria

20 The following applicant organizations are eligible to apply for a grant through the Grant Program:

(1) non-profit or charitable organizations, or the County acting as an agent on behalf of residents, which offer programs and services that are accessible to County residents.

(2) neighbouring municipalities and First Nations communities are eligible to apply for capital funding within the terms and conditions of their current cost-sharing agreement with the County, if applicable; and

(3) school boards operating under the *Joint Use and Planning Agreement* are eligible to apply for capital funding for projects that serve County residents and are accessible to the public.

21 Applicant organizations which operate on County land:

(1) must have a valid licence of occupation, in accordance with the *Licence of Occupation* policy; and

(2) must notify the County of their intent to request capital funding prior to submitting an application.

22 The following organizations are ineligible to apply for a grant through the Grant Program:

(1) organizations, facilities, or services that are not accessible to the public;

(2) for-profit organizations or initiatives that serve with the purpose of profit;

(3) libraries;

(4) religious-based or affiliated organizations or societies registered under the *Religious Societies' Land Act;* or

(5) organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by the County.

Project Requirements and Funding Eligibility

23 Applications made under the Grant Program are subject to the following funding and disbursement requirements:

(1) an applicant organization may receive only one capital grant approval to a maximum of $500,000 per calendar year;

(2) the annual maximum County contribution is $2,000,000, inclusive of all County recreation capital grant programs, excluding capital emergency funding requests;

(3) the annual organization maximum applies to the total amount approved in a calendar year and does not limit disbursements related to prior year approvals, which may occur over multiple fiscal years; and

(4) the Recreation Governance Committee may, by resolution, approve exceptions to the annual organizational maximum in extraordinary circumstances such as major damage, public safety risk, or to ensure the continuity of a critical community service.

24 The following project expenditures are eligible for the Grant Program:

(1) purchasing, construction, upgrading, or significant renovation of recreational and cultural facilities that serve County residents; or

(2) project costs such as preliminary studies, project management, supplies and materials toward the project, contingency, and labour.

25 The following expenditures or projects are ineligible for the Grant Program:

(1) projects that are fully funded through other funding sources;

(2) projects on private property, that require private memberships, or that do not provide services or access to the public;

(3) retroactive expenses incurred prior to the application funding approval letter being received;

(4) operational and existing staffing costs;

(5) projects funded through other County funding sources;

(6) costs associated with corporate signage or sponsorship;

(7) honoraria for volunteers or board members involved with the planning of the project;

(8) donations or grant funding to other organizations; or

(9) Goods and Services Tax (GST).

26 Applicant organizations or projects located in the County are subject to the following requirements:

(1) the applicant organization may request a maximum contribution of up to 50% of the eligible expenses from the County; and

(2) the applicant organization contributes a minimum of 50% of the eligible expenses, which may include funding from external sources, other grants, cash donations, donated labour, donated materials, and donated equipment.

27 Applicant organizations or projects located outside the County in neighbouring municipalities are subject to the following requirements:

(1) the applicant organization may request a maximum contribution of up to 25% of the eligible expenses from the County;

(2) the applicant organization contributes a minimum of 75% of the eligible expenses, which may include funding from external sources, other grants, cash donations, donated labour, donated materials, and donated equipment;

(3) the applicant organization must secure a financial or in-kind contribution from the other municipality the organization operates in; and

(4) the County's contribution may be limited to an amount not exceeding the contribution provided by the other municipality the organization operates in, subject to the discretion of RGC.

28 Grant Program applications are evaluated based on the following criteria:

(1) alignment of County strategic priorities and community plans;

(2) demonstrated community need and service gap (including equity of access)

(3) project readiness and risk (site control, permits, schedule, procurement);

(4) lifecycle sustainability (total cost of ownership, operations and maintenance plan, asset management alignment);

(5) leverage and financial sustainability (confirmed matching, diversified sources); and

(6) collaboration and regional delivery (formal partnerships, shared facilities/services).

29 A detailed overview of the evaluation criteria and process is as outlined in the *Capital Assistance Grant Program* procedure.

Emergency Funding Requests

30 The County may provide financial support to address unexpected, urgent capital expenses that prevent an applicant organization or facility from operating or delivering regular programming.

31 Emergency funding is intended for situations where immediate intervention is required to ensure safety, maintain essential community services, or respond to unforeseen events that jeopardize facility operations.

32 The Recreation Governance Committee considers emergency funding requests year-round during regularly scheduled meetings.

33 A special Recreation Governance Committee meeting can be arranged outside of the regularly scheduled meetings for emergency funding requests, in accordance with the Recreation Governance Committee's *Terms of Reference.*

34 If an emergency funding request is anticipated, the County must be notified prior to the incurrence of any project-related expenditures.

(1) County Administration will confirm that a project meets the criteria for emergency funding consideration. This acknowledgment does not constitute project approval or authorization to proceed under the County's capital project framework. Any work initiated prior to formal approval is undertaken solely at the organization's discretion and risk. The organization remains responsible for ensuring that all required approvals, permits, and compliance obligations are met.

35 The Recreation Governance Committee may require matching funding from the applicant organization as a condition for emergency funding.

36 Emergency capital funding approvals count toward the organization's annual maximum under Section 23, unless the Recreation Governance Committee by resolution authorizes an exception in extraordinary circumstances.

Letters of Support

37 Letters of support can be requested from eligible organizations under this policy for funding initiatives, in accordance with the *Letters of Support* procedure.

References

Legal Authorities	• *Agricultural Societies Act*, RSA 2000, c A-11 • *Companies Act*, RSA 2000, c C-21 • *Municipal Government Act*, RSA 2000, c M-26 • *Religious Societies' Land Act*, RSA 2000, c R-15 • *Societies Act*, RSA 2000, c S-14
Related Plans, Bylaws, Policies, etc.	• *Capital Budget* C-707 • *Capital Priorities* A-460
Related Procedures	• *Capital Assistance Grant Program* PRO-317A • *Letters of Support* PRO-316C
Other	• *Joint Use Planning* Agreement, Rocky View County

- Recreation Governance Committee Terms of Reference TOR-#C-RGC

Policy History

Amendment Date(s) – Amendment Description

Review Date(s) – Review Outcome Description

- 2018 June 05 - Council amended - Renumbered from C-322 to C-328 to correct a clerical error
- 2020 February 25 – Council amended to delegate RGC as approving authority, policy name changed, notwithstanding clause removed
- 2020 January 30 – minor amendments recommended to include RGC and improve readability
- 2022 May 16 – minor amendments for policy consistency, language clarity, and definitions
- 2026 – Amended to separate the operational and capital grant programs into separate policies.

Definitions

38 In this policy:

(1) "applicant" means an organization eligible to receive Grant Program funding in accordance with this policy;

(2) "capital" means resourcing used to enhance infrastructure that can be recorded as an asset or depreciated under the organization's financial statements. Assets with a useful life greater than five years and a per-unit cost greater than $10,000. Capital purchases below $10,000 are treated as operational unless part of an approved capital project;

(3) "Chief Administrative Officer" means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;

(4) "Council" means the duly elected Council of Rocky View County;

(5) "funding agreement" means a memorandum of understanding defining the provision of County support or oversight through the life of the project or for the provision of the improvement, including minimum conditions for funding award, and the expectations that:

(1) transparent and fair competitive tendering practices occur;

(2) all initiatives utilizing public funds are subject to County audit; and

(3) the initiative provides for an appropriate level of public use;

(6) "non-profit organization" means a voluntary, community-based, organization incorporated under the *Societies Act,* the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose mandate is to provide social leisure or recreational opportunities to the public without realizing a profit to its members;

(7) "operational" means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, rental fees, and insurance with the exception of ineligible expenses as outlined in this policy;

(8) "programs" are formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area, whether through registering for, or dropping into, a scheduled activity;

(9) "recreation" is an experience that results from freely chosen participation in physical, social, intellectual, creative, and cultural pursuits that enhance individual and community well-being;

(10) "recreation facility" means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;

(11) "Recreation Governance Committee" or "RGC" is a Council committee that acts as an approving body regarding matters pertaining to recreation and cultural services in the County, including grant applications, funding allocation, studies, and master plans;

(12) "recreation services" means a broad concept related to sports, fitness, social recreation, special community events, and capital community initiative development;

(13) "religious societies" means the incorporated congregations of a church or a religious denomination under the *Religious Societies Land Act*;

(14) "retroactive expenses" means expenditures incurred prior to approval of grant by the Recreation Governance Committee; and

(15) "Rocky View County" or "the County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.