



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 7610

CATEGORY: Related Boards & Committees

Community Assistance Grant **Athabasca County Recreation Board**

The Athabasca County Recreation Board is supportive of the recreation initiatives of community groups. In support of these developments the Athabasca County Recreation Board has established guidelines (See Schedule "A") for assistance it may provide:

PROCEDURES:

1. Assistance may be provided to community organizations within the region served by the Athabasca County Recreation Department. Fixed Capital Assets must be located on property owned or leased by the organization or by Athabasca County.
2. Assistance may be provided to community organizations whose proposals demonstrate the following:
 - Are complimentary to the objectives of the County Recreation Board.
 - Are a benefit to the community,
 - Show community involvement and support,
 - Ensure long term viability, and
 - Show sound organizational planning.
3. Application deadlines will be April 1 and September 30, with additional deadlines added as determined by the Recreation Board.
4. a) Assistance over \$1000.00 may be provided to formally established community organizations, which are incorporated under the Alberta Societies' Act, Agricultural Societies' Act or similar Legislation.
b) Assistance up to \$1000.00 may be provided to unincorporated, not for profit, volunteer community organizations.
5. The Athabasca County Recreation Board may provide assistance up to 50% of the total value of the project. Grants will not be awarded by the Athabasca County Recreation Board for amounts less than \$500 or more than \$5000. Grant requests exceeding \$5000 must be approved/denied by Athabasca County Council.

Effective

Policy Date: 01/06/28 Reference: Res. #01-318, #-05-173, 06-383
: #09-699

Revision #10-163



MUNICIPAL POLICY MANUAL

Code Number: 7610

Category: Related Boards & Committees

Page: 2

Community Recreation Assistance Grant (Continued...)

6. The matching contribution may be a combination of:
 - a. Cash
 - b. Equipment and operator cost (up to \$50.00/hr.)
 - c. Professional task (up to \$25.00/hr.)
 - d. Unskilled labor (up to \$10.00/hr.)
 - e. In kind contributions at market value

7. Grants over \$1,000.00
 - Half of the grant will be forwarded on approval.

 - Second half upon statement of completion and financial statement approval by the Director of Facilities, Parks & Recreation.

8. Grants under \$1,000.00
 - Director of Facilities, Parks & Recreation will forward full payment of the grant upon completion and financial statement approval.

9. Any assistance is contingent on approval of the Athabasca County Recreation Board budget by Athabasca County.

10. Application shall be submitted using the Application form as attached as Schedule "A".

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MUNICIPAL POLICY MANUAL

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Category: Related Boards & Committees

Page: 3

COMMUNITY ASSISTANCE GRANT SCHEDULE "A" APPLICATION

APPLICATION INFORMATION

Legal Name of Applicant:

Incorporation Number:

Act Incorporation Under:

- Please attach the organization's most recent financial statements.

Please provide the Registered mailing address of Applicant below:

(Cheque will be mailed to the below address)

Apt #. Street #. Street Name

P.O. Box, R.R

City

Prov.

Postal Code

PROJECT INFORMATION

Project Contact Person:

Mr./Mrs./Ms.

Position Title:

Phone Number:

Work:

Home:

Fax:

Email:

Project Start Date:

Month

Day

Year

Estimated Completion Date:

Month

Day

Year

Please provide a brief (one sentence) description of the project. (i.e. facility upgrade, playground.)

Please provide a brief (one sentence) informing us how this project will benefit your community.

Project Location	

Apt.#. Street #. Street Name	

P.O. Box, R.R.	City

Prov.	Postal Code

A representative of Athabasca County will perform an inspection of your completed project to ensure that the scope of work outlined in your application has been followed.

PROJECT FUNDING

<u>Funding Request</u>	\$ _____
<u>Cash</u>	\$ _____
<u>Other Approved Grants</u>	\$ _____
<u>Donated Labour/Services</u>	\$ _____
<u>Donated Material/ Equipment</u>	\$ _____
TOTAL PROJECT FUNDING \$ _____	

Please attach:

Information regarding the values of donated services.

A detailed breakdown of cost estimates for your project that equals total project funding.

Copies of quotes and estimates.

PROJECT FUNDING

I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE ORGANIZATION.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- The project will benefit the general public and not specific individuals/families.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project or no later than two years from the date of the grant cheque.
- Any grant awarded shall be used solely for the purposes stated within this application.
- The contribution from Athabasca County for this project will be recognized.
- We hereby agree that any capital assets acquired through this grant shall revert to the Ownership of Athabasca County if our society ceases to exist or no longer requires the assets.

<input type="text"/>	
Signature	
<input type="text"/>	
Mr./Mrs./Ms.(Print) First Name	Surname
<input type="text"/>	
Title	
<input type="text"/>	
Mailing Address Apt#. Street#. Street Name	
<input type="text"/>	
P.O. Box, R.R	City
<input type="text"/>	
Prov.	Postal Code
()	()
Work Phone#	Home Phone#
<input type="text"/>	
Date: Month/Day/Year	

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