

POLICY #:	PD 021	POLICY TITLE:	COMMUNITY ENHANCEMENT FUNDING
------------------	---------------	----------------------	--

APPROVAL DATE AND MOTION:	June 27, 2023 (2023-06-57)	CROSS- REFERENCE:	
RESPONSIBILITY:	Planning and Community Services	APPENDICES:	
APPROVER:	Council	EFFECTIVE DATE:	
REVISION DATE(S)/ MOTION #	July 27, 2021; July 14, 2021; March 29, 2022 (2022-03-45); February 27, 2024 (2024-02-21); October 22, 2024 (2024-10-50)	NEXT REVIEW DATE:	January 2029

1. DEFINITIONS

- 1.a. **Applicant** means the person or group applying for funding on behalf of a registered organization
- 1.b. **Capital Project** means a long-term project to build, improve, maintain or develop a capital asset
- 1.c. **Chief Administrative Officer** means the individual appointed by Council to that position, or their designate
- 1.d. **Community Organization** means community based non-profit organizations that are registered or incorporated under the *Province of Alberta Societies Act* or *Agricultural Societies Act*
- 1.e. **Council** means the Council of the County of Vermilion River
- 1.f. **County** means the Municipal Corporation of the County of Vermilion River having jurisdiction under the *Municipal Government Act* and other applicable legislation
- 1.g. **Director of Planning and Community Services** means designated staff of the County of Vermilion River

- 1.h. **FOIP** means *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto
- 1.i. **Grant Accounting Report** means the report an applicant must submit on the required form by the end of the year, to the County that outlines how the funds received were spent
- 1.j. **Non-Profit Organization** means an organization which exists for charitable reasons and from which its shareholders, trustees, or board members do not benefit financially, and are registered or incorporated under the *Province of Alberta Societies Act*
- 1.k. **Project/Program** means the specifics of the application for which any approved funding will be allocated
- 1.l. **Recreation Facility** means a non-profit amenity that provides indoor and/or outdoor services for recreation or social and cultural events, organizations and programs, and is available to the public
- 1.m. **Community Sponsorship** means a mutually beneficial agreement between the CVR and community based organization

2. POLICY STATEMENT

- 2.a. The County of Vermilion River is dedicated to providing residents opportunities that maximize quality of life and well-being. To achieve this goal, the County strives to ensure that its residents have access to quality recreational and cultural facilities and programs. The County's partnerships in providing financial support to organizations operating facilities and programs within the County of Vermilion River boundary ensure a range of options to support the well-being of individuals and communities are made available

3. OBJECTIVE

- 3.a. The County will provide funds to Community Organizations that are operating community facilities and programs within the County of Vermilion River. The grants available include operational assistance for recreation facilities and community halls, special events, and capital funding options
- 3.b. Program Outcomes:
 - 3.b.i. Accessible to all County residents
 - 3.b.ii. Encourage participation and engagement

- 3.b.iii. Promote personal growth and well-being
- 3.b.iv. Safeguard natural resources, parks, and recreational opportunities
- 3.b.v. Enhance community wellness
- 3.c. Programs Priorities:
 - 3.c.i. Healthy living and education
 - 3.c.ii. Community enhancement
 - 3.c.iii. Youth and seniors
- 3.d. Funding categories are:
 - 3.d.i. Community Halls
 - 3.d.ii. Recreation Facility Operations
 - 3.d.iii. Special Events
 - 3.d.iv. Special Capital Requests

4. GUIDING PRINCIPLES

- 4.a. The County of Vermilion River fosters social interaction, provides mental health relief and promotes physical health by providing annual funding for recreation and cultural programs and facilities. This funding is channeled through the Community Enhancement Funding Program, which receives approval within the Council's annual operating budget
- 4.b. The County's Planning and Community Services department budget is established each year to support community organizations that operate facilities within the County of Vermilion River. Any unexpected funds carried over are transferred to a Recreation Reserve and earmarked for Capital Project(s) Assistance
- 4.c. Annual funding for operational and Capital Project Assistance is detailed below
 - 4.c.i. **Guidelines**
 - 1. **General**
 - a. Council shall establish as a budget amount to be distributed through funding categories each fiscal year

- b. Projects eligible for County funding must provide services to rural residents
- c. Non-Profit Organizations requesting funding must be registered or incorporated under the Province of Alberta *Societies Act*
- d. County of Vermilion River Council will have final approval on all funding allocations with the exception of Sponsorship funding, which can be approved the Director of Planning and Community Services
- e. Each category has a limited supply of funds. Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts
- f. Multiple grant applications to different grant funding projects/programs will generally not be accepted
- g. Funding approved in one fiscal year does not guarantee approved funding in subsequent years
- h. Funding will not be retroactive for a previous years' project. All applications must be submitted in the same year the funding is allocated
- i. The County may approve all, part, or deny any request received
- j. Approved applicants will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization ill not be considered for new funding until it is submitted properly to the County
- k. Grant applications will be prioritized according to use (scheduled events), membership, need, contributions of time and funds by the organization and availability of County funds

2. Operational Assistance – Recreation Facilities

- a. Applicants seeking funding shall complete a Recreation Facility Grant Application and submit for review by Planning and Community Services

- b. Community Organizations are eligible to apply that are: operating a community facility (other than a Hall) that is used for instructional programming, organized recreation, community functions, special events, rentals or provides services to the community
- c. Applications will be considered based on usage, people served, annual operating expenses and other funding sources, as well as commitment to the County's priorities as indicated under Section 3 – Objective
- d. Allowable expenses are insurance, utilities, ongoing yearly maintenance, and janitorial expenses. Funds cannot be used for start-up costs, endowments, Capital Projects or celebrations.
- e. Recreation facility categories, facilities that may fall under those categories and range of investment in our communities approved by Council are listed in Table 1.0 below:

Table 1.0

OUTDOOR FACILITY	
Facility Type	Facility Funding
Baseball diamonds (up to a maximum of 4)	\$700 per diamond
Golf Courses	\$6,500
Outdoor Rinks	\$3,000
Playgrounds	
- Hamlets	\$1,000
- Day Use	\$6,000
Soccer (per association)	\$2,000
Ski Hill	\$15,000
INDOOR FACILITY	
Facility Type	Facility Funding
Curling Rinks (up to a maximum of three sheets)	\$4,500

Indoor Rinks (up to a maximum of two ice surfaces)	
- Category 1	\$40,000
- Category 2	\$5,000

COMMUNITY FACILITY	
Facility Type	Facility Funding
Senior Centers	\$2,600
Ag Grounds	
- Category 1	\$8,000
- Category 2	\$2,000
Museums	\$3,400
Campgrounds	
- Category 1	\$3,000
- Category 2	\$1,000

***Applications shall be made each year to determine the need of the applicant*

3. Operational Assistance – Community Halls

- a. Applicants seeking funding shall complete a Community Hall Grant Application and submit for review by Planning and Community Services and final approval by Council
- b. Community Organizations are eligible to apply that are operating a community hall that is used for programming, community functions, special events, rentals or provides services to the community
- c. Applications will be considered based on usage, people served, and annual operating expenses, as well as commitment to County priorities as indicated under Section 3 – Objective
- d. Allowable expenses are insurance, utilities, ongoing yearly maintenance and janitorial expenses. Funds cannot be used for start-up costs, debt reduction, endowments, Capital Projects or celebrations

- e. Community Halls categories, halls that may fall under those categories and range of investment in our communities approved by Council:

- i. Community Halls **

Table 2.0

HALLS	
Facility Type	Facility Funding
Community Halls	Established by Agreement
- Category 2	\$10,000
- Category 3	\$7,000
- Category 4	\$2,500
- Category 5	\$700

***Applications shall be made each year to determine the need of the applicant*

4. Capital Project Assistance

- a. Applicants seeking funding shall complete a Capital Funding Grant Application and submit for review by Planning and Community Services
- b. Community Organizations are eligible to apply that are looking to complete Capital Projects for their recreational facility or community hall. Each organization may make an application for capital funding every five (5) years
- c. Eligible special Capital Projects include new construction, renovations, major repairs or major purchase of furniture/equipment. Renovations that address building code and safety compliance will be given priority
- d. Funding for Capital Projects may come from a special tax levy, Recreational Reserve Funds, Hamlet Reserve Funds or funding source(s) identified by Council
- e. Applications for Capital Projects are accepted throughout the year and are reviewed by Council annually at the first Council meeting in May. The applications will be reviewed by Administration and a recommendation provided to Council for their

consideration up to a maximum allowable for the category

- f. All Capital Projects will be funded a maximum of up to 25% of the total project costs
- g. Special Capital Projects should meet the special capital funding goals:
 - i. Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience
 - ii. Efficiency – the degree to which resources are utilized optimally to achieve project outcomes
 - iii. Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the projects' goals and objectives
- h. All projects will be evaluated using the evaluation criteria in Schedule "A". The evaluation score will be used in considering the maximum funded amount
- i. All requested funding for Capital Projects shall be at the discretion of Council
- j. Available funds may vary from year to year and will be limited by the amounts in Reserve Funds
- k. Organizations must demonstrate the ability to execute the project by providing the following information:
 - i. A project plan (i.e., project schedule, scope, milestones, and deliverables)
 - ii. The benefit to the community and County residents
 - iii. A financial outline as referenced in the Application Guidelines
 - iv. Any other information that may be requested during review of the application that will assist Council
- l. Project requests to be fully funded by the County will generally not be accepted

5. Community Sponsorship

- a. The County provides financial support, in-kind resources, or other assistance to help organizations to carry out projects that directly benefit the well-being of County residents.
- b. Applicants seeking funding shall complete a Grant Application and submit for review by Planning and Community Services
- c. Community Organizations that provide arts, cultural, fitness, community, wellness initiatives, sport or recreational opportunities, programs and events related to: Healthy & Active Lifestyle; Education; Youth; Community Enhancement are eligible to apply
- d. Allowable expenses will be related to delivering the event such as speaker fees, officials' fees, facility rental, rental equipment, event supplies, contracted services, general operating expenses, etc.
- e. Ineligible expenses would be capital, utilities, honorarium, staffing, etc.
- f. Maximum funding per Event is \$2,000. Funding distribution will be evaluated using criteria on the application and distributed proportionally as follows:
100-75 points – 100% funding requested
75-50 points – 75% funding requested
50-25 points – 50 % funding requested
0-25 points – funding ineligible
- g. Applications will be accepted by the County throughout the year. The County's Director of Planning and Community Services reviews all completed applications to ensure they meet the necessary criteria as well as approves or disapproves applications based on evaluation criteria.
- h. Applicants may only apply every second year for funding for one event per Community Organization

- i. Events should be inclusive and open to all community members. Events typically are one-time occurrences, such as festivals, special projects, or singular events
- j. Those who receive FCSS funding for the same event are not eligible to apply. Events being held for fundraising purposes that benefit an individual are not eligible. Fundraising events must be for specific community enhancement projects
- k. Special agreements or joint agreements may be in place to capture one or more of the listed categories to assist inter-agency cooperation with neighboring communities
- l. Community Organizations are invited to submit requests to Planning and Community Services for donations of promotional items for use at special events

6. General Procedures

- a. Funding requests must be submitted on the approved annual grant application form that is approved by the Director of Planning and Community Services. Additional information may be requested by the County to aid in the funding process
- b. Applicants will be reviewed by Planning and Community Services and recommendations brought forward to Council for approval
- c. The County of Vermilion River will notify applicants, in writing, of the final decision
- d. Project/Event change requests, received after the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure
- e. A Grant Accounting Report shall be completed prior to the annual deadline. If a Grant Accounting Report is not submitted, the County may deny any or all future funding requests

- f. Non-Profit Organizations that serve rural residents within the County of Vermilion River are eligible for these funds
- g. Non-Profit Organizations will be eligible for funding according to what category they fall under as indicated in the Application Guidelines
- h. Organizations that are receiving funding under existing cost share agreements are ineligible to apply for separate Community Enhancement Funding but may still be eligible for Park Trust Funds
- i. Applications will be evaluated by criteria in the procedures

7. Reporting

- a. Grant Recipients are expected to submit a project report and financial statement on an annual basis or once the project is complete
- b. Failure to submit a report, or delinquency in submission, may affect future grant application consideration

8. Recognition

- a. Grant Recipients shall be required to recognize funding received from the County of Vermilion River. Use of the logo is encouraged as it is a recognizable symbol to acknowledge County support. If space does not allow for the use of the logo as acknowledgement, it can be via text
- b. Recognition may appear in many forms; however, the County of Vermilion River requires that the minimum recognition be made:
 - i. Social Media posting with County Logo/Name
 - ii. Recipients will be recognized in graphic or text in the County's Newsletter
 - iii. Program Recipients of \$10,000 or more shall place an advertisement or article in the local newspaper with County Logo/Name

- iv. Facilities receiving funds over \$5,000 shall use onsite signage, in consultation with Planning and Community Services
- c. Recognition may also be as indicated below:
 - i. Photo opportunity with Council or a Councillor and photo(s) will be used for the promotion of funding provided to the recipient
 - ii. Recognition events or at an event shall be accompanied by a media release
 - iii. County Logo/Name in Agency Newsletter

9. Community Letters of Support

- a. The County will issue letters of support to local Community Organizations seeking external funding opportunities in relation to community enhancement
 - i. Organizations shall submit an application for their request of support with the cost and scope of the proposed project
 - ii. The request of a letter of support will be placed on the next Regular Council Meeting

10. Library Funding

- a. The annual requisition by Northern Lights Library Systems is to provide library services for the County of Vermilion River and shall distribute to Northern Lights Library members as per the allocation in Table 3.0

Table 3.0

Library	Funding Allotment
Kitscoty	20%
Marwayne	20%
Paradise Valley (Three Cities)	20%
Vermilion	40%
TOTAL	100%

- b. The County may allocate additional funding from other budget or funding sources, these sources may not be continuous. The distribution of these funds shall be distributed in accordance with Table 4.0

Table 4.0

Library	Funding Allotment
Dewberry	7%
Kitscoty	17%
Lloydminster	7%
Marwayne	17%
Paradise Valley	17%
Vermilion	35%
TOTAL	100%

5. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	
MONITORING REVIEWS AND REVISIONS	
IMPLEMENTING POLICY	Council

COMMUNICATING POLICY	Council, Administration
INTERNAL STAKEHOLDERS	Council, Administration
EXTERNAL STAKEHOLDERS	

SCHEDULE 'A'

EVALUATION CRITERIA

- All applications will be evaluated based on the following points system

CRITERIA	POINTS
User days	5
Business Plan/Feasibility/Needs Assessment	20
Number of users per year	10
Alternative funding sources	10
Financial Plan	10
Safety & Building Codes	10
Partnerships with local groups to access facility at lower cost; partner on project	10
Initiatives to show sustainability	10
Commitment to CVR Funding Goals: Sustainability, Efficiency, Commitment	5
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement	10

CRITERIA	POINTS	POINTS	POINTS	POINTS	POINTS
User days= the number of days the facility is used/occupied each year	3 = less than 50days/yr	5 = 51+ days in a year			
Business Plan/Feasibility/Needs Assessment: have they completed any of these types of studies. Includes public engagement.	0 if none done	10 if at least 1 done	20 if 2 or more done		
Number of users per year = the number of users attending functions, programs and events at the facility	5 = less than 100 users/yr	10 = 100 users or more/yr			
Alternative funding sources = have additional grants, fees for use, and fundraising activities to support the	5 if 1 or less additional funding	10 if 2 or more additional			

facility and not be solely reliant on one source of funds	<i>sources are used</i>	<i>funding sources are used</i>			
Financial Plan = do they show financial need; is there a budget in place;	<i>0 if none in place</i>	<i>10 if a Financial plan is in place</i>			
Safety & Building Codes = will the project address issues for public safety, improve building standards and viability	<i>0 if neither are an issue</i>	<i>10 if it addresses building improvements and safety</i>			
Partnerships with local groups to access facility at lower cost or partner with community on the project	<i>0 if facility does not work with partners/comm</i>	<i>10 if project has partners, community involvement</i>			
Initiatives to show sustainability = does facility have a long term business plan? Does the facility undergo strategic planning on a regular basis? Does the facility have a multi-year capital plan? Does the facility work with other community groups to grow and develop together? Does the facility undertake fundraising efforts?	<i>5 if facility does 2 or less of the listed items</i>	<i>10 if facility does 3 or more of the listed items</i>			
Commitment to CVR Funding Goals: Efficiency, Sustainability, Commitment	<i>5 if facility shows strategy identifying 1 or more of the CVR goals</i>				
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement = does the programming and facility services focus on these areas	<i>5 if facility shows focus on 1 of listed areas</i>	<i>8 if facility shows focus on 2 of the listed areas</i>	<i>10 if facility shows focus on all 3 listed areas</i>		