

Title: Grande Cache Recreation Grant

Policy No: 8016

Effective Date: May 28, 2024

Motion Number: 24.05.294

Supersedes Policy No: New

Department: Recreation

Review Date: May, 2027



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.
 Societies Act, R.S.A. 2000, c. S-14
 Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23
 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.).

Cross References:

Bylaw 24-957 "Grande Cache Recreation Board Bylaw"
 Policy 8000 "Greenview Grant Recognition"
 Policy 8015 "Community Impact Grant"

Purpose: To provide a framework for the Grande Cache Recreation Grants within the Grande Cache Area.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or delegate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.4. **Grande Cache Area** means the region encompassing Ward 1 and Ward 9.
- 1.5. **Grande Cache Recreation Board (Board)** is the advisory board which reports to Council on matters relating to recreation within the Grande Cache Area.

2. POLICY STATEMENT

- 2.1. Greenview deems it desirable to provide stable funding agreements to Non-Profit Organizations based within the Grande Cache Area, which provide direct and indirect benefits to Greenview residents and surrounding communities.
- 2.2. The following organizations, groups, and initiatives are ineligible to apply for a Grande Cache Recreation Grant:
 - A) Individuals;
 - B) For-profit organizations;
 - C) Political organizations;
 - D) Federal and provincial governments, and affiliated bodies;
 - E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
- 2.3. Non-profit Organizations seeking operating and capital assistance must apply for each funding stream separately.
- 2.4. Applicants may apply for grant funding multiple times per year, however it will be at the discretion of the Grande Cache Recreation Board in accepting the additional requests for consideration. The Board will prioritize new applicants ahead of multiple grant requests by the same group.
- 2.5. The Grande Cache Recreation Board may award all, a portion, or none of the grant funds requested by the applicant.

3. GRANDE CACHE RECREATION GRANTS - OPERATING STREAM

- 3.1. Grant limits are based on the needs assessment the applicant provided in their application.
 - A) Applicants requesting an operational grant must present their request to the Grande Cache Recreation Board at a scheduled Board meeting.
 - B) Each application within the Operating Stream shall have a funding cap of \$5,000.00.
- 3.2. Operating funding may be used for all costs and expenses incurred with respect to the ownership, maintenance, and operation of a project or organization.

4. GRANDE CACHE RECREATION GRANTS - CAPITAL STREAM

- 4.1. Grant limits are based on the needs assessment the Applicant provided in their application.
 - A) Applicants requesting a capital grant must present their request to the Grande Cache Recreation Board at a scheduled Board meeting.
 - B) Capital funding requests above \$5,000.00 will be reviewed by the Grande Cache Recreation Board and a recommendation will be presented to Council for final decision.
- 4.2. Applicants requesting a capital grant exceeding \$10,000.00 will be required to apply through Greenview’s Community Impact Grant stream.
- 4.3. Capital funding may be used for expenses incurred in the improvement of any project or organization, including extraordinary repairs, additions, alterations, modifications, or restoration of assets.

5. APPLICANT RESPONSIBILITIES

- 5.1. Applicants shall submit their applications throughout the year through the Greenview Grant Portal to be considered for a Grande Cache Recreation Grant.
- 5.2. Applicants must submit a Needs Assessment, which shall include:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Budgetary estimates;
 - C) Historical and current financial statements;
 - D) Expected project or organizational outputs; and
 - E) Any other information requested by the Grande Cache Recreation Board or Greenview.
- 5.3. Applicants may be required to enter into a funding agreement with Greenview.
- 5.4. An applicant shall submit an outcome report within two (2) months upon termination of the program or project. An outcome report shall contain:
 - A) A statement detailing past-year operations and associated costs;
 - B) Results of the program;
 - C) Any remaining funds, if applicable; and
 - D) Any other information requested by the Grande Cache Recreation Board or Greenview.
- 5.5. Where an applicant has excess funds at the end of a fiscal year not exceeding \$500.00, said Non-profit Organization must request the reallocation of funds by contacting the Grande Cache Recreation Board or Greenview. Where an applicant has excess funds not exceeding \$500.00, said Non-profit Organization must:
 - A) Request the reallocation of funds to be approved by the Grande Cache Recreation Board or the CAO; or
 - B) Return the funds to the Grande Cache Recreation Board or Greenview.
- 5.6. Surplus grant funds exceeding \$500.00 must be returned to the Grande Cache Recreation Board.
- 5.7. Non-profit Organizations which receive a grant must provide recognition to Greenview as detailed in Policy 8000 "Greenview Grant Recognition."
- 5.8. Applicant Non-profit Organizations may be required to present to the Committee of the Whole.

6. GRANDE CACHE RECREATION BOARD RESPONSIBILITIES

- 6.1. The Grande Cache Recreation Board shall act as an advisory Board to Council on matters relating to recreation within the Grande Cache Area.
- 6.2. The Grande Cache Recreation Board is responsible for reviewing and approving recreation grant requests and recommending funding allocations to Council if necessary.
- 6.3. The Grande Cache Recreation Board or the CAO have sole discretion regarding the reallocation of surplus grant funds not exceeding \$500.00.
- 6.4. The Grande Cache Recreation Board is responsible for any duties provided under the *Grande Cache Recreation Board Bylaw*.

7. COUNCIL RESPONSIBILITIES

- 7.1. Council is responsible for reviewing the inclusion of Grande Cache Recreation Grants within the annual budget.
- 7.2. Council may review and approve any Grande Cache Recreation Board Grant applications.

8. ADMINISTRATION RESPONSIBILITIES

- 8.1. Administration shall prepare the Greenview Grant Portal to accept Grande Cache Recreation Board Grant applications.
- 8.2. The CAO may approve the transfer of grant funds not exceeding \$500.00.
- 8.3. Administration shall assemble and prepare grant applications for Council’s decision-making if required.