



# Community Assistance Grant

Parks and Recreation  
Policy K6

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<b>Policy:</b>	K6 – Community Assistance Grant
<b>Policy Department(s):</b>	Parks and Recreation
<b>Adoption Date:</b>	December 6, 2004
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## Policy Purpose

The purpose of this policy to define the process by which the County of Grande Prairie No. 1 provides Community Assistance funding and/or donations of items other than cash to support operating costs, fundraising endeavors, achievements, and milestones associated with the delivery of programs, services and events by organizations and groups that operate on a not-for-profit basis. This includes requests that promote active, safe and sustainable communities and improve quality of life in the County.

## Policy Statement

The County of Grande Prairie No. 1 is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of County residents.

The following Community Assistance streams are available under this grant program:

- **Multi Year Operating Funding:** For organizations and facilities that contribute to the quality of life and enhance livability that fall outside Policy K14 which covers halls, arenas and curling rinks.
- **Community Wellness & Safety:** For groups or organizations that undertake protective measures to respond and protect the community from harm or contribute in providing a safe and healthy community. Also, groups or organizations that foster connections among people through socially inclusive services with a diverse offering of cultural and recreational opportunities, outside of Family Community Support Services mandates.
- **Event Sponsorship, Donations & Community Support:** For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship or other emergent support or funding needs. Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.



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- **Country Agricultural Fairs:** As governed by Policy K19 - an exhibition or event that is intended to promote agriculture by including a variety of exhibits of livestock and /or agriculture products.
- **Neighbourhood Ice Surfaces:** As governed by Policy K11 - any temporary, outdoor natural ice surface set up for the winter season on a Municipal Reserve greenspace within a neighbourhood or subdivision. The ice surface could have low board edge or a snowbank edge.

## Definitions

“Capital” means any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities; and
- Site improvements.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Donation” means a gift for charity, humanitarian aid or to benefit a cause without a return consideration. It may take various forms including money, aims, services or goods. Charitable donations of goods or services are also called gifts in kind. Gifts or gifts-in-kind may include gift baskets, County swag and event tickets.

“Emergent” is considered an unforeseen situation or outcome where urgency exists and the situation must be dealt with in a timely manner. To meet this criteria within this policy, an applicant must be prepared to defend the situation as being emergent.

“Grants” are non-repayable funds or products disbursed by Council to a recipient. Under this policy it is often a non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County residents.

“Operating” means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

“Sponsorship” means the act of supporting an event, activity, person or organization financially or through the provision of products or services with an expectation of corporate recognition.

## Policy Guidelines

1. Funding



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- 1.1. County Council will identify a Community Assistance grant funding budget during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by County Council.
  - 1.2. Each year, the Community Assistance grant program has the following sub sections within the grant line to direct the distribution of funds:
    - 1.2.1. Multi-year funding (specific term) - approved by Council Motion.
    - 1.2.2. Community Assistance - to support applications throughout the year (allocated amount with 3% escalator each year with a maximum budget of \$100,000).
    - 1.2.3. Community Wellness and Safety - to support applications throughout the year.
    - 1.2.4. Country Agricultural Fairs.
    - 1.2.5. Neighbourhood Ice Surfaces.
  - 1.3. Any Community Assistance grant funds initially budgeted but not allocated (undersubscribed) during the fiscal year (to a maximum of \$20,000) can either be transferred to the Community Grants Reserve or otherwise through a motion by Council.
  - 1.4. If Community Assistance grant funds are depleted before the end of the fiscal year, Council can make a motion to supplement the funds for an agreed amount from the Community Grants Reserve or another source.
2. Applications for Funding
- 2.1. Applications must be received in the prescribed form by the specific deadlines:
    - 2.1.1. **New Multi Year Funding Requests:** Submitted a minimum of 60 days and must use Community Assistance grant portal on website.
    - 2.1.2. **Renewing Multi Year Funding Requests:** Submitted a minimum of 60 days and may submit by email to Administration via: [parksandrecreation@countygpr.ab.ca](mailto:parksandrecreation@countygpr.ab.ca)
    - 2.1.3. **Community Safety and Wellness:** Submitted a minimum of 45 days prior to event date or program start and must use Community Assistance grant portal on website.
    - 2.1.4. **Sponsorship, Donations and Community Support Requests:** Submitted a minimum of 45 days prior to event date and must use Community Assistance grant portal on website. Funding requests over \$10,000 will be required to have a delegation to present to Council.



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- 2.1.5. **Country Agricultural Fairs:** Submitted a minimum 90 days prior to event date and may submit via email to Administration via: [parksandrecreation@countypg.ab.ca](mailto:parksandrecreation@countypg.ab.ca)
  - 2.1.6. **Neighbourhood Ice Surfaces:** Submitted by November 30 each year via the application form on County website.
  - 2.1.7. **Emergent Operating Funding Requests:** Will be prioritized by Administration and scheduled at the next available Council meeting.
  - 2.2. Applications that are received after the deadline may be considered pending approval by the CAO or Director of Community Services.
  - 2.3. Issues of an emergent nature may be submitted year-round to County Administration to be presented to Council.
  - 2.4. Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of County residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to projects that:
    - 2.4.1. Benefit a large number of County residents
    - 2.4.2. Provide evidence that there is a large volume of volunteerism and/or fundraising
    - 2.4.3. Demonstrate success in achieving project or program goals
    - 2.4.4. Include a well-organized business plan that includes performance measures.
    - 2.4.5. Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.
3. Distribution of Funds
    - 3.1. Successful applicants for Multi-year operational funding will be released to organizations in late June/early July. Requests for early release of funds can be submitted to Administration for approval by the Community Services Director.
    - 3.2. Upon approval by Council, successful applicants for sponsorship, operational or emergent funding will receive funds within two business weeks or less.
  4. Reporting Compliance Requirements
    - 4.1. Organizations receiving Community Assistance funding over \$1,000 will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.
    - 4.2. Organizations receiving Multi-Year operational funding are expected to provide an annual report to Administration and / or present to Council as requested.



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5. Risk Management & Insurance Considerations
  - 5.1. All grant recipients must be willing to undertake a review process if requested by the County's Risk Management & Insurance Coordinator to ensure that insurance compliance and best practices are being followed.
6. Recognition
  - 6.1. All grant recipients must publicly recognize the contributions that the County made to their project in accordance with the County's Recognition guidelines.

## Attachments

N/A

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy Policy K2 – 100 <sup>th</sup> Anniversary Grant Funding Policy K10 – Capital Grant Policy K14 – Operating Assistance – Facilities Grant Policy K19 – Country Agricultural Fairs Policy S2 – Public Relations, Promotions and Donations
<b>Other</b>	Community Assistance Grant Portal

## Revision History

<b>Review Date</b>	<b>Description</b>
December 12, 2022	Reviewed and Amended CM20221212.007
January 20, 2020	Reviewed and Amended CM20200120.003
March 7, 2016	Reviewed and Amended CM20160307.1015
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