



# Capital Grant

Parks and Recreation  
Policy K10

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<b>Policy:</b>	K10 – Capital Grant
<b>Policy Department(s):</b>	Parks and Recreation
<b>Adoption Date:</b>	April 2, 2012
<b>Adoption Reference:</b>	04/312/12
<b>Effective Date:</b>	April 2, 2012
<b>Last Amended:</b>	April 4, 2022

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## Policy Purpose

The purpose of this policy is to define the process by which the County of Grande Prairie No. 1 provides Capital Grant funding to projects over \$10,000 for Capital improvements to a Facility that is owned and/or operated by non-profit organizations or other municipal government and provides a recognizable benefit to County residents.

## Policy Statement

Recreational and Cultural Facilities provide opportunities for people to enjoy sport, leisure, or community activities that promote healthy, active and satisfying lifestyles.

The County is committed to ensuring that Recreational and Cultural Facilities are available to meet the needs of County residents and visitors. County Council offers financial assistance to organizations and neighboring municipalities to construct, rehabilitate or expand facilities within the County and neighboring municipalities.

Capital Grants are subdivided into two streams – Major Capital and Capital Assistance, each having its own criteria and funding models.

## 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;
- 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.



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“Cultural Facilities” means museums, libraries, art galleries, community centers, historical sites, theatres and other publicly accessible facilities intended to support the enhancement of regional civilization.

“Facility” means a physical structure that is designed and built to serve a specific function affording a convenience or service.

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

“Organization” means an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

“Recreational Facilities” means ice arenas, swimming pools, curling rinks, community halls, agricultural complexes, playgrounds and other publicly accessible facilities intended to support agreeable exercise or healthy pastimes.

“Regional Recreation Committee” means a committee, employing a Coordinator, comprised of representatives from the municipalities of the County of Grande Prairie, the City of Grande Prairie, the Town of Sexsmith, the Town of Wembley, the Town of Beaverlodge, , and the M.D. of Greenview, that is mandated with implementing the 2016 Grande Prairie Joint Recreation Master Plan.

“Safety Codes” means a specialized team within the County Planning Division that is capable of inspecting structural, mechanical and electrical systems for CSA Code Compliance.

### Policy Guidelines

1. Recreation Capital Funding
  - 1.1. The County establishes Capital funding, during County Council’s annual budget process, which may be accessed for the purpose of developing, rehabilitating or expanding recreational and cultural facilities that are accessible to County residents and visitors.
  - 1.2. The funding allocation will be financed through general revenue or such other sources as may be determined by County Council.
  - 1.3. The Capital Grant funding stream is available for projects with a total value of over \$100,000 with applicants eligible to receive up to 100% of the capital costs of proposed construction, rehabilitation or expansion projects. While there is no requirement for matching funding for this stream, Council may request some demonstration of the applicant’s commitment to the project. The project budget or project summary may include donated goods and/or donated labour that is linked directly to the project. Documentation of the value of donated goods, and a description and value of the tasks performed by volunteers must be submitted at



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the end of the project. Donated labour will be valued at the rates as specified in Schedule A.

- 1.4. The Capital Assistance funding stream is available to projects valued between \$10,000 and \$99,999 with applicants eligible to receive up to 50% of the capital costs of proposed construction, rehabilitation or expansion projects, to a maximum of \$50,000. The applicant must demonstrate confirmed matching funding for the other 50% of the project expense as part of the application process.
  - 1.5. If the cost of project changes prior to completion due to inflationary or other reasons, the County is not obligated to provide additional funding.
  - 1.6. Any Capital grant funds budgeted and allocated to a project but not paid out during a budget year, will be transferred to the Community Grants Reserve to be paid out once all conditions are met under Policy C27, Financial Reserves Policy.
  - 1.7. Any Capital grant funds initially budgeted but not allocated (undersubscribed) during the Council grant deliberation meeting, will be transferred to the Community Grants Reserve or the funds may be otherwise allocated through a motion by Council.
  - 1.8. Council may request an engineering report or other professional evaluation prior to the commencement of any approved Capital project. Funding for these external reports will be identified separately within the Capital Grant Budget.
  - 1.9. Applicants allocated Capital Grant funding at or above 50% of the total cost and/or over \$250,000 must follow the process outlined in Policy K16 – Funding of Major Community Projects.
2. Regional Recreation Committee Pre-Screening
    - 2.3. Applicants seeking Capital funding for “new build” facilities that meet the Regional Recreation Committee’s definition of being a ‘Regional Facility’ must first bring their project to the Regional Recreation Committee to be evaluated as a candidate for potential multi municipal regional funding.
    - 2.4. It is the responsibility of the applicant to complete the necessary documentation and submit their project to the Regional Recreation Committee for consideration. Feedback from the Regional Recreation Committee must be included in the Application. An application for Capital Grant funds can still be made directly to County Council in the event it is not supported by the Regional Recreation Committee.
3. Applications
    - 3.3. Applications for Capital funding:



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- 3.3.1. Must clearly identify that the facilities being developed are public facilities that will benefit all County residents and visitors. If user fees are charged, all users will be charged at the same rate.
  - 3.3.2. Must be submitted before a project begins or any related expenses incurred
  - 3.3.3. Must have completed and submitted all required reporting for previously approved County funded projects
  - 3.3.4. Should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved
  - 3.4. Applications for Capital Grants are managed by the Parks and Recreation department according to established grant Procedures
4. Payment
- 4.3. The County reserves the right to determine if payment of Capital Grant funding will be released fully or partially:
    - 4.3.1. In June of the year following application or earlier if approved by the Director of Community Services or a designate or;
    - 4.3.2. Upon the submission of a Project Summary of expenses to be claimed and associated revenues for the project and / or invoices for completed work, or receipts for the expenditures.
  - 4.4. Any clarifications, requests or changes to the method of payout must be specified in a written agreement signed by the Director of Community Services that can be attached to the original Conditional Grant Agreement as an addendum.
  - 4.5. The County reserves the right to request an externally prepared audit review engagement, by a certified accountant, and any other documentation deemed necessary by the County of the Organization receiving the Capital Grant.
  - 4.6. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:
    - 4.6.1. Two duly authorized officers of the organization must sign a conditional grant agreement and meet the conditions outlined therein;
    - 4.6.2. Expense the grant money in the year received or make a special request to County Council to carry over funds into the next calendar year. County Council has the authority to reclaim the funds if no such request is made, with funds being transferred to the Community Grants Reserve;
    - 4.6.3. Complete an Acknowledgement of Compliance as per Schedule B and attach applicable photos and invoices as a final report before December 31 of the year in which funding was received.



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### 5. Recognition Requirements

- 5.3. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council

## Attachments

Schedule A – Donated Labour Rates

Schedule B – Acknowledgement of Compliance

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy K4 – Operating Assistance Grant Policy K6 – Community Assistance Grant Policy K16 – Funding of Major Community Projects
<b>Other</b>	N/A

## Revision History

<b>Review Date</b>	<b>Description</b>
April 4, 2022	Reviewed and Amended CM20220404.017
April 8, 2019	Reviewed and Amended CM20190408.008
March 7, 2016	Reviewed and Amended CM20160307.1015
April 12, 2012	Adoption Date 04/312/12



**Schedule A – Donated Labour Rates**

Donated Labour will be valued at the following rates:

Description	Hourly Rate
Unskilled Labour	\$20.00 per hour
Skilled Labour	\$35.00 per hour
Heavy Equipment and Operator	\$70.00 per hour



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## Schedule B – Acknowledgement of Compliance

Organization: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Funding Year: \_\_\_\_\_  
Approved Funding: \_\_\_\_\_

I certify that the following information is true and correct:

1. The entire grant (plus any income earned, if applicable) was used for the purpose(s) stated in Schedule A of the original Conditional Grant Agreement, without material alteration, as signed by the County of Grande Prairie No. 1 on \_\_\_\_\_ or as amended on \_\_\_\_\_.
2. The grant (plus any income earned, if applicable) was expended and the work was completed by December 31, 20\_\_\_\_ or by \_\_\_\_\_.
3. The Organization did not use any portion of the grant to pay for any item not associated with the project.
4. The Organization did not use any portion of the grant to pay for work done or materials obtained before the original conditional grant agreement was approved by the County.
5. The County of Grande Prairie was acknowledged for financial support in any publicity prepared in relation to the project, including electronic, print or visual material.

Included in this package are the following:

- Detailed Report outlining project expenditures
- Photos of completed project
- Evidence of compliance with the recognition requirements
- A short report outlining the benefits of the project for the community

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Date

Return completed form to: Parks and Recreation Department, 10001-84 Avenue, Clairmont, AB T8X 5B2 or by email to [parksandrecreation@countygpr.ab.ca](mailto:parksandrecreation@countygpr.ab.ca)