



Community Capital Program Grant

2012

Guidelines and Application

For projects taking place
May 1, 2012 – April 30, 2014

Application deadline – March 6, 2012, 5:00 pm

Purpose

The purpose of the Community Capital Program Grant is to provide a source of funds for eligible capital projects to be undertaken by eligible not-for-profit community groups that provide broad and inclusive recreational, cultural or social services with the City of St. Albert.

It is the intent of the City of St. Albert to partner with eligible not-for profit organizations and provide financial support through the Community Capital Program Grant for eligible projects meeting the following criteria:

- *Capital facility projects for Recreation, Cultural or Preventative Social Services.*
- *Capital facility projects must enhance services through either new development or through significant renovations to an existing facility.*
- *Serve the citizens of St. Albert.*
- *Accessible, affordable, and inclusive, providing broad opportunities for community members.*
- *Sustainability for the facility and the not-for-profit group is clearly demonstrated.*
- *Demonstrate a partnership where the City of St. Albert is one of a number of sources of funding.*
- *Involve a strong volunteer base supporting the facility project while sustaining ongoing operations.*

The above criteria will be used when assessing applications.

Organizations Eligible for Funding:

St. Albert based not-for-profit groups in good standing with the provincial government for a period of five years where the **primary mandate** is to provide sports, recreation, arts, cultural, family or community services. Organizations are eligible to receive funding once every three years.

Facilities Eligible for Funding:

- Indoor and outdoor facilities used for sport, recreational, cultural, or preventive social services.
- The facility and/or area must be located within the City of St. Albert city boundaries.
- The facility must be under the organization's jurisdiction or have written approval from the owner and be accessible to the general public through land ownership, long-term lease or another instrument of occupation.
- School playground developments and replacements are eligible to apply to a maximum of \$60,000 per playground.

Projects Eligible for Funding:

Those projects that are a new construction, expansion, renovation, or a replacement project for an existing facility or facilities, are eligible for funding under this grant program. This grant is designed to provide "seed" money for major capital projects.

Funding:

The 2012 maximum level of funding available for any one facility is \$442,888. School playground developments and replacements are eligible for funding to a maximum of \$60,000 per playground.

Matching Funds Requirement:

The Community Capital Program Grant is approved on a matched-grant basis. Applicants can apply for up to 1/3 funding of their total project costs, and must clearly indicate funding sources for the remaining 2/3 costs in their proposed budget. If actual project costs are less than the original budget submitted with the grant application, then the amount of the grant will be revised accordingly.

The City of St. Albert's operating or capital budget funds cannot be used for matching.

An organization's contribution may be in the form of any combination of money, volunteer labor or donated equipment, services and materials. The volunteer labor must be directly related to the project for which the funding is being requested. The valuation of the volunteerism and donations is based on:

- \$15.00/hour for unskilled labor;
- \$30.00/hour for skilled labor;
- Donated materials and professional services at verified fair market value;
- Donated heavy equipment, including operator costs, \$60.00/hour

Those **NOT** eligible for matching purposes:

- Time and labor provided towards preparation of the grant funding application, committee planning meetings, fundraising and similar activities.
- Field trips/tour costs
- Advertising or promotional cost
- Other municipal funds or services
- Funds will not be released in advance of confirmation of matching funding

Operating Cost Responsibility:

Operating costs resulting from completion of the project must be identified and a financial plan must be provided detailing how the organization intends to meet the costs.

The organization's ability to operate will be considered in the criteria for evaluation.

Funding Obligations:

Project Funding:

Organizations must provide proof of receipt of matching grants and/ or other matching funds within 18 months of receiving approval for the Community Capital Program Grant. If the verification has not been received, the grant approval is withdrawn and the organization must reapply for the grant in the next grant year and be re-evaluated for funding.

Upon verification of matching funds, and prior to the initial grant installment, the organization must enter into a “Terms and Conditions of Grant Agreement” with the City of St. Albert. The agreement will include a schedule for fund disbursement and reporting requirements. The organization will receive 90% of the approved grant during the project development. The final 10% grant payment will be released upon project completion and provision of a financial and project summary report to the City of St. Albert.

Organizations can only spend grant funds for what has been approved and prior consent from the Grant Administrator must be obtained if changes to the budget and or a reporting time extension are required. Unspent grant funds must be returned to the City of St. Albert.

Project Reporting:

From the date of project approval to completion of the project, the successful applicants will be required to provide quarterly reports to the City of St. Albert Grant Coordinator which will include a detailed project update and a current project financial statement.

Organizations will be required to submit the following information to the Grant Coordinator within 60 days of completion of the project:

- Signed financial statement of all income and expenses connected with the project, including receipts;
- Summary of the Project including outcomes and community impact.

All reporting must be in accordance with the original project budget and description as presented and approved.

Grant Acknowledgement:

Grant recipients are required to acknowledge support from the City of St. Albert in all project communications, correspondence and promotions as a major partner and source of funding for the project. Use of the City Branding as the Botanical Arts City is to be used where appropriate.

A commemorative plaque acknowledging the support from the City of St. Albert will be provided by the recipient to be displayed at the facility for all grants of \$100,000 or more.

Grant Application & Allocation:

Application:

The 2012 application deadline is:

- **5:00 pm March 6, 2012**

**Applications must be fully completed and received at the office of
Community and Protective Services
5 St. Anne Street
St. Albert, Alberta T8N 3Z9**

Incomplete applications will not be accepted.

Please review the application instructions for full details. Applications must be approved for grant submission by the organization's governing executive body. Applications must include a letter of support and a copy of the lease agreement from the registered owner (where applicable).

Application Procedure:

1. Eligible not-for-profit organizations contact Community & Protective Services to set up a meeting with the Grant Coordinator at least 4 weeks prior to the application deadline.
2. The Grant Coordinator and the organization meet to review the application forms and required documentation, accounting and reporting obligations, and to assist with clarification or questions.
3. The organization submits their application for the Community Capital Project Grant prior to the application deadline.
4. Applications are reviewed and evaluated by the Community Services Advisory Board. Recommendations are brought forward to City Council.
5. City Council reviews the recommendations and awards funding.

Note: One allocation will be allowed per facility and per organization within a three-year period.