



COMMUNITY LEAGUE GRANT FUNDING SUSTAINABILITY –MINOR CAPITAL 2021 APPLICATION FORM

Submission Deadlines: February 15th, May 15th, August 15th, November 15th

Contact Information & Declaration

REGISTERED ASSOCIATION INFORMATION

Community League	
Mailing Address	
Postal Code	

Application Term	Feb		May		August		November	
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DECLARATION OF OFFICERS

In making this application, we, the undersigned Officers of the applicant, hereby represent to Parkland County and declare that, to the best of our knowledge and belief that the information provided is truthful and accurate; and, the application is made on behalf of the organization with the Board's full knowledge and consent.

Signature of President	
Print Name	
Date	

PRIMARY GRANT APPLICATION CONTACT

Primary Contact	Phone
Email	

Submissions & Inquiries

PARKLAND COUNTY CONTACT INFORMATION

Mail or In Person: Attn: Parks, Recreation & Culture Parkland County 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: (780)968-8400 Email: grants@parklandcounty.com (PDF or Word format only) Office Hours: 8:30am - 4:30 p.m. Drop Box: Located to the right of the main door entry
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The personal information on this grant application is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer grant funding. Names and contact information will be protected in accordance with the privacy provisions of the FOIP Act. If you have questions about the collection, use or disclosure of your personal information, please contact our FOIP Representative at (780)968-8888.

Community League Grant Funding Sustainability Minor Capital General Information

The Community League Grant Funding Sustainability Minor Capital program assists Parkland County Community Leagues with minor capital costs of the preventative maintenance, or renovation, or code upgrades to their facilities to better enhance programs and service delivery to Parkland County residents.

Minor Capital Project- Priorities. Applications will be weighed against the following priority and criteria:

1. **Fire, Safety and Health** – Projects that are required to conform to fire and safety codes are the highest priority.
2. **Preventive Maintenance** – Projects that are necessary to prevent the facility's infrastructure from deteriorating are medium priority (e.g. replace furnace, new roof, new wiring or plumbing, etc.).
3. **Renovation** – Projects that restore the facility to its previous condition due to aging or heavy use are the lowest priority (e.g. new flooring, replacement of bathroom or kitchen or electrical).
4. **Equipment and furnishings**- Purchase of essential items to assist in the daily operations of the Community Association (eg., fridge, stove, tables and chairs, commercial dishes).

Grant Eligibility

- Projects may be covered up to 50% of the cost of the project to a maximum of \$7,500 in one year with a 5 year maximum overall award of \$25,000 per community association.
- The 50% supplied by the community association may include cash, in-kind donations of equipment, supplies and donated labour.
- The allocation of the Community Association Sustainability Minor Capital Grant is based on the assessed priority of the project.

Items funded through other Parkland County grants (Operating and Program and Events) will not be considered. Example: Fire suppression inspections

In addition, awards will be allocated as per the following criteria:

1. The project has occurred or will occur in a reasonable time from the period of application (the more recent a project has been completed or the more immediate to the pending start date, the higher the priority).
2. Projects that are retroactive up to six (6) months of their completion date will be considered eligible.
3. Professional inspections can be included in the grant application costs.
4. Projects that are completed by the grant deadline, have submitted all required documents, and are recommended for funding will receive their grant award within a reasonable time frame.
5. Any remaining unused funds will be carried forward and available in the following year for groups to access.
6. Community associations who are unable to provide matching funding, show community commitment or provide in kind support will still have their application reviewed if they can show extenuating circumstances (i.e., dissolution of a society, or funds no longer exist).
7. **Project and reporting must be completed within 6 months of receiving funding.**

Volunteer rates:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours on volunteer log)
- \$35.00 per hour for skilled labour (must report actual hours on volunteer log)*
**Skilled labour includes qualified trades and professionals' specific to components of a project (e.g. ticketed electrician or plumber).*
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours on volunteer log)

Supporting documentation for donated resources should be maintained and include:

- volunteer log sheets* for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

Donated labour/services/material/equipment MUST be directly related to the approved project. This **excludes** time spent in planning, attending meetings, fundraising activities, developing and preparing grant applications, volunteer recognition, pre-event activities such as planning meetings, volunteer travel time or mileage for picking up materials and equipment, pre-construction activities such as meetings with contractors and obtaining quotes for the project, and ground breaking, opening and other ceremonial events.

Project Description
Only one project per application

Project:	
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Which priority aligns with your project (pick one only)?

Fire, Safety and Health		Preventive Maintenance	
Renovation		Equipment and furnishings	

Please provide a detailed description of the project

Is this project completed?	Yes		No	
If Yes, when was it completed?				
If No, expected completion date?				
Was this deficiency identified in the Stantec report?	Yes		No	
If yes, what priority?	Low		Medium	High

DESCRIPTION & BENEFITS
Please explain the need for funding and describe any extenuating circumstances that may have led to the current need for funding (i.e. new furnace, theft, insulation/energy upgrades).

Explain the benefits that will be experienced by the residents in your community, as a result of the completion of the project.

Required Attachments

DESCRIPTION	CHECK
Verification of Matching Funds	
Copies of all Receipts and Quotes	
Completed Volunteer Sign In sheet	
Donation letters	

Project Budget

Provide a detailed breakdown of the proposed budget for this project, including your plan for matching funds and all applicable receipts and quotes. It is essential to provide detail of the proposed expenses for this project.

DONATIONS			
Labour (Please attach Volunteer Sign In sheet)			
Description	Unskilled \$20/hr	Skilled \$35/hr	Total
	\$ 20.00 x	\$ 35.00 x	\$
	\$ 20.00 x	\$ 35.00 x	\$
	\$ 20.00 x	\$ 35.00 x	\$
	\$ 20.00 x	\$ 35.00 x	\$
Total Labour Donations (A)			\$
Donated Equipment/Materials			
Description			
	\$		
	\$		
	\$		
	\$		
Total Equipment/Materials Donations (B)			\$
Total In Kind Donations A+B= (C)			
CASH EXPENSES			
Description			
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
Total Cash Expenses (D)			\$
TOTAL PROJECT COSTS			
Total In Kind Donations (C)			\$
Plus Cash Expenses (D)			+ \$
Total Project Cost (E)			= \$
E x 50% = Total Eligible Funding Amount (F)			x 50% \$
FINANCIAL CALCULATIONS			
Total Project Cost (E)			\$
Less Total In Kind Donations (C)			- \$
Less Your Cash Contribution (G)			- \$
Funding Shortage (H)			= \$
REQUESTED GRANT AMOUNT			
Requested Grant Amount (may not exceed Total Cash Expenses Amount (D))			= \$

* Volunteer Sign In sheet will be required for all donated labour