

## COMMUNITY LEAGUE GRANT FUNDING MINOR SUSTAINABILITY – CAPITAL 2026 APPLICATION FORM

Submission Deadlines: February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup>, November 15<sup>th</sup>

### Contact Information & Declaration

**Handwritten application will not be accepted**

Community League							
Application Term	Feb		May		Aug		Nov
DECLARATION OF OFFICERS							
<i>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.</i>							
Signature of President							
Print Name							
Date							
PRIMARY GRANT APPLICATION CONTACT							
Primary Contact						Phone	
Email							

### Submissions & Inquiries

Parkland County Contact Information	
<i>Mail or In Person:</i>  <b>Attn: Parks, Recreation &amp; Culture</b> 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: (780)968-8888 Email: <a href="mailto:grants@parklandcounty.com">grants@parklandcounty.com</a> (PDF or Word format only)  Office Hours: 8:30am - 4:30 p.m.  Drop Box: Located to the right of the main door entry

**Project and reporting must be completed within 6 months of receiving funds.**

*The personal information requested on this form is collected under the authority of Section 4 (c) of the Alberta Protection of Privacy Act and will be protected under Part 1 of that Act. It will be used for the purpose of collecting information for participants in the community event. Please direct any questions about this collection to: ATI Coordinator at Parkland County 780-968-3229 or [ATI@parklandcounty.com](mailto:ATI@parklandcounty.com).*

The Community League Grant Funding Sustainable Minor Capital Program assists Parkland County Community Leagues with minor capital costs of preventative maintenance, 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. replacing 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 75% of the cost of the project to a maximum of \$10,000 in one year with a 5-year maximum overall award of \$30,000 per community association.
- The 25% supplied by the community association may include cash, in-kind donations of equipment, supplies, and donated labor and be *directly related* to the project.
- 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, Program & Events, Internet (Equipment and Data) will not be considered. (Example: Fire suppression inspections)

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 (higher priority will be given to those projects not yet completed).
2. Projects that are retroactive up to six (6) months of their completion date may 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. 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).
6. ***Project and reporting must be completed within 6 months of receiving funding.***

#### VOLUNTEER

- Value of volunteerism and donations is based on:
  - Up to a maximum of \$20/hour for unskilled labor.
  - Up to a maximum of \$40/hour for skilled labor (e.g. ticketed electrician or plumber)
  - Donated heavy equipment (including operator costs) up to \$120/hour
  - Professional services: Verified fair market value and must have a designation related to the volunteer time.

**NOTE: Donated labor/services/materials/equipment MUST be directly related to the approved project.**

Donated labor that is NOT eligible as matching funding includes:

- *Volunteer time related to fundraising, preparing grant applications or promotional items, volunteer recognition, attending meetings, or planning activities related to the project or organization.*
- *Volunteer time, travel time, or mileage for picking up materials and equipment.*
- *Pre-construction activities such as meetings with contractors and obtaining quotes for the project.*

\* Signed volunteer time sheets will be required for all volunteer time being claimed. Volunteer time submitted without a signed time sheet *will not* be accepted. Volunteer time sheets should include the date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value of time.

\* All donations will require a donation letter on business letterhead or invoices clearly indicating the fair market value of the professional services/materials that have been donated by the business

## 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	

Provide a detailed description of the project

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Is this project complete?	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).

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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. If applicable include a detailed list of in-kind donations of equipment, supplies, and donated labor.	
Copies of all project-related expenses: (example: quotes, copies of invoices paid, receipts, canceled cheques, or financial statements.)	
4 JPEG Photos of your project	
Completed Volunteer Timesheet	
Letter or documentation supporting the value of in-kind donations	
Copy of minutes approving project or approval to apply for the grant	

## 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 details of the proposed expenses for this project.

CASH EXPENSES			DONATED IN-KIND			
Item description	Quotes/ Invoice provider	Cash Cost	Unskilled (A)	Skilled (B)	Equipment (C)	Materials (E)
SUBTOTALS		\$	\$	\$	\$	\$

TOTAL PROJECT COSTS: \$\_\_\_\_\_ (Sum of A , B, C, D & E)

PROJECT REVENUE		
Requested Grant Amount		Maximum Parkland County grant request cannot exceed 75% of the total project cost, and/or more than \$10,000
CL Cash Contribution		This represents your matching amount. 25% of the total project.
Donated In-Kind		
Other Grant Funding		
<b>TOTAL REVENUE:</b>		This amount must equal your total project costs

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