

COMMUNITY LEAGUE GRANT FUNDING SUSTAINABILITY –MINOR CAPITAL

2025 REPORTING FORM

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

Community League			
Community League			
Signature of President			
Print Name			
Date			
Primary Grant Application Contact			
Primary Contact		Phone	
Email			

Submissions & Inquiries

Parkland County Contact Information	
Mail or In Person: Att: Parks, Recreation and Culture Parkland County 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: 780-968-8888 ext. 8604 Email: grants@parklandcounty.com Office Hours: 8:30 a.m. – 4:30 p.m. Drop box located to the right of the main entry door

Community League Grant Funding Sustainability Minor Capital General Information

Grant reporting should include the following information:

- Proof that the grant was spent following the terms and conditions of the grant and letter of notification.
- Proof of expenses and payment: copies of invoices paid, copies of canceled cheques, or financial statements.
- Completed project budget section of this form.
- A progress report on the project. Is the project complete? Check your letter of notification to ensure you meet the reporting deadlines. Please provide before and after photos of your project.
- Proof of public acknowledgment of our financial support.
- Completed volunteer timesheet.
- In-kind donation backup.

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.
- Items funded through other Parkland County grants (Operating, Program & Events, Internet (Equipment and Data) will not be considered. (Example: Fire suppression inspections)
- Organizations that do not report on a grant received from the Minor Sustainability Grants Program by the deadline will be ineligible for further funding until the conditions of funding are complete.
- Funds must be spent in the grant year and cannot be carried forward.
- Professional inspections can be included in the grant reporting costs.
- **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.
- Any 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

Handwritten application will not be accepted.

Project Description
Only one project per reporting document

Project:	
Provide a detailed description of the completed 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: copies of invoices paid, receipts, canceled cheques, or financial statements.	
Completed Volunteer Timesheet	
Letter or documentation supporting the value of in-kind donations	

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.

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 can not 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		
TOTAL REVENUE:		This amount must equal your total project costs

* Completed Volunteer Sign In sheet will be required for all donated labor