



COMMUNITY LEAGUE GRANT FUNDING  
SUSTAINABILITY –MINOR CAPITAL  
2025 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

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> Attn: Parks, Recreation & Culture Parkland County 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: (780)968-8888 ext 8604 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

Handwritten application will not be accepted

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

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)

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 (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.
- 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

## 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

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	52
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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).

Date	Time	Location	Weather	Temperature	Humidity	Wind Speed	Wind Direction	Cloud Cover	Notes
2023-10-27	08:00	Campsite	Clear	15°C	65%	10 km/h	SW	10%	Morning routine
2023-10-27	12:00	Hike trail	Partly cloudy	22°C	70%	15 km/h	SW	30%	Midday hike
2023-10-27	18:00	Campsite	Clear	18°C	60%	12 km/h	SW	5%	Evening camp
2023-10-28	06:00	Campsite	Clear	12°C	55%	8 km/h	SW	0%	Early start
2023-10-28	10:00	Lake shore	Partly cloudy	20°C	68%	18 km/h	SW	25%	Lake view
2023-10-28	14:00	Hike trail	Clear	25°C	72%	20 km/h	SW	10%	Afternoon hike
2023-10-28	19:00	Campsite	Clear	16°C	60%	10 km/h	SW	5%	Night camp
2023-10-29	07:00	Campsite	Clear	14°C	58%	9 km/h	SW	0%	Morning prep
2023-10-29	11:00	Lake shore	Partly cloudy	21°C	70%	16 km/h	SW	20%	Lake walk
2023-10-29	15:00	Hike trail	Clear	24°C	73%	19 km/h	SW	15%	Hike return
2023-10-29	18:00	Campsite	Clear	17°C	62%	11 km/h	SW	5%	Night rest
2023-10-30	06:30	Campsite	Clear	13°C	56%	8 km/h	SW	0%	Early wake
2023-10-30	10:30	Lake shore	Partly cloudy	20°C	69%	17 km/h	SW	22%	Lake stroll
2023-10-30	14:30	Hike trail	Clear	23°C					

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		
TOTAL REVENUE:		This amount must equal your total project costs

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