



COMMUNITY LEAGUE GRANT FUNDING
SUSTAINABILITY –MINOR CAPITAL

2026 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: Attn: Parks, Recreation and Culture Parkland County 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: 780-968-8888 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	

