



COMMUNITY LEAGUE GRANT FUNDING OPERATING

2025 APPLICATION FORM
Deadline May 1, 2025

Contact Information & Declaration

REGISTERED ASSOCIATION INFORMATION

Registered Name of Association			
Mailing Address			
City/Postal Code			

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, 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	

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 Funding- Operating General Information

Parkland County annual grant to assist Community Leagues with the operation of community halls and certain outdoor recreational amenities and to assist with the provision of programs and activities to community residents. This grant is available to groups in good standing that are listed as Parkland County Community Associations in policy RP 0016.

Financial assistance available (annual maximum is contingent on Council-approved operating budget for that year):

A. 50% of eligible hall operating costs for:

- **Utilities:** Sewer/Septic, Electricity, heating, water
- **Contracted Operational Services**
- **Outdoor Maintenance** (ex. gas for lawn mower, plants, gravel)
- **Life safety inspections** (ex. Playground inspections, fire suppression inspections)

B. Connectivity

A. **Internet broadband** costs for monthly/annual Broadband charges.*

* Not available for 2025 as it was paid through the 2024 Data grant

B. **Software Licenses and Subscriptions** (Funding for purchasing licenses for essential software tools and Cloud-based operating systems such as accounting software, project management tools, and other specialized applications for conducting Community League Business)

C. **Technology Training** (Funding to enhance the skills of volunteers to ensure they are up to date on the technology needed to operate more efficiently and effectively.)

D. **Website Hosting, Development, and Maintenance** (Funding to host, build, or redesign, a nonprofit's website, ensuring it is user-friendly, accessible, and up-to-date with current technologies)

C. **Outdoor amenities funding** for annual operation, maintenance, and/or repairs and upgrades to any of the following existing community-based outdoor recreational amenities: outdoor rink, soccer pitch, ball diamonds, horse ring, and playground. (amounts listed in the application)

Community Leagues applying for Outdoor Amenity Funding are responsible for ensuring that the outdoor amenity is in good operating condition. Parks, Recreation, and Culture staff, or designate, may conduct periodic site inspections to ensure proper operation, maintenance, and community use of the funded amenity. The County retains the right to deny funding if proper operations and maintenance are not carried out or if community use is not evident.

Community Leagues that receive operational funding from other levels of government or are affiliated with groups that receive this funding are not eligible to apply for the Community League Operating Grant.

To complete this grant, fill in the highlighted boxes in the document and attach *all* required documentation outlined in the Required Attachments section of this application.

Application deadline is May 1, 2025

Late or incomplete applications may not be accepted, or funding may be delayed.

Handwritten applications will not be accepted.

If you have questions or need assistance, please contact Carilyn Bjarnason at 780-968-8888 ext. 8604 or carilyn.bjarnason@parklandcounty.com.

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)968-8888 ext. 8604

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

Operational Funding Calculations

Please attach an Expense list or Transaction detail report that includes a detailed breakdown of the expenses claimed.

Community League _____

Operating Expenses			
Expense Type	Annual Total	x 50%	Total Eligible
Utilities: Sewer/septic, electricity, heating, water	\$	x 50%	\$
Contracted operational services: Ex: Janitorial, lawn maintenance	\$	x 50%	\$
Outdoor maintenance: Ex: Gas for lawnmowers, plants, gravel, etc.	\$	x 50%	\$
Life Safety Inspections: Ex: Playground inspections, fire suppression, fire alarm inspections	\$	x 50%	\$
Total Expenses	\$	x 50%	\$
Total Funding Request (up to a max of \$4,570.00)			\$

Are there any months when the facility is closed for the entire month?

Yes No

If YES, indicate the months when this facility is closed for the entire month.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Facility Usage				
2022	Total hours of use for the facility <small>(hours used by your organization + hours of use by renters)</small>	Hours of use by your organization	Hours of use by other organizations or rentals	Volunteer hours to operate the facility
Jan				
Feb				
March				
April				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Total:				

Over the past year, what types of events, programs and community-building opportunities did your community league host/facilitate?

Over the past year, what maintenance have you completed at the facility?

Over the past year, other than Parkland County grants, what other funding have you received or applied for? (Grants, casino funds, raffles, donations, etc.)

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Outdoor Amenity Funding Calculations

COMMUNITY LEAGUE OUTDOOR AMENITY FUNDING

Please check off the *type* of outdoor recreation amenities your association maintains.
Outdoor recreation amenities must be in useable condition to qualify for funding.

Outdoor Rink Riding Arena Ball Diamond Soccer Pitch Playground

Is your outdoor amenity(s) available for:

- | | | | | |
|------------------------------|-----|----------------------|----|----------------------|
| • spontaneous community use? | Yes | <input type="text"/> | No | <input type="text"/> |
| • private bookings? | Yes | <input type="text"/> | No | <input type="text"/> |

Please provide a description of any upgrades or maintenance completed to the outdoor amenities this year.

Outdoor Amenity Usage (Please provide actuals when available.)

2022	Hours of use of ball diamonds (booked rentals)	Hours of use of soccer pitch (booked rentals)	Hours of use of riding arena	Volunteer hours to operate outdoor amenities
Jan				
Feb				
March				
April				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Total:				

Ball Diamonds				
Class A Fully fenced field with shale or grass, lined and well-maintained	Total number of Class A diamonds	\$500 for first Class A diamond	\$300 for each additional Class A diamond	Total \$ for Class A diamonds
Class B All others	Total number of Class B diamonds	\$250 for first Class B diamond	\$150 for each additional Class B diamond	Total \$ for Class B diamonds

Playground		
Level 1: \$750		Large playground with five or more distinct components
Level 2: \$500		Medium playground with two to four distinct components
Level 3: \$250		Small playground with one component

Outdoor Rink		
Level 1: \$500		With boards
Level 2: 250		No boards

Soccer Pitches	
Maintained for play: \$500	
Riding Arena	
Regularly maintained: \$500	

Amenity	Funding amount
Ball diamond Class A	
Ball diamond Class B	
Playground Level 1	
Playground Level 2	
Playground Level 3	
Outdoor rink level 1	
Outdoor rink level 2	
Soccer Pitch	
Riding Arena	
Total Funding Amount for outdoor amenities:	

Connectivity Expenses	
Expense Type	Total Eligible
Internet Broadband Costs: * Not available for 2025 as it was paid through the 2024 Data grant For monthly/annual broadband charges	
Software Licenses and Subscriptions: Example: QuickBooks	\$
Technology Training: Example: technology training	\$
Website Costs: Example: Funds to host, build or redesign website	\$
Total Expenses	\$
Total Funding Request (up to a max of \$500.00)	\$

Operating Grant Allotment

Operating Funding Total (up to a max of \$4,570.00):	\$
Outdoor Amenities Total:	\$
Connectivity Expenses (up to a max of \$500.00)	\$
Subtotal:	\$

Required Attachments

ATTACHED (please check)	DESCRIPTION
<input type="checkbox"/>	Most recent year's financial statements audited or independently reviewed and signed by 2 board members other than the Treasurer.
<input type="checkbox"/>	Most recent inspections: Alberta Health Services (kitchen)
<input type="checkbox"/>	Minutes of the Association's most recent Annual General Meeting
<input type="checkbox"/>	Bylaw amendments since the most recent grant application.
<input type="checkbox"/>	Current Annual Return for Society.
<input type="checkbox"/>	Financial summary documents (accounting software printout please see attached example).
<input type="checkbox"/>	If you have a playground, monthly inspection report for March 2024, and September 2024, and a copy of your last professional playground inspection.
<input type="checkbox"/>	Copy of annual operating budget