



## PARKLAND COUNTY NOT-FOR-PROFIT EMERGENT MINOR CAPITAL REPAIR APPLICATION FORM

### Contact Information & Declaration

Registered Name	
Mailing Address	
City/Postal Code	
Date of Incorporation	
Act Incorporated Under	

#### 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 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.*

Signature of President	
Print Name	
Date	

#### PRIMARY GRANT APPLICATION CONTACT

Primary Contact		Position	
Email		Phone	

### 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: <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
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*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.*

## Not-for-profit Emergent Minor Capital General Information

The Not-for-profit Emergent Minor Capital Repair program is based on financial support for those unforeseen or unbudgeted emergency repair or replacement related to items or infrastructure failures that present an immediate threat to the ability of an organization to continue to operate and provide services to the residents of Parkland County. Applicants must meet the general eligibility criteria of Not-for-profit Organization Grant Funding Program – Policy C-RP14 to apply.

Expenses eligible for emergency repair or replacement are exclusive to the following list:

- i. **Major Systems:** furnace or HVAC systems, hot water tank, damaged roof, building foundation, sump pump, flooring, windows, doors, electrical wiring upgrades and plumbing.
- ii. **Accessibility equipment:** wheelchair ramps, lifts, automated doors, modified bathroom equipment and modified chairs and tables.
- iii. **Safety Equipment:** fixtures and equipment required by Fire and Safety regulations (e.g. fire alarms, fire doors).
- iv. **Washrooms:** fixtures, toilets, sinks, and related skilled labor costs.

Ineligible expenses are any not listed above and include, but are not limited to, the following:

- i. Deferred maintenance items
- ii. Lead-based paint abatement
- iii. Demolition and reconstruction activities (e.g. renovation of a boardroom).
- iv. Any costs or expenses not related to the emergent item (e.g. painting of a utility room).
- v. Small and major appliances (e.g. vacuum cleaner, microwave, refrigerator, stove, dishwasher).
- vi. Replacement of outdoor equipment.
- vii. Office furniture and equipment (e.g. desks, chairs, cell phones. Printers, computers, etc.).
- viii. Security alarm systems
- ix. Installation of fire suppression systems
- x. Air conditioning units
- xi. Insurance deductibles
- xii. First Aid kits, expired fire and life safety equipment (e.g. fire extinguishers).
- xiii. Electronics (e.g. televisions, cameras, stereos, CD players, etc.).
- xiv. Vehicles, lawn mowers, garden supplies
- xv. Deposits on leases and rentals
- xvi. Staff wages or salaries
- xvii. Capital campaigns

Priority will be given to facilities located in Parkland County, followed by facilities in partner communities where there is no cost share agreement in place for similar type of facility.

### Grant Awards

- Emergent Minor Capital projects may be covered up to 75% of the cost of the project to a maximum of \$5,000 in one year.
- The 25% supplied by the not-for-profit organization may include cash, and/or in-kind donations of equipment, supplies and donated labour and be directly related to the project.
- Requests are reviewed on a case-by-case basis. Eligibility of requests are evaluated on several factors, including the rationale provided, evidence of the emergency circumstance, the reasonability of the request and whether the cost is considered to be outside routine and regular service.
- The amount of funding allocated is contingent upon Council's annual approval operational budget.

In addition, awards will be allocated as per the following criteria:

1. The minor capital project must be emergent in nature.
2. Projects must occur in the year in which approved funding is being provided.
3. Facilities must be in Parkland County or demonstrate a meaningful impact for Parkland County residents.
4. Funding of completed projects will not be considered.
5. **Project and reporting must be completed within 2 months of receiving funding.**

Volunteer rates:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours on volunteer log)
- \$35.00 per hour for skilled labour (must report actual hours on volunteer log)\*  
*\*Skilled labour includes qualified trades and professionals' specific to components of a project (e.g. ticketed electrician or plumber).*
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours on volunteer log)

Supporting documentation for donated resources should be maintained and include:

- volunteer log sheets\* for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

**Donated labour/services/material/equipment MUST be directly related to the approved project.** This *excludes* time spent in planning, attending meetings, fundraising activities, developing and preparing grant applications, volunteer recognition, pre-event activities such as planning meetings, volunteer travel time or mileage for picking up materials and equipment, pre-construction activities such as meetings with contractors and obtaining quotes for the project, and ground-breaking, opening and other ceremonial events.

This grant will be applied to the organization's maximum annual allotment for the Parkland County Not-for-profit grant.

Parkland County should be acknowledged as per Acknowledgement conditions of the Parkland County Not-for-profit grant.

## Project Description

Project:

Which priority aligns with your project (pick one only)?

Major Systems

Safety equipment

Accessibility equipment

Washrooms

Please provide a detailed description of the project

How is this project outside or your routine and regular maintenance? And lifecycle planning?

Is this project completed?

Yes

No

If Yes, when was it completed?

If No, expected completion date?

### DESCRIPTION & BENEFITS

Please explain the need for funding and describe any extenuating circumstances that have led to the current need for funding (i.e. new furnace, theft, insulation/energy upgrades).

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
Proof of Annual Return from Corporate Registries	
Copies of all quotes or receipts	
Most recent annual audited financial statements	

## 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(A)	Unskilled (B)	Skilled (C)	Equipment (D)	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 \$5,000.00
Non-Profit 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

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