

# COMMUNITY CAPITAL GRANT

## PROGRAM GUIDELINES

### Purpose of Program

To provide a source of funds for eligible capital projects to be undertaken by eligible not-for-profit-- community groups that provide broad and inclusive recreational, cultural, social, or community services with the City of St. Albert.

### Review and Approval Level

The Community Capital Grant program is assigned as level 3 (*Policy C-CC-23 Civic Granting*) for review and approval of funding allocations.

Review/Recommendation: Community Services Advisory Committee

Final Allocation Approval: City Council

### Grant Intake Date(s)

Application intake is in the spring of each year. After spring intake, if funding remains unallocated, additional applications will be considered on a first-come-first-served basis up until October 31st of each year.

### Eligible Applicants

St. Albert based not-for-profit groups in good standing with the provincial government for a period of five years where the **primary mandate** is to provide sports, recreation, arts, cultural, family, or community services.

Non-St. Albert based organizations providing a service within or outside of St. Albert to St. Albert residents may receive funding consideration if a similar service is not offered in St. Albert.

Organizations/entities whose funding, activity, or program is the mandate or responsibility of the following provincial ministries are ineligible for funding:

- Education
- Advanced Education
- Health
- Housing

Organizations are eligible to receive funding once every two years except for “capital planning / design” grants which are available annually, provided all previous grant reporting requirements have been met.

Organizations must be up to date on all required reporting from previously allocated civic grants. Only one “active” Community Capital Grant per organization at any one time.

## Eligible Facilities

Indoor and outdoor facilities used for sport, recreational, cultural, social, or community services.

The facility and/or area must be located within the City of St. Albert city boundaries.

The facility must be under the organization’s jurisdiction or have written approval from the owner and be accessible to the general public through land ownership, long-term lease, or another instrument of occupation.

School playground developments and replacements are eligible to apply for a maximum grant of $100,000 per playground (while still adhering to a maximum grant of up to 1/3 of the total project cost).

## Eligible Projects/Expenses

New construction, expansions, renovations, or replacements projects are eligible.

Project must not have commenced prior to application for Community Capital funding.

Capital purchases with a value exceeding $10,000 and a life expectancy of 10+ years are eligible for funding.

Funding requests for the development of planning documents (ie. Water table study, environmental assessment, design, business plan, etc.) for the purpose of a future capital project will be considered.

## Funding

Grant is provided based on a maximum matching formula of 1/3 of project budget.

School playground developments and replacements are eligible to apply for a maximum grant of $100,000 per playground (while still adhering to a maximum grant of up to 1/3 of the total project cost).

Planning / design projects are eligible for a maximum grant of $20,000 per project.

Historically $250,000 is the set annual budget for this program.

Other municipal funding sources may not be used towards the remaining 2/3 of funding, which is the applicant's responsibility.

An organization's 2/3 contribution may be in the form of any combination of money; volunteer labour; or donated equipment, services, and materials. The volunteer labour must be directly related to the project for which the funding is being requested.

Expenses ineligible for matching purposes:

- Time and labour provided towards preparation of the grant funding application, committee planning meetings, fundraising; and similar activities;
- Field trips/tour costs; and
- Advertising or promotional cost.

## Process to Receive Approved Funding

Organizations must provide proof of receipt of matching grants and/or other matching funds within 18 months of receiving approval for the Community Capital Grant program. If the verification has not been received, the grant approval may be withdrawn. If funding is withdrawn, the organization must reapply for funding and begin the process anew.

Upon verification of matching funds and prior to the initial grant installment, the organization must enter into a Terms and Conditions of Grant Agreement with the City of St. Albert. The organization will then receive 90% of the approved grant. The final 10% grant payment will be released upon project completion and provision of a financial and project summary report to the City of St. Albert.

Organizations can only spend grant funds on what has been approved, and prior consent from the Supervisor, Grants & Business Partnerships, must be obtained if changes to the budget and / or a reporting time extension are required. Unspent grant funds must be returned to the City of St. Albert.

## Reporting

Organizations will be required to submit the following within 60 days of completion of the project:

1. Signed financial statement of all income and expenses connected with the project, including copies of receipts; and
2. Summary of the project including outcomes and community impact.

All reporting must be in accordance with the original project budget and description as presented and approved.

## Grant Acknowledgement

Grant recipients are required to acknowledge support from the City of St. Albert as a major partner and source of funding for the project in all project communications, correspondence, and promotions. Use of City branding as the *Botanical Arts City* is to be used where appropriate.

For all grants of $100,000 or more, a commemorative plaque acknowledging support from the City of St. Albert will be provided by the recipient and is to be displayed at the facility.

## Additional Requirements

Applicants are strongly advised to contact the Supervisor, Grants & Business Partnerships, at civicgrants@stalbert.ca to confirm eligibility and discuss the project prior to application.

Applicants should note that the following documentation will be required for submission along with the application:

***Organization Information***

1. List of board & executive members;
2. Previous year's financial statement;
3. Copy of organizational approval motion;
4. Letters of support from the community for this project; and
5. Copy of Certificate of Incorporation.

***Project Information***

1. Project description details;
2. Detailed breakdown of project cost estimates (including quotes);
3. Detailed list of project funding;
4. Post-project yearly operating budget (if changes anticipated); and
5. Land owner letter of support and copy of lease agreement (if applicable).