

# STARLAND COUNTY POLICY MANUAL

<b>FUNCTION:</b>	Recreation / Park Facilities and Programs
<b>FUNCTION NUMBER:</b>	720
<b>POLICY:</b>	Operational Grants – Recreation and Culture
<b>POLICY NUMBER:</b>	720-30
<b>DATE:</b>	November 14, 2007

## **HISTORY:**

Operational Grants are municipal grants that were converted from a similar funding program that was operated by the Starland Recreation and Parks Board. Policy has existed for the payment of these grants since 1984. With the demise of Provincial funding from the Community, Recreation and Cultural Grant program, the Operational Grants were transferred into a municipally funded recreation grant. Annually a budget for this program is established by Council and is distributed on review of applications received.

The grant is typically provided to community halls or other non-profit community groups like libraries, senior's groups, or recreation facilities. Funding is based on a review of applications submitted, and it is a decision of Council to distribute the funding available. Over the past number of years, the grant distribution has been based on the basic utilities each application pays annually.

The purpose of the grant is to assist organizations with their operational expenses. It is often difficult for organizations to raise enough funds to pay the basic utility costs. In addition, the facilities operating an ice plant (ie. Arena's & curling rinks) generally experience higher than normal utility costs, therefore an additional operational grant is available to these groups to assist either in the operational costs or to use towards maintenance of the ice plant equipment. The grants provided can also be used to attract some matching funds for smaller capital projects.

## **CONDITIONS FOR OPERATIONAL GRANTS:**

1. The application for the general operational grant program must be submitted by the non-profit group that is seeking the funding assistance.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of October. A copy of the request is also submitted to each organization that received funding in the previous year.
4. Some community groups like church organizations or private facilities are not eligible for funding assistance.
5. Late applications will not be accepted.

## **OPERATIONAL GRANTS**

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### **GRANT ALLOCATION CONDITIONS FOR OPERATIONAL GRANTS:**

1. A grant approved by Council will be paid by the County to the applying organization.
2. The grant must be used to assist with the payment of operating costs and more specifically the cost of base utilities which include gas, water, telephone and electricity. Final approval of any grant application is subject to the approval of the Council of Starland County.
3. Review of the financial information presented should indicate a need for the funding assistance provided.
4. Only the cost of the base operational costs are eligible for reimbursement.
5. Approved funding must be within the budget allocation for Operational Grants.

### **CONDITIONS FOR OPERATIONAL GRANTS FOR FACILITIES OPERATING AN ICE PLANT:**

1. The application for the operational grant program for facilities operating an ice plant must be submitted by the non-profit group that is seeking the funding assistance.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of October. A copy of the request is also submitted to each organization that received funding in the previous year.
4. Some community groups like church organizations or private facilities are not eligible for funding assistance.
5. Late applications will not be accepted.

### **GRANT ALLOCATION CONDITIONS FOR FACILITIES OPERATING AN ICE PLANT:**

1. Additional funding may be budgeted for facilities operating an ice plant and approved funding must be within the budget allocation for Operational Grants for Facilities Operating an Ice Plant.
2. A grant approved by Council will be paid by the County to the applying organization.
3. The grant must be used to assist with the payment of operating costs of the ice plant and more specifically the cost of base utilities which include gas, water, telephone and electricity and/or for the maintenance costs involved in annual start-up and shut-down of the ice plant. Final approval of any grant application is subject to the approval of the Council of Starland County.
4. Review of the financial information presented should indicate a need for the funding assistance provided.
5. Only the cost of the base operational costs or ice plant maintenance costs are eligible for reimbursement.
6. Distribution of the budgeted funds will be determined by Council, based on the base utility costs submitted in the application and/or the costs for maintenance to the ice plant equipment.

### **OTHER FUNDING POLICIES:**

1. Cheques will be issued by Starland County to the Organization that applied for the funding.

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**POLICY AMENDMENTS:**

January 09, 2007

October 10, 2018 – Motion of Council to clarify Grant Allocations for Facilities Operating An Ice Plant.

