



## **Recreation Special Project Funding (RSPF) Application Package**

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*Application Deadline is October 31<sup>st</sup>*

## Information

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### Background

The Recreation Special Project Funding (RSPF) was established in 2006 in order to set aside funds to help with the construction/enhancement of recreational facilities and assist with programs in order to serve the needs of the County's rural population, outside of the Town of Stettler with the exception of properties owned by the Stettler Agricultural Society, and to ensure that this fund is renewed annually through taxation to be established by Council.

### Eligible Groups

Any community groups, associations or not for profit societies located outside of the Town of Stettler and properties owned by the Stettler Agriculture Society are eligible to apply for funding providing they have been in existence for at least 2 years by the October 31st deadline of the current year.

The total funding currently available that is allocated to community groups is \$50,000.00 per year.

**The submission deadline is October 31st annually, although completed projects can be submitted at any time during the year.**

### Examples of Previously Funded Projects:

- Construction work that is required for a facility to comply with building codes (per inspections)
- New building construction
- Roof repair and replacement
- Eavestroughing, soffits and wiring
- Electrical; lighting and wiring
- Plumbing repairs
- Furnaces and hot water tanks
- Flooring repairs or replacement
- Kitchen renovations; countertops, counters, etc.
- Septic tank and sewer
- Appliance purchasing or replacement; coolers, stoves, etc.
- Stairs and handrails, including upgrades for accessibility
- Windows and doors
- Painting of facility's exterior or interior, including siding
- Playground equipment; replacement or enhancement
- Projects that have been already completed within the last year
- Permanent-mounted video, sound or presentation equipment

### Examples of Ineligible Projects:

- Any removable assets or portable motorized equipment (tractors, lawn mowers, etc.)
- Removable electronic or digital media (computers, tablets, phones, etc.)

- Projects that benefit individuals rather than the public at large
- Non-recreational facilities
- Recreational facilities that are outside of the County of Stettler

boundaries. This does not include properties owned by the Stettler & District Agricultural Society

### **Evaluation of Projects:**

Each submitted application is reviewed individually, based on its own merit. As there are limited funds available it is required that the groups contribute in some way to their project; whether providing volunteer labor, contributing financially to the project, requesting corporate/business sponsorship, or etc. This contribution will help not only find more funding for your project, but for more community groups to receive some funding as well. If your group is submitting more than one project, each project needs to have a separate application. In this case, please use the section in the application for prioritizing multiple projects. This will help your group receive funding. In the case of a high number of applicants, some projects may receive partial or no funding. There are no changes to the project will be allowed after final approval, unless prior permission is obtained in writing.

### **Approval and Completion:**

A successful applicant may be required to provide information to the County of Stettler RSPF to show the community group's viability. Community groups that are approved for funding must have the approved project beginning within one year. Final accounting documentation (copies of invoices and proof of payments) submitted to the County of Stettler. An extension to this deadline may be approved upon written request to the Regional Recreation Board.

### **Community Support**

Since 2019, all groups applying for RSPF funding must demonstrate in more than one way how they support their community besides their main purpose. As an example; Agricultural Societies may provide free rentals to church groups or youth groups, or groups might hold fundraisers for the food bank, etc.

### **Other Funding Sources**

We always encourage organizations to explore multiple alternative funding sources for their projects. If you have applied for other funding sources (CFEP grants, casinos, etc.), please get confirmation of these monies prior to applying for Recreation Special Project Funding. This will ensure that the funding allocated from RSPF will allow for the applied project to be completed.

We want you to submit a complete and eligible application, so if you are having any questions, please do not hesitate to call: Manager of Recreation and Insurance – Lorraine Hankins at [lhankins@stettlercounty.ca](mailto:lhankins@stettlercounty.ca) or 403-742-4441.

## Example Budget Template

The example project provided outlines the construction of a storage shed used to store snow-clearing equipment for a community use, outdoor rink.

<b>Expenses</b>	<b>Cost</b>	<b>Donated/Purchased</b>
Labor (\$20/hr x 250 hrs) to build a shed	\$3750.00	Donated
Materials (shed package – attach supplier quote)	\$12,500.00	Purchased
Donated equipment (bobcat and operator to prepare site) (\$60/hr x 2 hrs)	\$120.00	Donated
<b>Total Project Cost</b>	<b>\$16,370.00</b>	

<b>Income</b>	<b>Amount</b>	<b>Confirmed/Requested</b>
RSPF Funding	\$8,185.00	Requested
Donated labor/equipment	\$3,870.00	Confirmed
Cash provided by the organization	\$4,315.00	Confirmed
<b>Total Funding</b>	<b>\$16,370.00</b>	

# Recreation Special Project Funding - Application



## General Information

Incorporated (Legal) Name of Organization:

Common Name of Organization (if different from above):

## Applicant Information

Address:	
City:	Postal Code:
<b>Mailing Address (if different from above)</b>	
Address:	
City:	Postal Code:

## Contact Information

<b>Primary Contact</b>		
Name:		Title:
Daytime Phone:	Email:	
<b>Alternate Contact</b>		
Name:		Title:
Daytime Phone:	Email:	

## New Project Name:

Required format for project name is 3-4 word description of project followed by organization or abbreviated organization name: (e.g. Community Hall Renovation)

## Type of Project:

- Renovation or upgrade       New construction       Arts/Cultural/Heritage

**Location of Project:**

Please enter the name and address of the facility or site.

**Facility Operator/Managed By:**

Please enter the operator of the facility or site

**Project Overview**

A. Explain what you want to do with the funds. This includes a description of the issues and identifiable needs that will be addressed by this project.

B. What difference will this project make to the community? How many people will be positively impacted?

C. If applying for more than one project, please specify in what priority your organization would like them to be considered. This will help our committee to evaluate them.

- 1.
- 2.
- 3.

**D. Demonstration of Community Support and Collaboration:** In what ways is your organization supporting your community beside their main purpose? (Are you providing activities free of charge for the school, are you hosting fundraisers for others?)

- 1.
- 2.
- 3.
- 4.

E. If your grant application is successful, how long will it take to complete your project once funding is approved? (6 months, 1 year, etc.)

## **Project Budget**

### **Need for Financial Assistance**

A. If your organization has a current operating surplus, operating reserves or unrestricted cash assets, explain your plan to do with those funds. Especially, if they are not allotted for this project.

B. If your organization has a current operating or accumulated deficit, please explain how you will stay viable as an organization? What plans do you have as an organization to manage your financial situation long-term?

**The maximum funding available for distribution to groups is \$50,000.00 per fiscal year.**

**Please complete the Budget/Donated Labor Spreadsheet for your project and attach current financial statements. A Budget/Donated Labor template has been provided for your reference.**

The value of project-specific donated resources for the RSPF project is based on:

- \$20/hour for unskilled labor working directly on the project
- \$40/hour for skilled labor
- \$60/hour for heavy equipment with operator

Any matching donated resources must be directly related to the project. Donated labor that is **NOT** eligible as matching funding for a project includes any other volunteer time that provides a general benefit to the organization such as:

- Volunteer hours related to general fundraising
- Time spent preparing the grant application
- Time spent in meetings or any activities related to the planning for the project or
- Any other planning activities for the organization



**Budget Template**

On page 3, there is an example of a completed budget using this template.

<b>Expenses</b>	<b>Cost</b>	<b>Donated/Purchased</b>
<b>Total Project Cost</b>		

<b>Income</b>	<b>Amount</b>	<b>Confirmed/Requested</b>
<b>Total Funding</b>		

## **Project Support**

### **Facility Usage**

Facility:

#### **Usage Details:**

(Events/Functions/Frequency of them/Number of people that attend) Please attach additional pages as necessary.

1.

2.

3.

4.

5.

6.

7.

8.

9.

**Facility Maintenance Plan – 3 Years**

**Please state any plans for renovations, upgrades or maintenance.**

Year 1:

Year 2:

Year 3:

Additional notes:



## Recreation Special Project Funding (RSPF) Grant Agreement

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Incorporated (Legal) Name of Applicant Organization  
(Referred to hereafter as the "Organization")

**The Organization declares that:**

- a) The information contained in its application and supporting documents ("Application") is true and accurate and endorsed by the Organization.
- b) The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and will form part of the application.

**The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement.**

**The Organization agrees to the following terms and conditions:**

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use all grant funded rewarded ("Grant") for the stated purpose(s) ("Purpose") within its Application. If the organization wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Organization must comply with all applicable laws.
4. Following receipt of the Grant, the Organization agrees to be bound by the final accounting requirements set out in the Guidelines and in the Application form.

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Signature of Authorized Representative

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Date

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Phone Number

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Email

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Position

## RSPF Project Checklist

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**Applicants must submit a fully completed application form providing the following information:**

### **Project Overview:**

- Be sure to include in the project description how the project will produce benefits or make a positive difference for your community. Photos may be included to show the proposed project, up to a maximum of three photos.
- Include copies of contractor estimates or supplier quotes, a minimum of two (when possible).
- Attach Inspection report if work is required to meet building code compliance, emergent issues or safety concerns. Building code permits, where required must be obtained before the start of any project approved for RSPF funding.
- Complete the community support and collaboration form to show how your group is going beyond your purpose to further collaborate with other organizations.

### **Project Budget:**

- Budget/Donated Labor Spreadsheet – *Please ensure that the budget reflects the total cost of the project, not just the funding requested from this grant program.* Also include all donated labor, materials that pertain to your project.
- Include a complete set of financial statements for your organization's most recently completed fiscal year.
  - If the financial statements are audited, include the signed and dated auditor's report.
  - If unaudited, the financial statements must be signed by two legally authorized representatives of the organization and include a current bank statement.
- If you have applied for other grant monies, please attach a copy of the letter of approval, if successful.

### **Project Support:**

- Information on usage of the facility
- Facility Management Plan
- Group's membership list
  
- Signed and dated Grant Agreement**

- Project Final Accounting:** Project final accounting must be submitted as soon as the project is completed but no later than one year from when the project is approved.

## Submission

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### Mail:

Please submit the completed application to:

Lorraine Hankins  
Manager of Recreation and Insurance  
Box 1270  
Stettler, AB  
TOC 2L0

### Email:

Please submit the completed application to:

Lorraine Hankins  
Manager of Recreation and Insurance  
[lhankins@stettlercounty.ca](mailto:lhankins@stettlercounty.ca)

### Fax:

Please submit the completed application to:

Lorraine Hankins  
Manager of Recreation and Insurance  
(403)742-1277

**Please remember to keep a copy of the application for your records.**