



## 2017 RECREATION BOARD POLICIES AND GUIDELINES

### **POLICIES:**

1. Recreational non-profit organizations/groups only (not school groups or organizations that exist solely for cultural purposes).
2. Operational expenses only (no wages). No capital purchases.
3. Must be an established organization (two full years of operation) with an audited financial statement.
4. Application must be completed as per guidelines – with application forms. Any incomplete applications will not be considered for funding.
5. No private or small business applications will be accepted.
6. The Recreation Board will recommend applications for additional funding to Birch Hills County.
7. Funds will be dispersed based on need demonstrated in application.
8. Only one application per registered society number will be accepted.
9. In April of 2015 a Chairperson and Vice-Chairperson were appointed, and every following year the Vice-Chairperson will assume the Chairperson position.

### **GUIDELINES:**

1. Must be established organization within the boundaries of Birch Hills County.
2. Provide an audited financial statement (audited by a non-associated individual) and a current income and expense statement.
3. Complete the "Application for Grant" form available from the Birch Hills County Office.
4. Provide the Recreation Board with an itemized breakdown of how the funds are to be spent.
5. Advise the Recreation Board of fund raising plans.
6. Provide a proposed budget for the following year.
7. Provide the Recreation Board with a statement indicating the number of members and/or usage of your facility, as well as the purpose of the organization.
8. All applications must be in English (or be accompanied with an English translation) due to the limitations of the Board.