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Policy Title Recreation Operating Assistance Grant Policy	Date: February 15, 2018	Resolution No. RC18-054

PURPOSE

The purpose of this policy is to define the process by which the Birch Hills County provides Recreation Operating Assistance Grant funding to local organizations that provide recreational facilities, programs, and opportunities on a not-for-profit basis.

DEFINITIONS

Capital:

Any tangible asset with an estimated useful life expectancy that exceeds one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

County:

The municipal corporation of Birch Hills County having jurisdiction under the Municipal Government Act and other applicable legislation.

Culture:

The arts and other manifestations of human intellectual achievement regarded collectively.

Freedom of Information and Protection of Privacy Act:

Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Major Recreation Facilities:

Facilities including, but not limited to, ice arenas, curling rinks, and community halls which are eligible to receive a funding allocation on an annual basis under this policy.

Municipal Government Act:

Municipal Government Act, RSA 2000, c. M-26 and amendments thereto also known as the MGA.

Operating:

Funding or projects related to maintaining or enhancing operations that are not directly related to capital.



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Recreation:

Any play, activity, amusement, exercise, competition, etc. used for the refreshment, relaxation and fitness of body or mind.

Recreation Board:

A Board of ward specific members-at-large appointed by the Council of Birch Hills County in accordance with Bylaw 2016-10, the "Recreation Board Bylaw".

POLICY

Birch Hills County may provide grants to community groups, service clubs, or organizations and will establish a system for evaluating applications and requests. All requests for Recreation Operating Assistance Grants will be completed utilizing the form listed as Schedule A to this policy and will be reviewed by Birch Hills County as provided for in this policy.

1. GENERAL PROVISIONS

- 1.1 Birch Hills County Council shall annually, in the interim and final budget, allocate Recreation Operating Assistance Grant funding for the County.
- 1.2 Birch Hills County Council will be responsible for the development and maintenance of a system to be used for the submission, review, and recommendation for, Recreation Operating Assistance Grants by the County Recreation Board.
- 1.3 Recreation Operating Assistance Grants will only be provided to community groups, service clubs, or organizations operating within the boundaries of Birch Hills County.
- 1.4 Recreation Operating Assistance Grants will only be provided for operational expenses (no wages or honourariums) and will not be made for any expenses that are of a Capital nature.
- 1.5 The final approval for the distribution of the Recreation Operating Assistance Grant will be Birch Hills County Council.

2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

- 2.1 Recreation Operating Assistance Grant must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.



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- 2.2 Recreation Operating Assistance Grant must directly benefit the community group, service club, or organization submitting the application.
- 2.3 The applicant must be an established (two complete years of operation), responsible, and reputable community group, service club, or organization whose name and identity are in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.

3. EXCLUSION FROM FUNDING

- 3.1 Funding provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals, offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency.
- 3.2 Recreation Operating Assistance Grants are not provided to applicants for cultural purposes.
- 3.3 Successful applicants for a Recreation Operating Assistance Grant will not be eligible to apply for a General Grant in the same year that funding from the Recreation Operating Assistance Grant program is provided.

4. APPLICATION PROCESS

- 4.1 Only one (1) application will be accepted per registered community group, service club, or organization.
- 4.2 All applications must be fully completed (in English, or be accompanied with an English translation) utilizing the form provided as Schedule A to this Policy, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received at the Birch Hills County Office no later than 4:30 p.m on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding.**
- 4.3 All applications must show proof of current non-profit status, be accompanied by an audited financial statement for the previous year's operation (audited by a non-associated individual), a current income



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and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for.

- 4.4 Each request must clearly demonstrate the need for the amount being requested, identify specific benefit(s) and outcome(s), and provide alternate plans should the application not be funded, in whole, or in part.

5. APPLICATION REVIEW (CAO)

- 5.1 All applications will be reviewed following receipt by the CAO (or a Birch Hills County employee appointed by the CAO) to ensure that they have been correctly completed, that they do not include a request for funding for expense items that are expressly disallowed by this policy, and are accompanied by required documentation. Applications will not be submitted to the Recreation Board for funding consideration if:
- 5.1.1 The application was not received at the Birch Hills County Office by 4:30 p.m. on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding;
 - 5.1.2 The application is not a community group, service club, or organization operating within the boundaries of Birch Hills County;
 - 5.1.3 The application would provide primarily for the recreational needs or leisure time pursuits of individuals, or offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency;
 - 5.1.4 The applicant failed to include proof of current non-profit status;
 - 5.1.5 The applicant does not have two complete years of operation;
 - 5.1.6 The applicant failed to include an audited financial statement for the previous year's operation (audited by a non-associated individual), a current income and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for;



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- 5.1.7 The application includes funding for cultural purposes;
 - 5.1.8 The funding being requested includes sums for wages or honourariums; or
 - 5.1.9 The funding being requested includes sums for expenses that are of a Capital nature;
- 5.2 Where more than one (1) application has been received from a registered community group, service club, or organization, County staff will contact the applicant to advise them that they are only able to submit one application, and request direction as to which application to proceed with.

6. APPLICATION REVIEW (RECREATION BOARD)

- 6.1 Applications that have been received and accepted will be forwarded for evaluation and recommendation for funding by the Recreation Board at a Meeting to be organized by the Chief Administrative Officer.
- 6.2 Members of the Recreation Board will evaluate each accepted application as per the guidelines detailed in Schedule B, and the Board as a whole shall make their recommendations as to the distribution of the funding allocated by Council for Recreation Operating Assistance Grants.
- 6.3 Members of the Recreation Board will only be advised of the details related to rejected applications after the Recreation Board has made their recommendations for Grant distribution.

7. CONDITIONS OF APPROVAL

- 7.1 Council will approve the distribution of the Recreation Operating Assistance Grants following the receipt of the recommendation of the Recreation Board. Council may question the recommendation of the Recreation Board, but should only make changes as to the distribution of the grant funds under extenuating circumstances, and then only following communication with the Recreation Board members.
- 7.2 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.



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Original Signed By

Hermann Minderlein
Chief Administrative Officer

Original Signed By

Gerald Manzulenکو
Reeve

Adopted by Council:	February 15, 2018
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