

COMMUNITY CAPITAL PROJECT GRANT



CITY OF
Lethbridge

2019 Information & Application Package

Revised December 2018

Grant Goals:

The City of Lethbridge will partner with eligible not-for-profit organizations and provide financial support through the Community Capital Project Grant for eligible facilities and projects, in pursuit of the following goals:

- Support not-for-profit organizations to maximize the services they provide to their members and to the community;
- Provide financial assistance for not-for-profit organizations in their efforts to construct, renovate or retrofit facilities, or to purchase major equipment to improve operational efficiency or enhance programming;
- Maximize the use of funds from other sources for investment in community facilities.

**2019 Application Deadline:
Friday, April 26 | 4:30 p.m.**

Submit to:

Recreation & Culture Office
3rd Floor, City Hall
910 4 Avenue South
Lethbridge, AB
T1J 0P6



CITY OF
Lethbridge

Community Capital Project Grant

The City of Lethbridge partners with not-for profit organizations to improve the quality of life for the citizens of Lethbridge.

The Community Capital Project Grant has been established to assist community not-for-profit organizations to expand and upgrade the network of community-use facilities and to address capital project requests on a consistent basis, encouraging flexibility and creative solutions. The grant is designed to assist with smaller capital projects.

Major capital projects are referred to the City of Lethbridge 10 year capital plan.

Organizations Eligible for Funding:

A not-for-profit community organization legally registered (and in good standing) under one of the following:

- Societies Act of Alberta;
- Companies Act of Alberta, Part 9 (Companies with objectives other than the acquisition of gain.)
- Business Corporations Act of Alberta, Part 21
- Special Act of the Parliament of Canada (e.g. service club).

The organization must be legally registered with one of the above for a minimum of one year.

The organization's primary mandate is to provide sports, recreation, arts, cultural, family and/or community services.

The organization has not received a grant under this program for the past two years (must sit out for one year).

Those **NOT** Eligible include:

- Churches and religious organizations
- Schools/School Boards and post-secondary institutions
- Provincial/Federal government and affiliated bodies
- Community, private, and family foundations (other funders)
- Hospitals/medical facilities, Regional Health Authorities and provincial boards
- Municipal/regional government

Facilities Eligible for Funding:

Facilities (outdoor or indoor) and/or major equipment used for sports and recreation, arts and culture, family, and community services.

Facilities must be located within City of Lethbridge city boundaries.

The facility and/or area 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 (minimum of five years) or another instrument of occupation.

Projects Eligible for Funding:

- **New facility construction** – facility for provision of a new service or a facility to replace an existing facility
- **Facility expansion** – expansion of an existing facility beyond the existing footprint
- **Retrofit existing facility space** – redevelop existing space for a new use or purpose
- **Renovate existing facility space** – remodel or restore condition of space
- **Facility technology upgrade** – upgrade facility mechanical, security, and other systems essential to operation of facility
- **Capital equipment** – replacement or addition of major equipment (fixed asset or operational equipment essential to direct delivery of program and services) supporting program and maintenance programs and services which have a lifespan of five years or greater
- **Planning Assistance** - for professional assistance in planning and designing capital construction projects for proposed or existing facilities (50/50 matching)

15% of construction / renovation project costs may be utilized for furnishings

Projects NOT eligible include:

- individual or team equipment, tools/utensils and small equipment,
- office equipment and supplies
- clothing
- entertainment and gaming systems
- audio visual
- artwork, signage, books
- land or facility purchase
- debt retirement (includes completed projects)

Level of Funding:

Capital Projects:

One allocation will be allowed per facility or organization within a two year period to a maximum of \$200,000.

(Definition of two year period requires that an organization wait one year between applications for funding)

Planning Assistance:

Applicants can apply for up to 50% of total cost of consultant fees to a maximum of \$30,000 per project (\$15,000 CCPG)

Matching Funds Requirement:

The Community Capital Project Grant funding is approved on a matched-grant basis; *1/3 Community Capital Project Grant, 2/3 other sources.*

Planning Assistance: Applicants can apply for up to 50% of the total cost of consultant fees to a maximum of \$30,000 per project. (\$15,000 maximum grant)

City of Lethbridge operating or capital budget funds cannot be used for matching

An organization's 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. The valuation of the volunteerism and donations is based on:

- \$15.00/hour for unskilled labour working directly on the project (must report actual hours in final accounting report);
- \$30.00/hour for skilled labour (must report actual hours in final accounting report);
- Donated materials and professional services

at verified fair market value; and

- \$60.00/hour for heavy equipment (with operator) (must report actual hours in final accounting report).

Those **NOT** eligible 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
- Advertising or promotional cost
- Other municipal funds or services
- Funds will not be released in advance of confirmation of matching funding

Operating Cost Responsibility:

Operating costs resulting from completion of the project must be identified and a financial plan must be provided detailing how the organization intends to meet the costs. Impact on the municipal operating budget or the organization's ability to operate will be considered in the criteria for evaluation.

Funding Obligations:

Project Funding:

Organizations must provide proof of receipt of matching grants and/or other matching funds within 18 months of receiving approval for the grant. If the verification has not been received, the grant approval is withdrawn and the organization must reapply for the grant in the next grant year and be re-evaluated for funding. Upon verification of matching funds, the organization will receive 90% of approved grant.

The final 10% grant payment will be released upon completion and provision of a financial report to the City of Lethbridge.

Organizations must expend all funding-accrued interest, and any project specific GST rebates on the approved project within two years of the cheque date. Organizations can only spend grant funds for what has been approved and prior written consent from the Grant Administrator 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 Lethbridge.

Project Accounting:

Within two years of first payment, the applicant **MUST** submit a financial accounting statement for the project to support the expended grant amount and matching components.

Project Reporting and Recognition:

In addition to a financial accounting statement, a project completion report including outcomes is required upon completion of the project or no later than two years of receiving the initial grant cheque. All reporting must be in accordance with the original project budget and description as presented and approved. Credit to the City of Lethbridge for financial support will be acknowledged in any publicity prepared in relation to the project.

Grant Application & Allocation:

Application:

An **annual deadline** will be used for grant allocation and all organizations must apply to receive consideration. The application deadline is:

April 26, 2019

Applications must be fully completed and received at the office of Recreation & Culture, 3rd Floor City Hall, 910 4th Ave South, Lethbridge by 4:30 pm of the application deadline date.

Incomplete applications will not be accepted.

Please review the application instructions for full details.

Applications must contain an approval motion for grant submission by the organization's governing executive body, as well as additional supporting documents (please see Part F of Application).

Priority consideration will be given to applications which have been approved for submission at an Organization AGM or a Special Meeting of the membership for all projects which change or increase the services of the organization (e.g. facility addition, facility retrofit).

Applications must include a letter of support and agreement from the registered owner and lease holder (where applicable). Leases must be a minimum of five years.

Application Assistance:

An annual orientation meeting will be hosted to describe the grant program, outline the grant process, review application forms and requirements, review accounting and reporting obligations, review assistance available from city staff and to answer questions regarding the program.

Organizations are invited to contact the grant administrator (contact below) to discuss the proposed project, to determine what information is required and if necessary, assistance in obtaining information necessary to complete the application.

The applicant is requested to call at least three weeks prior to the application **deadline** to allow time to gather additional information, if needed.

Allocation:

A City of Lethbridge Grant Administrator will review the organization's status and verify project details and completeness of application.

Each application will be assessed against an evaluation criteria by an Evaluation Committee.

City Council will only allocate funding based on evaluation criteria scoring.

Grant funding approved will equal total or entire application request. Partial project funding will not be permitted.

Due to limited funds and the anticipated volume of applications, not all applicants meeting the established criteria may receive grant funding.

Applicants will be notified of funding decisions six weeks after the application deadline.

Applicants will receive a letter outlining the approved grant amount and obligations following organization verification of matching funds.

