

Town of Bonnyville

POLICY TITLE: Recreational/Cultural Operating Program Policy		
NEW POLICY NO. 24-FN-098		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council August 27, 2024	EFFECTIVE DATE: January 1, 2025
REVISION DATE:		

Policy Statement:

The Town of Bonnyville believes that the annual costs of delivering recreational and cultural services in the Town of Bonnyville is a shared responsibility between the Town and local organizations.

To this end, the Town will offer a grant program with the intention of supporting reoccurring and presently existing operating expenses incurred by eligible Recreational and Cultural Organizations. Funding will be focused on supporting Facility Operating Costs, with a secondary focus on Other Eligible Operating Expenses as it pertains to the operating of the program.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

Definitions:

“Facility Operating Costs” and **“Other Eligible Operating Expenses”** means those as identified in *Schedule “B” Eligible Expenses* of the procedure under their respective heading.

“the Program” means the Recreational/Cultural Operating Program.

“Recreational and Cultural Organizations” are those organizations with a core mandate of delivering programs or services with the objective of enjoyment, amusement, pleasure, or contemplation. This includes organizations such as museums, community halls, agricultural halls, senior clubs, art clubs, and sports organizations.

“Review Engagement” means a financial statement prepared by a Chartered Professional Accountant that provides a lesser level of assurance than an audit engagement but a greater level of assurance than a compilation engagement.

Principles:

- Annually, Council may allocate funding for the program.
- Administration will review applications and provide a recommendation to Council for funding for each application.
- The total funding recommended by Administration will not exceed the budget Council has set aside for the program. If necessary, the amount of grant funding recommended for each organization will be reduced on a proportional basis to meet Town budget requirements.
- Only organizations listed in *Schedule “A” Eligible Organizations* will be considered for

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funding by Administration. However, funding (or any level of funding) is not guaranteed for these organizations.

- Administration will recommend funding based on the following principles.
 - a) The amount of grant funding recommended by Administration for each organization will be based on an organization’s previous expense, insofar as they represent a usual year.
 - b) Facility Operating Costs will be considered at **up to** 100% of the value of the expense, while other eligible operating expenses will be considered at **up to 30%** of the value of the expense.
 - c) Repair and maintenance costs will not exceed 20% of the total expenses considered when determining grant funding. For example, repair and maintenance costs will be capped at \$10,000.00, if the remaining facility Operating Costs and other Eligible Operating Expenses are \$50,000.00.
 - d) Grant funding may be adjusted based on the following:
 - i. The organization’s projected revenues;
 - ii. The organization’s projected expenses; and
 - iii. The amount of reserve funding the organization has, and whether that reserve funding is earmarked for future projects and activities.
 - e) An organization will not be recommended for more funding than is requested in its application.
 - f) To be recommended for over \$50,000.00 in funding, the financial statements used to determine an organization’s grant funding must be a “Review Engagement” or greater.

- Recommendations for under \$2,000.00 do not need to follow these parameters.

Council Funding Decisions

These parameters are only intended to set an expectation as to how funding is recommended to Council by Administration. It is not intended to imply, or to be interpreted as the amount of funding the Town is obligated to provide. Council reserves the right in its sole, unfettered discretion, to approve funding for any applicant organization different than what is recommended by Administration.

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Procedures:

Roles and Responsibilities

1. Town Council will:
 - a) Determine the high-level policy direction of the Program, including the basic principles that impact funding levels;
 - b) Authorize Administration to manage the Recreational/Cultural Operating Program;
 - c) Provide oversight for the Program and approve amendments or changes to the program;
 - d) Authorize Administration to sign agreements related to the Recreational/Cultural Operating Program in accordance with this procedure;
 - e) Annually, allocate funding for the program;
 - f) Make the final determination regarding the eligibility for organizations applying for funding; and
 - g) Make the final determination on the grant allocation for each organization.

2. Administration will:
 - a) Manage and administer the program in accordance with this Policy;
 - b) Implement policy principles;
 - c) Monitor and evaluate the effectiveness of the Program;
 - d) Make recommendations to Council regarding the overall nature of the program, when necessary;
 - e) Make recommendations regarding whether new organizations may be added to the list of eligible organizations, or whether existing organizations should no longer be eligible to apply;
 - f) Make annual funding recommendations following the receipt and review of applications; and
 - g) Report to Council annually, or as required, regarding awarded funding.

Organization Eligibility

3. In order to be eligible to receive funding, new organizations (not already on the list of eligible organizations) must meet the following criteria:
 - a) The organization must fit the definition of a Recreational and Cultural Organization;
 - b) The organization's primary expenses must be directly related to its mandate as a Recreational and Cultural Organization in connection to the facility from which they deliver their relevant services and programming;
 - c) The organization must own their own facility, or have a long-term lease and be generally responsible for facility costs such as power, utilities, and general upkeep of the facility;
 - d) The facility in question must be a community hall, agricultural hall, seniors centre, museum, outdoor recreation or sports ground, or other similar indoor or outdoor

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- space;
 - e) Membership to the organization must be open to the public, and the organization must offer programs or services that serve the public;
 - f) The organization must be physically based within the Town of Bonnyville, and primarily serve the residents of The Town of Bonnyville;
 - g) The organization is a non-profit organization; and
 - h) The organization is provincially or federally incorporated and in good standing.
4. Organizations with a mandate of delivering social services or are political in nature are not eligible for funding.
 5. Organizations that are already heavily supported by the Town for their operations are not eligible.
 6. Only organizations which appear on the list in Schedule “A” Eligible Organizations will be considered for funding by Administration.

Inclusion to the List of Eligible Organizations

7. Organizations seeking to apply must be added to the list prior to the intake and review of grant applications for that year.
8. Administration will make a recommendation to Council regarding whether an organization ought to be included on the list of eligible organizations.
9. Council will make the final determination regarding the eligibility of organizations.
10. An organization shall submit a written request to be added to the list. The request shall be made to the General Manager of Corporate Services.
11. Organizations must provide the Town with information to determine the eligibility and nature of its operations. The following information may be requested:
 - a) A summary of the organization’s activities, which specify:
 - i. Number of events held within their last operating year hosted by the organization;
 - ii. Number of events held within the last operating year held by organizations which the facility was rented to;
 - iii. The type, nature, frequency and attendance of programs the organization runs.
 - b) The organizational structure of the organization;
 - c) The number of members belonging to the organization;
 - d) A description of the organization’s facilities;
 - e) The organizations most recent financial statement; and
 - f) Proof of property and liability insurance.
12. Administration may request any additional documentation that may be required to determine eligibility, or to provide a clear understanding of the organization.
13. An organization wishing to be added to the list may request to present to Council. Alternatively, the organization may be asked by Council to present the request.

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14. Organizations will be notified in writing whether they have been deemed eligible under the program.

Review of existing Eligible Organizations

15. Organizations that already appear on the list will be assumed to be meeting the expectations of the program in terms of their efficiency of use of funds, quality of programming, etc.
16. On a periodic basis, Administration may complete a review of one or more eligible organizations to assess the quality of programming and other areas of the organization's operations. This review may require organizations to produce the information required of new organizations.

Reapplying once an Organization is deemed Ineligible.

17. If an organization is denied from being included to the list, Administration will not consider subsequent attempts to reapply to be included on the list of eligible organizations, unless:
 - a) There is a change in the nature of the organization's operations such that they may now fit the criteria.
 - b) The eligibility criteria has changed.
18. If the nature of an organization's operations change, they may be removed from the list and no longer be eligible to apply for funding.

Suspending and Reinstatement Funding Program Privileges

19. Organizations which fail to submit reporting documents, have demonstrated poor management of funds, have unaddressed conflict of interest issues, have been found to be in contravention with legislation under which they are incorporated, or are in any other way unfit to responsibly handle public funds, may have their ability to submit applications suspended.
20. While these organizations will remain on the list of eligible organizations, they will not be eligible to apply for funding until the issues have been remedied and have been given explicit confirmation that their privilege to reapply has been reinstated.
21. In the case where an organization has its privilege to apply for funding suspended, it may apply to have its privilege reinstated. The request must be submitted to the General Manager of Corporate Services in writing.
22. The organization will be required to provide a summary of how the issues causing their removal has been rectified.
23. Council will make the final determination as to whether application privileges are suspended or reinstated.

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Eligible Costs:

24. The funding is intended for eligible expenses within a consecutive 12-month period. This period is normally expected to follow the organization’s fiscal year. For organizations with a fiscal year that is the same as the calendar year, is expected that the funding will be applied to costs in the upcoming calendar year. If an organization has a fiscal year that is different than the calendar year, the organization may apply for funding for the fiscal year they are currently in, provided that no more than 6 months of their fiscal year has occurred as of the date on which the application was submitted.

Funding Agreements and Program Conditions

25. Administration may develop application forms, guidelines, memos, or other forms of communication to relay the requirements and parameters of the Program to organizations.
26. The requirements imposed on an applicant and recipient organization by this policy and procedure shall be reflected in the grant application, guidelines, grant funding agreements, and final report, and any other related documents, which Administration will create for the purposes of the funding Program established by the policy.
27. Grant funding agreements will incorporate requirements in addition to those outlined in the policy and procedure, which are those conditions and requirements that are deemed appropriate and necessary.

Use of Grant Funds

28. Funding may be spent on eligible expenses for the approved consecutive 12-month period. These eligible expenses are identified in Schedule “B” Eligible Expenses.
29. Funding must be spent on expenses within the time period identified in the organization’s budget, as accepted by the Town.

Application Submission

30. Unless otherwise indicated, August 31 is the standard intake deadline for applications.
31. With reasonable notice, Administration may move the intake period to an earlier date. If the intake deadline is extended, no notification will be given.
32. Organizations cannot apply for funding for a 12-month period that has already passed.
33. Late applications will be processed at the discretion of Administration.

Application Review

34. The General Manager of Corporate Services, or their delegate, will review an organization’s most recent financial statements and in-kind contributions made by the Town to the organization in order to determine the maximum amount of funding an

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organization is eligible to receive.

35. Organizations are expected to supply the Town with their most recent financial statements by the application intake deadline, if they are available.
36. Administration reserves the right to use the financial statements available on the date of the application deadline, even if a more recent financial statement is provided at a later date.
37. When reviewing an organization’s financial statements, Administration may choose not to use the full value of an expense, or choose not to include an expense identified in an organization’s financial statement, if Administration considers the expense ineligible.
38. Administration reserves the right to make the final decision regarding the eligibility of expenses.
39. Administration will review other information provided in the grant application and subsequent requests for information, as well as any other information it considers relevant, to determine funding levels.
40. Some organizations have their insurance costs, or other operating expenses paid for directly by the Town. For the purpose of determining grant funding, the in-kind value of these contributions will be considered part of the operational funding provided under this policy, when it is reasonable and feasible to do so. The actual cash grant paid to an organization will equal the approved grant, less the value of any in-kind contribution for insurance or other operational expenses covered directly by the Town.

Funding Recommendations

41. The General Manager of Corporate Services or their delegate will make a recommendation to Council for funding. The recommendation will include.
 - a. The amount of funding requested by each eligible applicant organization; and
 - b. The amount of funding recommended by Administration for each eligible applicant organization.
42. Organizations which are approved for funding will receive written notification.
43. Organizations which are approved for funding will be required to enter into an agreement with the Town.
44. Funding will be issued in full following the allocation of funding under the Program, as well as the approval of the Town Operational Budget for that year.
45. At the discretion of Administration, and the approval of Council, an advance payment of grant funding may be provided. The contributory payment will not exceed 50% of what was approved in the previous year. Only organizations which were approved for funding in the previous year, and which are presently eligible to receive funding may be considered for an advance payment.

Appeals of Funding Decision

46. Administration will not field appeals for funding decisions that are made by Council.

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Application Submission Requirements

47. A submission for funding must use the application forms and any additional templates or documents prescribed by the Town.
48. The application form will require, at a minimum:
 - a) The organization’s legal name;
 - b) Act which the organization is incorporated under;
 - c) Contact information;
 - d) Confirmation of eligibility criteria; and
 - e) The amount of funding that is being requested.
49. The application form must be accompanied by the following documents.
 - a) An operating budget;
 - b) A summary of the organization’s reserve funding;
 - c) The organization’s most recent financial statement (if not already provided);
 - d) Insurance certificates for property, liability, bond and crime and volunteer liability;
 - e) A list of the organization’s officers and directors, and their contact information; and
 - f) A board approved motion supporting the application.
50. As part of an application, or throughout the year while a funding agreement remains active, an organization may be required to provide the Town with any of the following information:
 - a) Proof of Non-Profit Society Status for the current year;
 - b) Proof of Insurance and Workers Compensation;
 - c) Organization’s most recent financial statements;
 - d) Planned activities;
 - e) List of the organization’s officers and directors, and their contact information;
 - f) Balance sheet identifying the year-to-date expenses for the current financial period;
 - g) Pending and awarded grants for the year for which the application was made, including those from other Town departments, the Province, Federal Government, or other agencies;
 - h) Most recent facility inspection;
 - i) Organization’s Bylaws;
 - j) Capital project plans, including quotes, studies, and budget estimates;
 - k) The information that new organizations wishing to be added to the policy must normally provide; and
 - l) Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

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Acknowledgement of Funding Contributions

51. Organizations that receive an annual operating grant must acknowledge the Town of Bonnyville as a sponsor on organizational publications and media produced for that year. This does not include publications relating to events which the Town does not provide funding for. The Town logo and image standards will be supplied and must be followed.

Facility Maintenance and Inspection

- 52. It is the responsibility of the organization to ensure that the facility is regularly inspected, and that maintenance issues and defects are identified and addressed.
- 53. Applicant organizations must agree to give the Town, on an occasional basis, the ability to inspect the facility for the purpose of insuring that maintenance needs and defects have been properly identified, and that maintenance schedules are being followed, or to identify deficiencies. This includes inspections done by Town employees, or inspections done by a 3rd party hired by the Town to complete an inspection.

Grant Reporting

- 54. Organizations will be required to submit their financial statement and a final report (using any prescribed form) for the grant funding year. This report will normally be due by April 30th in the year following the grant year.
- 55. Administration may extend this deadline at its discretion.
- 56. The final report must identify how much of the grant funding from the previous year was used.
- 57. Unspent operational funding must be returned to the Town upon request. Alternatively, Administration may subtract unspent grant funding from the organization’s allocation in the following year.

Approved by:	Date Signed:
Approved by:	Date Signed:

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ELIGIBLE ORGANIZATIONS

1. Aurora Visual Arts
2. Bonnyville & District Centennial Centre
3. Bonnyville & District Historical Society
4. Bonnyville Curling Club
5. Bonnyville Football Association
6. Bonnyville Municipal Library
7. Riverland Recreational Trail Society

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SCHDEULE “B” ELIGIBLE EXPENSES

1. Facility Operating Costs:

- a. Building Supplies
- b. Materials
- c. Utilities (Power, Water, Heating)
- d. Waste Removal
- e. Telephone, Fax, Security Systems
- f. Garage Removal
- g. Repair and Maintenance
- h. Grounds Keeping
- i. Insurance, including property insurance, volunteer liability insurance, bond & crime, and compressive general liability, including Additional Named Insured (ANI) insurance costs paid directly by the Town
- j. Bookkeeping
- k. Accountant fees related to the preparation of financial statements
- l. Other facility operating costs, at the discretion of Administration.

2. Other Eligible Operating Expenses:

- a. Volunteer and Program Personnel
- b. Office Supplies
- c. Staffing as it pertains to the operation of the facility
- d. Programming Costs
- e. Licenses, Fees, and Memberships
- f. Volunteer Development and Training
- g. Travel and Meals
- h. Advertising and Promotion
- i. Non-refundable GST
- j. Other eligible operating expenses, at the discretion of Administration.

3. Expenses that are ineligible include, but are not limited to:

- a) Amortization
- b) Debt and und reduction
- c) Gifts
- d) Endowment funds
- e) Donations
- f) Contracted fundraising professional and grant writing
- g) Event costs
- h) Honorariums
- i) Capital projects and cost.

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- j) Alcohol
- k) Other ineligible expenses, at the discretion of Administration

**FN-24-098 RECREATIONAL/CULTURAL OPERATING FUNDING PROGRAM
PROGRAM GUIDELINES
TOWN OF BONNYVILLE**



*For additional questions or information, contact the Town Administration Office at 780-826-3496 or by email to admin@town.bonnyville.ab.ca

1. Overall Program Objective

The Recreational/Cultural Operating Program is available to eligible organizations for operational expenses. These operational expenses must be those that generally reoccur from year to year and are those which exist presently. These operational expenses must be connected to the organization's facilities, and the programs and services delivered from those facilities.

2. Program Structure

On an annual basis, the Town of Bonnyville may budget funding for the program. Funding requests are then reviewed together. The amount of funding provided to applicants depends on the assessment of the applications, along with the total amount of funding available for the program for that year.

Following their operating year, organizations which are approved for funding will be required to provide a final report identifying how the funding was used.

3. Eligible Organizations

The following organizations may apply for funding:

- a) Aurora Visual Arts
- b) Bonnyville & District Centennial Centre
- c) Bonnyville & District Historical Society
- d) Bonnyville Curling Club
- e) Bonnyville Football Association
- f) Bonnyville Municipal Library
- g) Riverland Recreational Trail Society

Organizations that don't appear on the above list but wish to apply for funding, must meet the following requirements:

- The organization must be a Cultural/Recreational Organization. This is defined as an organization with a core mandate of delivering programs or services with the objective of enjoyment, amusement, pleasure or contemplation. This includes organizations such as museums, community halls, agricultural halls, senior's clubs, art clubs, and sports organizations;
- The organization's primary expenses must be directly related to its mandate as a Recreational and Cultural Organization and be tied to the facility from which they deliver their relevant services and programming;

- The organization must own their own facility, or have a long-term lease and be generally responsible for facility costs such as a power, utilities, and general upkeep of the facility;
- The facility in question must be a community hall, agricultural hall, seniors centre, museum, outdoor recreation or sports ground, or other similar indoor or outdoor space;
- Membership to the organization must be open to the public, and the organization must offer programs or services that serve the general public;
- Organizations must be physically based within the Town of Bonnyville, and primarily serve the residents of the Town of Bonnyville; and
- The organization must be a provincially or federally incorporated non-profit organization that is in good standing.

Organizations wishing to be added to the list of eligible organizations must make a request prior to the submission deadline and review of applications. Organizations making this request will be required to provide information about their organization.

4. Eligible Activities

Organizations applying for funding must identify a consecutive 12-month period in which they intend to use the funding. This period is normally expected to follow the organization's fiscal year. For organizations with a fiscal year that is the same as the calendar year, it is expected that the funding will be applied to costs in the upcoming calendar year. If an organization has a fiscal year that is different than the calendar year, the organization may apply for funding for the fiscal year they are currently in, provided that no more than 6 months of their fiscal year has occurred as of the date on which the application was submitted.

5. Eligible Expenses

The following are eligible expenses:

Facility Operating Costs:

- a) Building Supplies
- b) Materials
- c) Utilities (Power, Water, Heating)
- d) Waste Removal
- e) Telephone, Fax, Security Systems
- f) Garbage Removal
- g) Repairs and Maintenance
- h) Grounds Keeping
- i) Insurance, including property insurance, volunteer liability insurance, bond & crime, and comprehensive general liability insurance
- j) Bookkeeping
- k) Accountant fees related to the preparation of financial statements
- l) Other facility operating costs, at the discretion of Administration

Other Eligible Operating Expenses:

- a) Volunteer and Program Personnel
- b) Office Supplies
- c) Staffing as it pertains to the operation of the facility

- d) Programming Costs
- e) Licenses, Fees and Memberships
- f) Volunteer Development and Training
- g) Travel and Meals
- h) Advertising and Promotion
- i) Non-Refundable GST
- j) Other eligible operating expenses, at the discretion of Administration.

Expenses that are **ineligible** include, but are not limited to:

- a) Amortization
- b) Debt and fund reduction
- c) Gifts
- d) Endowment funds
- e) Donations
- f) Contracted fundraising professionals and grant writing
- g) Event costs
- h) Honorariums
- i) Capital projects and costs
- j) Alcohol
- k) Other ineligible expenses, at the discretion of Administration

6. Grant Term

The grant term will cover the length of the 12-month operating year, as well as any reporting and disclosure requirements. Normally, final reporting will be due in April in the year following the grant year.

7. Funding Request Requirements

Organizations must use the application forms prescribed by the Town and include the required attachments. Additional information or documentation may be requested to supplement the information provided in the application.

An authorized individual is required to sign off on the application.

Organizations may be asked to present their funding request to Council. In this case, Town of Bonnyville Administration will contact the organization to schedule a presentation date.

8. Application Submission Deadlines

Applications are normally due August 31st, unless otherwise specified.

9. Funding Levels

Funding is based on previous expenses incurred by the organization. This will be determined by considering the organization's financial statements. Organizations are expected to supply the Town with their most recently available financial statements by the application intake deadline.

Some organizations have their insurance costs, or other operating expenses paid for directly by the Town. For the purpose of determining grant funding, the in-kind value of these contributions will be considered part of the operational funding provided under this policy, when it is reasonable and feasible to do so. The actual cash grant paid to an organization will equal the approved grant, less the value of any in-kind contribution for insurance or other operational expenses covered directly by the Town.

The level of funding approved will also take into consideration the applicant's operating revenues and expenses, along with the organizations reserves, and how these reserves are allocated. This will be based on the submitted budget and reserve funding information submitted along with the application.

10. Funding Review and Approval

Administration will only recommend funding to applications which meet the program requirements.

Council will review and approve funding requests. This normally happens during budget deliberations with final approval in April.

Organizations may be asked to provide additional information.

Council may choose to approve funding to applications, which do not necessarily comply with all the program requirements, or approve more or less funding to (an) organization(s), if they deem it appropriate to do so.

Organizations which are approved for funding will receive written notification.

11. Grant Funding Agreement

If an organization is approved for funding, they will be required to enter into a grant funding agreement with the Town of Bonnyville. The grant funding agreement will reflect the program requirements, in addition to any requirements that are deemed appropriate and necessary.

12. Payment of Grant Funding

Approved funding will normally be released in full. Applicant organizations may be provided with an advance of funding prior to funding approval, at the discretion of Administration and approval of Council.

13. Use of Grant Funds

Grant Funding may only be used for eligible expenses incurred by the applicant organization. The organization cannot apply Town grant funding to expenses which are already supported by other grant funding.

14. Facility Inspections

Organizations which receive funding must agree to give the Town (or someone assigned by the Town) permission to inspect their facility for the purpose of identifying deficits, maintenance needs, and ensuring that maintenance schedules are being followed.

15. Acknowledgement of the Grant Contribution

Organizations that receive grant funding must acknowledge the Town of Bonnyville as a sponsor for the organization, unless it is not practical or reasonable to do so.

16. Grant Reporting

Organizations are required to submit their financial statements and a final report using the prescribed reporting form by April 30th of the year following the grant year. Organization's will be required to specify how much of the grant funding was used.

Unspent funding must be returned to the Town, upon request.

17. Transparency

As part of the application, or while the funding agreement is active, organizations may be required to provide the Town with information or documents such as:

- a) Proof of Non-Profit Society Status for the current year;
- b) Proof of Insurance and Workers Compensation;
- c) Organization's most recent financial statements;
- d) Planned activities;
- e) List of the organization's officers and directors, and their contact information;
- f) Balance sheet identifying the year-to-date expenses for the current financial period;
- g) Pending and awarded grants for the year for which the application was made, including those from other Town departments, other Local Governments, the Province, Federal Government, or other agencies;
- h) Most recent facility inspection;
- i) Organization's Bylaws;
- j) Any other information as requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

FN-24-098 RECREATIONAL/CULTURAL OPERATING PROGRAM

APPLICATION FORM



Directions for completing the grant application:

- Read the Recreational/Cultural Operating Program Guidelines.
- Answer all questions on the form.
- Include all required attachments.
- Return completed applications to:
Town of Bonnyville
Bag 1006
Bonnyville, AB T9N 2J7
or by email at admin@town.bonnyville.ab.ca
- For information on completing this application visit our website at www.town.bonnyville.ab.ca
- For questions, contact the Town Administration Office at 780-826-3496 or by email at admin@town.bonnyville.ab.ca

Applications must be submitted by August 31st for requests for the following year, unless otherwise directed.

Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name):	
2. Act your group is registered under (e.g. Societies Act, Agricultural Societies Act):	
3. Location of Organization's Facilities:	
4. Organization Phone Number:	
5. Organization Email:	

Applicant Contact Information

Primary Contact Person:

6. Contact Person:	
7. Contact Email:	
8. Contact Phone:	9. Primary Contact Phone (cell):

Secondary Contact Person

10. Contact Person:	
11. Contact Email:	
12. Contact Phone:	13. Secondary Contact Phone (cell):

Organization Information Checklist

Does your Organization:	(Yes/No)
14. Operate for the purpose of providing cultural or recreational services to the residents of the Town of Bonnyville?	
15. Own a facility in the Town of Bonnyville and/or have a long-term lease for a facility in the Town of Bonnyville, whereby the organization is responsible for the overall costs of operating that facility?	
16. Is this facility a museum, community hall, agricultural hall, senior's club, outdoor recreation or sports grounds, or other similar indoor or outdoor space?	
17. Deliver its programming and service out of the facility referred to in the previous question?	
18. Incur the majority of its operational expenses through the delivery of cultural or recreational services?	
19. Offer membership and services to members of the public?	

Organization Background

20. What is your organization's primary purpose and objectives?
21. Please provide a brief description of any day-to-day programming and services offered by your organization.

<p>22. Please provide a brief description of the amenities and features of your organization's facilities (for example, dance hall, kitchen, curling rink, seniors centre, baseball diamonds, etc).</p>
<p>23. Does your organization intend to hire or purchase goods and services from persons who are, or are related to, members of your board or the organization's employees? If yes, what steps will your organization take to ensure it is procuring goods and services in a fair and transparent manner?</p>

Funding Request

<p>24. How much funding is your organization requesting? Please specify the dollar amount in the adjacent cell. (This must be the same amount identified in the attached Operating Budget)</p>	
---	--

Submission Attachment Checklist

Required Attachments

Please include the following attachments:

1. Operating Budget (using the provided budget template)
2. Reserve Funding Sheet (using the provided template)
3. Organization’s most recent financial statements (if not previously provided)
4. List of the organization’s officers and directors, and their contact information
5. Board Approved Motion Supporting the Application
6. Copy of your organization’s Insurance Certificates

Recreational/Cultural Operating Program

Application Certification

I Certify that:

1. The information contained in this application and supporting documents is true and accurate.
2. That the required attachments are true copies and have been included with the application, or have been previously provided. The required attachments form part of this application.
3. That I am duly authorized on behalf of the applicant organization to submit this application, and that the organization is in support of this application.
4. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.
5. I have read the Recreational/Cultural Operational Grant Program Guidelines and understand that any approved funding will be subject to those guidelines, unless otherwise stated.
6. I acknowledge that, should funding be approved, the organization will be required to enter into a grant funding agreement with the Town of Bonnyville.

Organization Name	
Signature of Authorized Representative	
Name of Authorized Representative	
Title of Authorized Representative	
Phone Number	
Email	

Please keep a copy of this application for your records

FOIP Statement

The personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the Town's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the Town's FOIP Coordinator at (780) 826-3496.

POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL OPERATING PROGRAM

INSTRUCTIONS - OPERATING BUDGET

A **Operating Year:** Please specify the 12 month term that this budget refers to.

Enter this number into Cell A in the Operating Budget

B **Town Operational Grant Request:** Please enter the amount of grant funding as stated on the application. This must be the same amount identified in Section 24 of the application. **Enter this number into Cell B in the Operating Budget.**

C **Other Operational Revenues:** This is the revenues your organization may use to offset operational costs, apart from this grant funding request.

You should include all revenues you anticipate in the operating year, including: facility rental fees, other grants for operational expenses, programming revenues, membership fees, and any other types of operating revenues. You should also include donations, casino revenues, and other fundraising and event revenues, assuming that you are capable of spending these on operational costs. Also include money your organization has received or already possessed prior to your operating year which you plan to spend on operational costs.

Not all the categories listed in the budget document may apply to your organization. You may choose to consolidate or reorganize the categories as necessary, as long as you preserve the distinctions between major categories which are relevant to your organization.

DO NOT INCLUDE grant revenue provided specifically for capital projects (e.g., CFEP grants, Town Capital Grants) or other grants or donations which have stipulations that require the money to be spent on specific costs that are not listed in your operational expenses section of your budget.

If you are completing this form on the computer, the sum total of all categories will calculate automatically.

D **Operational Expenses:** This includes all expenses from your organization's operations, **including** events, but does **not** include capital project expenses.

You should include event and fundraiser costs, programming costs, utilities, office supplies, wages, honorariums, and all other operating costs you anticipate in your operating year, except for capital costs.

Identify the expenses for each category in the budget. Not all categories listed in the budget document may apply to your organization. You may choose to consolidate or reorganize the categories as necessary, as long as you preserve the distinctions between major categories which are relevant to your organization.

The sum total of all the categories will automatically calculate in Cell D if you are

completing this form on the computer. If you are filling out a paper form, please add up the categories and enter it into Cell D.

- E **Operational Surplus:** This is the amount of money the organization will generate (profits) after it has paid its operational expenses.

If you are completing this form on the computer, this will automatically calculate in Cell E by subtracting the Operational Expenses (D) from the Operational Revenues (C). If you are filling out a paper form, please add up the categories and enter it into Cell E.

**POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL OPERATING PROGRAM
BUDGET TEMPLATE**



(Month/Day/Year) to
(Month/Day/Year)

For Period:

--

(Cell A)

SEE INSTRUCTIONS PRIOR TO COMPLETING

Town Operational Grant Request

Please enter the amount of grant funding you are seeking from the Town with this grant application. Enter the amount in the adjacent cell (Cell B).

\$	-
----	---

Other Operational Revenues

Please identify your other Revenues by Major Category

	Operational Grants (CIP, Agricultural Society Grants, Etc.)	\$	-
	Events (gross revenues)	\$	-
	Facility Rentals	\$	-
	Concessions	\$	-
	Admission and Entry Fees	\$	-
	Sales of Goods	\$	-
	Programming Fees	\$	-
	Membership Fees	\$	-
	Donations	\$	-
	Casino (Gross Revenues)	\$	-
	Bingo/Raffle (Gross Revenues)	\$	-
	Bank Interest	\$	-
	Other - Please Specify	\$	-
	Other - Please Specify	\$	-
	Total (Cell C)	\$	-

OPERATIONAL EXPENSES

Please identify the Expenses by Major Category

(enter values below,
when applicable)

	Building Supplies	\$	-
	Materials	\$	-
	Utilities (Power, Water, Heating)	\$	-

Waste Removal	\$	-
Telephone, Fax, Security Systems	\$	-
Routine Repairs and Maintenance	\$	-
Grounds Keeping	\$	-
Insurance	\$	-
Bookkeeping	\$	-
Volunteer and Program Personnel	\$	-
Office Supplies	\$	-
Staffing and Benefits	\$	-
Programming Costs	\$	-
Licenses, Fees and Memberships	\$	-
Volunteer Development and Training	\$	-
Travel and Meals	\$	-
Advertising and Promotion	\$	-
Non-Refundable GST	\$	-
Alarm System	\$	-
Mortgage and Loan Payments	\$	-
Gifts	\$	-
Endowment Funds	\$	-
Donations	\$	-
Contracted Fundraising Services	\$	-
Honorariums	\$	-
Concession Costs	\$	-
Events and Other Fundraising Costs (Gross Event Costs, Casino Costs, Etc.)	\$	-
GST - Refundable Portion	\$	-
Other - Please Specify	\$	-
Other - Please Specify	\$	-
Other - Please Specify	\$	-
Total (Cell D)	\$	-

Operational Surplus/Deficit (Cell E)	\$	-
---	----	---

**POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL
OPERATING PROGRAM INSTRUCTIONS - RESERVE FUNDING**

- A** **Date of Information:** Please specify the "as of" date of the information provided.
Enter the into Cell A.

- B** **Reserve Funding:** For the purpose of this application, reserve funding is defined as the amount of cash and cash equivalents your organization could apply to operations and other projects. Simply put, it is the money your organization possesses which it has discretion over. It **does not** include money from capital project grants (externally restricted grants that cannot be spent on operational costs).

The amount of Reserve Funding you identify should be the total sum of your cash, GIC's, and other cash equivalents. This includes money in savings, chequing, and other investment accounts. It also includes money in casino and bingo accounts, so long as your organization can spend it against operations.

Do not include money in accounts that must be spent on capital projects, or money from your reserves that is included as a revenue in your operating budget.

- C** **Allocation of Reserve Funding:** This section identifies how your organization has earmarked its Reserve Funding. This should include capital projects, or special projects with costs that are not included in the operational budget.

Identify the specific project (write the name) and the amount of Reserve Funding allocated to it. If this form is completed on a computer, it will automatically enter the total allocated Reserve Funding in Cell C. If this form is completed by hand, please calculate the total and enter this amount into Cell C.

- D** **Unallocated Reserve Funding:** This is the amount of reserve funding that is not allocated to any projects.

If you are completing this form on the computer, it will automatically calculate. If this form is completed by hand, please calculate this amount by subtracting the value in C.

**POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL OPERATING PROGRAM
Reserve Funding Template**



See Instructions Prior to Completing

(Month/Day/Year)

As of:

(Cell A)

Reserve Funding: \$

(Cell B)

Allocation of Reserve Funding:

Project/Activity Name (enter name of project/activity below)	Amount (Enter Amount)
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total (Cell C)	\$ -

Unallocated Reserve Funding \$

(Cell D)

FN-24-098 RECREATIONAL/CULTURAL OPERATING FUNDING PROGRAM

ACCOUNTABILITY REPORT



The purpose of this form is to provide the Town of Bonnyville with information regarding how operational funding provided under the Recreational/Cultural Operating Funding Program was spent.

All organizations which received grant funding under the Recreational/Cultural Operating Funding Program must complete the Accountability Report by April 30th of the year following the year which funding was provided.

Directions for completing the Accountability Report

- Complete, sign, and date the form;
- Return completed applications to:
Town of Bonnyville
Bag 1006
Bonnyville, AB T9N 2J7
or by email at admin@town.bonnyville.ab.ca
- For questions, contact the Town Administration Office at 780-826-3496 or email admin@town.bonnyville.ab.ca

A. General information

Organization Name:	
Contact Person:	
Contact Email:	
Contact Phone:	
Primary Contact Phone (Cell):	

B. Grant Information

Funding Year¹:	
Period in which the grant funding was spent²:	
Operational funding provided to your organization (\$) ³:	
Operational funding spent (\$):	
Unspent funding (\$):	

1. Example: Funding issued in 2024 would be funding provided for year 2023/2024.
2. This will normally be your organizations fiscal year.
3. This is the total operational funding approved to your organization in the funding year

C. Organization Activities

Please provide a summary of the programs and services your organization provided during the period for which the funding was spent. If your organization produces an annual report or other publication, you may include it with this report.

As an authorized representative of the organization, I confirm that the information provided in this report is true and accurate and that the grant funding has been spent according to the eligible costs outlined in the Recreational/Cultural Operating Funding Program Guidelines.

(Signature of Authorized Representative)

(Date)

(Name of Authorized Representative)

(Title)

(Phone)

(Email)

Please keep a copy of this report for your records.

FOIP Statement

The personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the Town's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the Town's FOIP Coordinator at (780) 826-3496.

Between:

TOWN OF BONNYVILLE, in the Province of Alberta
(hereinafter referred to as the "Town")

OF THE FIRST PART

-and-

_____, in the Province of Alberta
(hereinafter referred to as the "Organization")

OF THE SECOND PART

WHEREAS the Town of Bonnyville may provide grants to a person or organization for the purposes related to any program, service or other matter of concern for the Town of Bonnyville.

WHEREAS the Town of Bonnyville offers funding through its **Recreational/Cultural Operating Funding Program**

AND WHEREAS the Organization has submitted a request for funding which has been evaluated as part of **Recreational/Cultural Operating Funding Program**

AND WHEREAS the Town has approved funding for the Organization's request **Policy No. 24-FN-098**, subject to the conditions identified in this Agreement.

AND WHEREAS it is deemed proper and expedient for the Town and the Organization to enter into this agreement;

NOW THEREFORE the parties hereto covenant and agree as follows:

1. DEFINITIONS

- 1.1 The "Activity" means the **{Name of the Project, Program, Event or Activity}** as identified in the "Eligibility Activity" section of the Agreement.
- 1.2 The "Agreement" means this agreement, including all its schedules.
- 1.3 The "Agreement Body Document" means this agreement, excluding its Schedules.
- 1.4 "Audit" means any type of review, analysis, inquiry, inspection, examination, etc. of financial information and may include a Forensic Audit, Audit Engagement, Review Engagement, Compilation Engagement, or any other format.

- 1.5 The “Contribution” means the contribution of funds by the Town to the Organization for the purpose of the Activity.
- 1.6 The “Completion Date” means {Day/Month/Year}.
- 1.7 The “Funding Request” means the request for funding from the Organization to the Town as identified in Schedule B, which forms part of this Agreement.
- 1.8 The “Program Guidelines” means the Recreational/Cultural Operating Funding Program Guidelines, which are attached as Schedule A, which forms part of this Agreement.
- 1.9 The “Organization” means {Organization’s Official Operating Name and Registration Date and Act}.
- 1.10 The “Start Date” means {Day/Month/Year}.
- 1.11 The “Town” means the Town of Bonnyville.

2. PROGRAM GUIDELINES REQUIREMENTS

- 2.1 The Organization shall be bound by the requirements imposed on grant recipients by the Program Guidelines, unless superseded by other areas of this Agreement.

3. PREVAILING AGREEMENT

- 3.1 In the event of any inconsistencies between the Program Guidelines, the Funding Request, and the contents of the Agreement Body Document, the Program Guidelines shall supersede the Funding Request, and the Agreement Body Document shall supersede them both.

4. THE CONTRIBUTION

- 4.1 The provision of this funding is subject to the requirements and conditions of this agreement.
- 4.2 The Organization acknowledges that provision of the Contribution is at the discretion of the Town, and any obligations and liability of the Town pursuant to this Agreement are solely restricted to the payment of the Contribution or any applicable portion thereof in accordance with the express requirements of this Agreement. The Organization assumes full and sole financial and legal responsibility for the delivery of the Activity.

- 4.3 The Organization shall be responsible for all other costs not supported by the grant funding pursuant to this Agreement.
- 4.4 The Contribution will not exceed the actual eligible cash expenses of the Activity.
- 4.5 The Organization cannot apply the Contribution to costs which are already supported by other grant funding.
- 4.6 The Organization will not provide the Contribution to a third party without prior consent by the Town. If the Organization is given permission to do so, it acknowledges that it will be liable for the full amount of the Contribution, even if the Organization has paid all or part of the Contribution to a third party who has spent the money.
- 4.7 Without limiting the foregoing, the Organization acknowledges that it will be responsible for ensuring that the requirements imposed upon them itself by this Agreement are being met by any third parties, in the event that any portion of the Contribution is provided to a third party, or in the event the Organization contracts or assigns any obligation hereunder to such third party.
- 4.8 The Contribution, or any portion thereof, that is not spent in accordance with this Agreement, must be repaid to the Town, upon request.

5. PAYMENT OF THE CONTRIBUTION

- 5.1 The Town may release the Contribution in part or in full, in its discretion.
- 5.2 {No portion of the Contribution will be advanced until the following is provided:}
{List of any required documents or confirmations}
Or
{Other payment schedule}
- 5.3 The Organization's right to retain any advanced portion of the Contribution is conditional upon its fulfillment of its obligations under this Agreement.

6. ELIGIBLE ACTIVITY

- 6.1 The Contribution is being provided to support the Activity as identified in the Funding Request, insofar as it is in accordance with the Program Guidelines, subject to any limitations or waivers as specified below:
{List of any limitations or special conditions identified below}
- 6.2 The Contribution may only be used to fund the Activity, consistent with the requirements of the Funding Request and the Program Guidelines.

- 6.3 The Organization will not change the scope or nature of the Activity without prior written consent from the Town. Failure to notify the Town prior to the alterations in the scope of the Activity may render certain costs ineligible.
- 6.4 If the Activity is not complete by the Completion Date, the Organization may request an extension. The Organization will be notified in writing if an extension is approved.

7. ELIGIBLE EXPENSES

- 7.1 The Contribution may only be used for those types of expenses identified in the Funding Request, insofar as it is in accordance with the Program Guidelines, subject to any limitations or waivers as specified below:
{List of any limitations or special conditions identified below}
- 7.2 With the prior written consent of the Town, the Organization may use the Contribution for expenses other than those listed in the Funding Request, so long as it meets the Program Guidelines.
- 7.3 Only expenses incurred between **{Start Date}** and **{End Date}** may be considered an Eligible Expense.

8. ACKNOWLEDGEMENT OF THE GRANT CONTRIBUTION

- 8.1 The Organization must publicly acknowledge the Town's support for the Activity unless it is not practical or reasonable to do so.

9. GRANT REPORTING

- 9.1 The Town may, with reasonable notice, request an interim report for the project, including a summary of expenses and activities completed to date.
- 9.2 The Organization will submit a final report using the prescribed forms and provide the documentation requested to the Town.
- 9.3 **The final report is due {day/month/year}.**
- 9.4 The Organization may request an extension to the final reporting. The Town, at its discretion, may provide this extension. The Organization will be notified in writing if an extension is granted.

10. COST SHARING

- 10.1 The Contribution will equal **{x%}** of Eligible Expenses, or **{specify the amount identified in the "Contribution" Section}**, whichever is less, subject to other areas of this agreement.

- 10.2 Only expenses that are part of the Activity will be considered when determining whether the cost-sharing requirements are met.

11. CONFLICT OF INTEREST

- 11.1 The Organization and its employees, directors and officers:
- a) Shall conduct their duties related to the Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;
 - b) Shall not influence, seek to influence, or otherwise make any decision with respect to the Contribution or Activity, knowing that the decision might further their private interests except as expressly contemplated herein;
 - c) Shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to the Agreement, that causes, or would appear to cause, a conflict of interest or personal benefit; and
 - d) Shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to the Agreement, and if such financial interest is acquired during the term of the Agreement, the Organization shall promptly declare it to the Town.
- 11.2 The Organization shall immediately disclose any potential conflict of interest with respect to the Contribution or Activity and agrees that in the event of a conflict of interest (whether or not disclosed to the Town) or breach of the foregoing obligations, without limiting any other rights or remedies it may have, the Town may terminate this Agreement and suspend payment of any remaining portion of the Contribution.
- 11.3 **Notwithstanding the foregoing, the Town will permit the following, which has been disclosed in the Funding Request, subject to the requirements identified below:**
- a) **{Descriptor of Conflict of Interest}**
{Mitigation:}
 - b) **{Descriptor of Conflict of Interest}**
{Mitigation:}

12. DISCLOSURE OF INFORMATION

- 12.1 The Town, or someone formally appointed by the Town, may conduct an audit of all financial related records associated with the terms of this Agreement. The Organization

shall at all times during the term of this Agreement, and for a period of 3 years after the end of the Agreement, keep and maintain records of use of the funding pursuant to this Agreement. This shall include any records and documentation that support actions taken by the Organization. The Organization shall at its own expense make such records available for inspection and audit by the Town at all reasonable times without prior notice.

12.2 Cost of any audits conducted under the authority of this section and not addressed elsewhere shall be borne by the Town, except to the extent such audits identify a breach of the Organization's obligations under this Agreement.

12.3 At any time during the term of the Agreement, the Town may request the Organization to provide information related to the Activity or the operation of the Organization as a whole to ensure that the Organization is operating in a manner which is transparent, safe, and fiscally responsible, or to ensure that the Organization is compliant with other requirements imposed by other legislation or regulations. Upon request, the Organization shall provide this information, with prior notice.

13. FREEDON OF INFORMATION AND PRIVACY ACT

13.1 The Organization acknowledges that the Town is subject to the *Freedom of Information and Protection of Privacy Act (FOIP)* and agrees that any information provided to the Town regarding the contribution, the Activity, or other related business may be made public subject to applicable exceptions under the *Freedom of Information and Protection of Privacy Act (FOIP)*.

14. GOVERNANCE OF THE ORGANIZATION

14.1 The Organization shall be governed by, subject to, and shall comply with the Act(s) under which it is incorporated, as amended, all regulations passed pursuant thereto, and its own bylaws.

15. TERM AND TERMINATION

15.1 This Agreement shall continue in force and effect until all obligations of the parties hereto with respect to this Agreement have been satisfied, or unless earlier terminated in accordance with this Agreement.

15.2 The Agreement will be considered terminated when the final report is provided by the Organization, reviewed by the Town, and when any portion of the Contribution not spent in accordance with this Agreement is returned.

15.3 The Agreement may be terminated immediately upon:

- a) Mutual consent;
- b) 30 days written notice by either party;

- c) Default by the Organization in the performance of any of its obligations under the Agreement;
- d) If the Organization becomes insolvent; or
- e) If the Organization ceases to exist or function as a non-profit organization.

15.4 Should this Agreement be terminated pursuant to this section, a final report will determine the final payment by either party, as required.

15.5 All provisions that logically ought to survive termination of this Agreement shall survive, including without limitation the indemnification obligations set out in section 18 of this Agreement.

16. RELATIONSHIP OF THE PARTIES

16.1 Nothing herein contained shall create a relationship of employment, partnership, agency, joint venture or joint enterprise as between the parties. The Organization shall remain fully responsible and liable for its own costs, expenses, benefits and employees. The Town shall not have any obligations, liability or responsibility to or for the Organization's employees, nor shall the Town be required to make any additional Contributions or payment to the Organization, or the Activity.

16.2 Unless explicitly stated, the Organization shall undertake the Activity, and enter into all contracts related thereto, in its own name. The Town shall have no liability in regard thereto.

17. INDEMNIFICATION

18.1 The Organization hereby indemnifies and saves harmless the Town, and its employees, agents, servants, volunteers, elected representatives, officers, officials, and representatives from and against all claims, proceedings, actions, costs, expenses, damages and demands in respect of or related to the Activity, or anything arising from or connected to this Agreement or any breach of this Agreement, including, but not limited to, any death, injury, loss or damage to person or property howsoever caused, including legal costs on a solicitor and their own client basis.

18. INSURANCE

18.1 The Organization shall obtain and maintain an appropriate level of insurance coverage.

18.2 The Organization shall, without limiting its liabilities herein:

- a) Insure its operations under a contract of general liability insurance an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage.
- b) Insure its building and contents under a contract of property insurance based on the current replacement cost.

18.3 The Organization shall endeavor to consider obtaining the following types of insurance coverage:

a) Officers and Directors Liability;

b) Bond and Crime; and

c) Volunteer Accident.

18.4 The Organization shall, without limiting its liabilities herein:

a) Insure its operations under a contract of general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage.

b) Insure its building and contents under a contract of property insurance based on the current replacement cost, accounting for the increased value from the Activity.

c) Obtain insurance coverage for its Activity, including Builder's Risk insurance, when appropriate.

19. THIRD PARTY AUTHORIZATIONS

19.1 The Organization shall obtain all the necessary permits and approvals to conduct the activity, and payment of the Contribution shall not constitute a development permit or any other applicable permit or approval that may otherwise be required with respect to the Activity.

20. ASSIGNMENT AND BENEFIT

20.1 This Agreement may not be assigned, in whole or in part, by either of the parties, without the written consent of the other, which consent may be arbitrarily withheld.

20.2 This Agreement shall endure to the benefit of, and be binding upon, the parties hereto and their heirs, successors, representatives and permitted assigns.

21. GENERAL

21.1 Upon execution, this Agreement constitutes an acceptance between the Town and the Organization of the terms and conditions herein.

21.2 A waiver of any breach of a provision of this Agreement shall not be binding upon either party, unless the waiver is in writing. The waiver shall not affect the rights of either party with respect to any future breach.

- 21.3 This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced in writing and executed by the parties.
- 21.4 This Agreement is bound by the laws of the Province of Alberta.
- 21.5 Time is of the essence in this Agreement, and if either shall fail to perform the covenants on their part, within a reasonable time, the other party may elect to terminate this Agreement.
- 21.6 This Agreement embodies the entire agreement between the Organization and the Town. The parties shall not be bound by or liable for any statement, representation, promise, inducement or understanding of any kind or nature not stated in this Agreement. No additional changes, amendments or modifications of any of the terms or conditions of the Agreement shall be valid unless reduced to in writing and signed by both parties.
- 21.7 If any term, covenant or condition of this Agreement shall be declared invalid by a court of a competent jurisdiction, the invalid portion shall be severed, and the remainder of the Agreement shall be deemed valid.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

The Organization:

Name of Authorized Signing Officer

Signature of Authorized Signing Officer

Date

Town of Bonnyville:

Name of Authorized Signing Officer

Signature of Authorized Signing Officer

Witness

Name of Witness

Witness

Name of Witness

Date

SAMPLE

SCHEDULE A "PROGRAM GUIDELINES"

FN-24-098 RECREATIONAL/CULTURAL OPERATING FUNDING PROGRAM PROGRAM GUIDELINES TOWN OF BONNYVILLE



*For additional questions or information, contact the Town Administration Office at 780-826-3496 or by email to admin@town.bonnyville.ab.ca

1. Overall Program Objective

The Recreational/Cultural Operating Program is available to eligible organizations for operational expenses. These operational expenses must be those that generally reoccur from year to year and are those which exist presently. These operational expenses must be connected to the organization's facilities, and the programs and services delivered from those facilities.

2. Program Structure

On an annual basis, the Town of Bonnyville may budget funding for the program. Funding requests are then reviewed together. The amount of funding provided to applicants depends on the assessment of the applications, along with the total amount of funding available for the program for that year.

Following their operating year, organizations which are approved for funding will be required to provide a final report identifying how the funding was used.

3. Eligible Organizations

The following organizations may apply for funding:

- a) Aurora Visual Arts
- b) Bonnyville & District Centennial Centre
- c) Bonnyville & District Historical Society
- d) Bonnyville Curling Club
- e) Bonnyville Football Association
- f) Bonnyville Municipal Library
- g) Riverland Recreational Trail Society

Organizations that don't appear on the above list but wish to apply for funding, must meet the following requirements:

- The organization must be a Cultural/Recreational Organization. This is defined as an organization with a core mandate of delivering programs or services with the objective of enjoyment, amusement, pleasure or contemplation. This includes organizations such as museums, community halls, agricultural halls, senior's clubs, art clubs, and sports organizations;

- The organization's primary expenses must be directly related to its mandate as a Recreational and Cultural Organization and be tied to the facility from which they deliver their relevant services and programming;
- The organization must own their own facility, or have a long-term lease and be generally responsible for facility costs such as a power, utilities, and general upkeep of the facility;
- The facility in question must be a community hall, agricultural hall, seniors centre, museum, outdoor recreation or sports ground, or other similar indoor or outdoor space;
- Membership to the organization must be open to the public, and the organization must offer programs or services that serve the general public;
- Organizations must be physically based within the Town of Bonnyville, and primarily serve the residents of the Town of Bonnyville; and
- The organization must be a provincially or federally incorporated non-profit organization that is in good standing.

Organizations wishing to be added to the list of eligible organizations must make a request prior to the submission deadline and review of applications. Organizations making this request will be required to provide information about their organization.

4. Eligible Activities

Organizations applying for funding must identify a consecutive 12-month period in which they intend to use the funding. This period is normally expected to follow the organization's fiscal year. For organizations with a fiscal year that is the same as the calendar year, it is expected that the funding will be applied to costs in the upcoming calendar year. If an organization has a fiscal year that is different than the calendar year, the organization may apply for funding for the fiscal year they are currently in, provided that no more than 6 months of their fiscal year has occurred as of the date on which the application was submitted.

5. Eligible Expenses

The following are eligible expenses:

Facility Operating Costs:

- a) Building Supplies
- b) Materials
- c) Utilities (Power, Water, Heating)
- d) Waste Removal
- e) Telephone, Fax, Security Systems
- f) Garbage Removal
- g) Repairs and Maintenance
- h) Grounds Keeping
- i) Insurance, including property insurance, volunteer liability insurance, bond & crime, and comprehensive general liability insurance
- j) Bookkeeping
- k) Accountant fees related to the preparation of financial statements
- l) Other facility operating costs, at the discretion of Administration

Other Eligible Operating Expenses:

- a) Volunteer and Program Personnel
- b) Office Supplies
- c) Staffing as it pertains to the operation of the facility
- d) Programming Costs
- e) Licenses, Fees and Memberships
- f) Volunteer Development and Training
- g) Travel and Meals
- h) Advertising and Promotion
- i) Non-Refundable GST
- j) Other eligible operating expenses, at the discretion of Administration.

Expenses that are **ineligible** include, but are not limited to:

- a) Amortization
- b) Debt and fund reduction
- c) Gifts
- d) Endowment funds
- e) Donations
- f) Contracted fundraising professionals and grant writing
- g) Event costs
- h) Honorariums
- i) Capital projects and costs
- j) Alcohol
- k) Other ineligible expenses, at the discretion of Administration

6. Grant Term

The grant term will cover the length of the 12-month operating year, as well as any reporting and disclosure requirements. Normally, final reporting will be due in April in the year following the grant year.

7. Funding Request Requirements

Organizations must use the application forms prescribed by the Town and include the required attachments. Additional information or documentation may be requested to supplement the information provided in the application.

An authorized individual is required to sign off on the application.

Organizations may be asked to present their funding request to Council. In this case, Town of Bonnyville Administration will contact the organization to schedule a presentation date.

8. Application Submission Deadlines

Applications are normally due August 31st, unless otherwise specified.

9. Funding Levels

Funding is based on previous expenses incurred by the organization. This will be determined by considering the organization's financial statements. Organizations are expected to supply the Town with their most recently available financial statements by the application intake deadline.

Some organizations have their insurance costs, or other operating expenses paid for directly by the Town. For the purpose of determining grant funding, the in-kind value of these contributions will be considered part of the operational funding provided under this policy, when it is reasonable and feasible to do so. The actual cash grant paid to an organization will equal the approved grant, less the value of any in-kind contribution for insurance or other operational expenses covered directly by the Town.

The level of funding approved will also take into consideration the applicant's operating revenues and expenses, along with the organizations reserves, and how these reserves are allocated. This will be based on the submitted budget and reserve funding information submitted along with the application.

10. Funding Review and Approval

Administration will only recommend funding to applications which meet the program requirements.

Council will review and approve funding requests. This normally happens during budget deliberations with final approval in April.

Organizations may be asked to provide additional information.

Council may choose to approve funding to applications, which do not necessarily comply with all the program requirements, or approve more or less funding to (an) organization(s), if they deem it appropriate to do so.

Organizations which are approved for funding will receive written notification.

11. Grant Funding Agreement

If an organization is approved for funding, they will be required to enter into a grant funding agreement with the Town of Bonnyville. The grant funding agreement will reflect the program requirements, in addition to any requirements that are deemed appropriate and necessary.

12. Payment of Grant Funding

Approved funding will normally be released in full. Applicant organizations may be provided with an advance of funding prior to funding approval, at the discretion of Administration and approval of Council.

13. Use of Grant Funds

Grant Funding may only be used for eligible expenses incurred by the applicant organization. The organization cannot apply Town grant funding to expenses which are already supported by other grant funding.

14. Facility Inspections

Organizations which receive funding must agree to give the Town (or someone assigned by the Town) permission to inspect their facility for the purpose of identifying deficits, maintenance needs, and ensuring that maintenance schedules are being followed.

15. Acknowledgement of the Grant Contribution

Organizations that receive grant funding must acknowledge the Town of Bonnyville as a sponsor for the organization, unless it is not practical or reasonable to do so.

16. Grant Reporting

Organizations are required to submit their financial statements and a final report using the prescribed reporting form by April 30th of the year following the grant year. Organization's will be required to specify how much of the grant funding was used.

Unspent funding must be returned to the Town, upon request.

17. Transparency

As part of the application, or while the funding agreement is active, organizations may be required to provide the Town with information or documents such as:

- a) Proof of Non-Profit Society Status for the current year;
- b) Proof of Insurance and Workers Compensation;
- c) Organization's most recent financial statements;
- d) Planned activities;
- e) List of the organization's officers and directors, and their contact information;
- f) Balance sheet identifying the year-to-date expenses for the current financial period;
- g) Pending and awarded grants for the year for which the application was made, including those from other Town departments, other Local Governments, the Province, Federal Government, or other agencies;
- h) Most recent facility inspection;
- i) Organization's Bylaws;
- j) Any other information as requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

**SCHEDULE B
“FUNDING REQUEST”**

SAMPLE