

**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](mailto: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 31<sup>st</sup>, 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 30<sup>th</sup> 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.