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## Community Capital Project Grant Policy

POLICY NUMBER: 202-AD-16

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Approval Date: November 22, 2016

Revise Date: March 25, 2025

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Supersedes:

Review Date:

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### 1.0 Policy Intent

The City of Cold Lake is committed to providing assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

### 2.0 Purpose

The purpose of the Community Capital Project Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible capital projects within the City of Cold Lake.

### 3.0 Policy Statement

3.1 The City of Cold Lake shall establish the Community Capital Grant Program to support the capital projects undertaken by eligible community organizations where their projects are aimed at assisting the development of community use facilities used for broad and inclusive recreation, sports, community wellness, arts, parks, culture or social services within the City of Cold Lake.

3.2 A standardized application process with one annual deadline will be used and all community organizations must apply to be considered.

3.3 The following guidelines shall be established to ensure transparent and consistent administration of the grant:

3.3.1 Eligibility criteria for community organizations;

3.3.2 Eligibility criteria for capital projects;

3.3.3 Match funding requirement;

3.3.4 Application Process;

3.3.5 Application Evaluation Criteria;

3.3.6 Funding Conditions & Parameters;

3.3.7 Reporting Requirements

3.4 The City of Cold Lake believes it is important to support projects which maximize the use of funds from other sources of investment. The maximum Community

Capital Project Grant allocation will be for 1/3 of the total cost of the capital project. All successful grant recipients must provide confirmation that at least 2/3 of the projects costs will be paid for by the community, excepting those organizations eligible under Section 4.1.3.1, which shall be eligible for 100% grant funding up to a maximum of \$50,000 annually.

#### **4.0 Managerial Guidelines**

##### **Eligibility criteria for community organizations**

- 4.1 In order for an organization to be deemed eligible to apply for the Community Capital Project Grant the organization must meet the following criteria:
  - 4.1.1 registered not-for-profit or registered charitable organization;
  - 4.1.2 based in the City of Cold Lake;
  - 4.1.3 the primary mandate of the organization must be to provide sports, recreation, arts, culture, social services, or community wellness within the City of Cold Lake;
    - 4.1.3.1 Notwithstanding Section 4.1.3, organizations whose primary function is to oversee and manage the operation of facilities and equipment eligible under Section 4.4.6 will also be eligible for a Community Capital Project Grant.
  - 4.1.4 have demonstrable sustainability.
- 4.2 A community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years, excepting those organizations eligible under Section 4.1.3.1, which may apply for one (1) Community Capital Project Grant of up to \$50,000 each year.

##### **Eligibility criteria for capital projects**

- 4.3 The project must be for at least one of the following:
  - 4.3.1 Construct a new facility;
  - 4.3.2 Expand a facility beyond its existing footprint;
  - 4.3.3 Retrofit an existing facility for a new use or purpose;
  - 4.3.4 Renovate an existing facility to remodel or restore the space;
  - 4.3.5 Upgrade the facility's mechanical, security or other technology;
  - 4.3.6 Replace or provide additional major equipment where that equipment supports a program and/or services which have a lifespan of five (5) years or more.
- 4.4 The facility or equipment must be used for at least one of the following:
  - 4.4.1 sports and recreation;
  - 4.4.2 arts and culture;
  - 4.4.3 social services;
  - 4.4.4 parks;
  - 4.4.5 community wellness;
  - 4.4.6 museum or historic archive services open to the public.

- 4.5 The project must create a new or enhanced service within the City of Cold Lake, which must be:
  - 4.5.1 accessible, affordable, and inclusive, providing broad opportunities for community members;
  - 4.5.2 sustainable for the facility;
  - 4.5.3 involve a strong volunteer base supporting the facility project while sustaining ongoing operations;
  - 4.5.4 supported by the community.
- 4.6 The project must not:
  - 4.6.1 have commenced prior to the application for funding under this grant program;
  - 4.6.2 already be receiving funding from another City of Cold Lake source.

**Match Funding Requirement**

- 4.7 A grant under this policy can be considered for up to 1/3 of the project costs. The City of Cold Lake operating or capital budget cannot be used for matching funding.
- 4.8 The applicant must be able to demonstrate that at least 2/3 of the project costs will be paid for by the community through:
  - 4.8.1 in-kind labor, services, equipment, or materials which is directly related to the project;
  - 4.8.2 monetary donations.
- 4.9 Volunteer time must be directly related to the project for which funding is being requested. The valuation of volunteer time and donations shall be:
  - 4.9.1 \$15.00/hour for unskilled labor;
  - 4.9.2 \$30.00/hour for skilled labor;
  - 4.9.3 Donated materials and professional services at verified fair market value;
  - 4.9.4 \$60.00/hour for donated heavy equipment, including transportation and operating costs.
- 4.10 Unskilled labor can only contribute to a maximum of 1/3 of the organizations' contributions.
- 4.11 Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.
- 4.12 Organizations eligible for a Community Capital Project Grant under Section 4.1.3.1 are exempt from the requirement to provide matching funds.

**Application Process**

- 4.13 Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the General Manager of Community Services) by March 1<sup>st</sup>. Applications will be considered once a year.

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- 4.14 As soon as practicable following the Community Grant Advisory Committee's meeting, the Committee shall provide a report of grant disbursement recommendations to Council at a Regular Meeting of Council.
- 4.15 The application package shall include:
- 4.15.1 All applications must be complete and executed by an authorized individual with the appropriate endorsement to submit the application;
  - 4.15.2 The applicant must be in good financial standing with the City;
  - 4.15.3 The following are required to be included in all grant applications:
    - 4.15.3.1 The name, address, and telephone number of the organization making the application;
    - 4.15.3.2 The name of the primary contact person for the application and their contact information if different from the organization;
    - 4.15.3.3 The status of the organization making the application (not-for-profit, registered charity, government, for profit, etc.);
    - 4.15.3.4 A copy of the organization's registration certificate showing their current directors and authorities;
    - 4.15.3.5 A clear indication of the request being made;
    - 4.15.3.6 Demonstrate need for financial support;
    - 4.15.3.7 A statement confirming the organization has not received funding and/or be in a partnership arrangement with City of Cold Lake, its Council or other City Departments or affiliates in the same fiscal year for the same purpose or projects. This includes any further requests for facility fee reductions using various municipal facilities;
  - 4.15.4 Confirmation of matching funding;
  - 4.15.5 The organization's last audited financial statements or the most recent financial statements submitted to Alberta Corporate Registry, whichever is more recent;
  - 4.15.6 Details on how the contribution will be acknowledged if approved;
  - 4.15.7 Letters of support from the community;
  - 4.15.8 Proof that the applicant has either land ownership for the location of the project, a long-term lease plus confirmation from the owner of permission to undertake the project, another form of confirmation of ownership/permission to undertake the project on the property.
  - 4.15.9 An outline of fundraising initiatives that include:
    - 4.15.9.1 A detailed list of all fundraising secured to date in relation to the application;
    - 4.15.9.2 An outline of all fundraising efforts in relation to the application.
  - 4.15.10 A detailed budget;
  - 4.15.11 Any additional information deemed appropriate to making a decision regarding the application;
  - 4.15.12 All applications should include a summary of efforts to source locally i.e. resources, labour, equipment, supplies and/or volunteers however, it will not form part of the Evaluation Criteria.

- 4.16 All applications received by the March 1<sup>st</sup> will be provided to the Cold Lake Community Grant Advisory Committee (the “Committee”) for consideration.
- 4.17 The Committee shall provide its recommendation to the Cold Lake City Council as soon as is reasonably possible following the March meeting of the Community Grant Advisory Committee.
- 4.18 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant as soon as is reasonably possible following the recommendations being provided by the Community Grant Advisory Committee.
- 4.19 Prior to receiving the grant funding, the grant recipient must:
  - 4.19.1 Where required, provide proof of the receipt of matching funding;
  - 4.19.2 Sign a Community Capital Project Grant Agreement with the City of Cold Lake.

#### **Application Evaluation Criteria**

- 4.20 The Committee may only consider providing funding to applicants that meet the following criteria:
  - 4.20.1 The applicant must be in good financial standing with the City;
  - 4.20.2 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy;
  - 4.20.3 The application must be for a capital project that meets all eligibility criteria for capital projects pursuant to this policy;
  - 4.20.4 The matching funding requirements pursuant to this policy must be met;
  - 4.20.5 Applicants are required to attend as a delegation to answer questions on their application.
- 4.21 The Committee may consider the extent to which the project will potentially impact the community by considering the following:
  - 4.21.1 The demographics of the community who will be served by the project;
  - 4.21.2 The accessibility of the facility and the number of community members who may potentially benefit from the project outside of the applicant’s direct membership;
  - 4.21.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
  - 4.21.4 The potential longevity of the project;
  - 4.21.5 How the project will benefit the community;
  - 4.21.6 The applicant’s ability to complete the project successfully including how the matching component and total project funding will be provided;
  - 4.21.7 The applicant’s demonstration of community service within Cold Lake;
  - 4.21.8 The extent to which the project duplicates other available facilities in the area.
- 4.22 The Committee shall also consider the availability of funding for the current year’s grants. Due to financial limitations, not all requests which meet the evaluation criteria will receive funding. Some requests may receive partial funding.

**Funding Conditions & Parameters**

- 4.23 Funding cannot be used for commercial or private sector facilities.
- 4.24 The applicant is responsible for all development, operational requirements of the project and must ensure all permits and approvals are obtained as required.
- 4.25 The maximum level of funding for any one applicant shall be fifty thousand dollars (\$50,000).
- 4.26 If the actual costs of the project are less than the original project estimate, the amount of the grant will be revised accordingly.

**Reporting Requirements**

- 4.27 A funding agreement provided by the City must be executed for all funding authorized under this policy.
- 4.28 The grant recipient must submit reports twice a year at regular intervals during the course of construction of the project, which will include a detailed project update and a current project financial statement. All Community Capital Project Grant final reports will be reviewed and checked by the Committee and reported to Council.
- 4.29 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant application/approval.
- 4.30 It shall be the responsibility of the grant recipient to submit the following within sixty (60) days of the project completion:
  - 4.30.1 A summary of the project outcomes and community impact;
  - 4.30.2 Signed financial statements of all income and expenses connected with the project including receipts.
- 4.31 If a grant recipient's project is cancelled, or not completed within two (2) years of the approval of the grant funding, any unexpended funds shall be returned to the City unless Council provides otherwise by resolution.
- 4.32 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.
- 4.33 The City reserves the right to publish the name of an organization or individual in receipt of the grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.

**Grant Fund**

- 4.34 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Community Capital Grant program for the following fiscal year, and whether any funding for the program shall be restricted for those applicants eligible under Section 4.1.3.1.

4.35 At its discretion, Council may decide not to allocate the total funds available for the Community Capital Grant program for that year. If all funds are not allocated, Council shall determine during the budget process at the end of year whether to restrict the funds or allow them to enter general surplus.

4.36 Council shall have the discretion to provide additional funding for the Community Capital Grant program in excess of what was originally budgeted, if deemed appropriate.

**5.0 References**

**6.0 Persons Affected**

Cold Lake City Council  
Cold Lake Recreation and Culture Advisory Committee  
Members of the public

**7.0 Revision/Review History**

October 8, 2024 – Amended by Motion No. CRM20241008 – Sections 4.13, 4.14.1, 4.14.2, 4.14.3 - 4.14.3.7, 4.14.5, 4.14.6, 4.14.9 - 4.14.12, 4.15 - 4.17, 4.19, 4.19.1, 4.19.4, 4.19.5, 4.20, 4.21, 4.26 - 4.28, 4.31, 4.32.

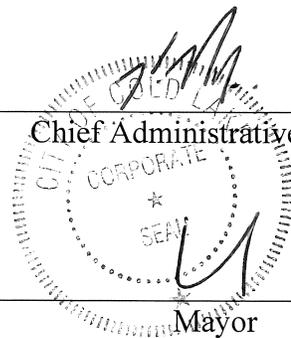
March 25, 2025 – Amended by Motion No. CRM20250325.1007 – Sections 3.4, 4.1, 4.1.3.1, 4.2, 4.3.6, 4.4.6, 4.12, 4.17, 4.18, 4.19.1, 4.28, 4.34.

April 1, 2025

Date

April 1, 2025

Date



Chief Administrative Officer

Mayor