



Flagstaff County Recreation Grant Guidelines

Goal

Council's goal is to offer recreation funding as an essential means for enhancing individual well-being, community vitality and economic sustainability. At the beginning of each year, a total of \$750,000 in recreation funding is distributed to the ten Agricultural Societies within the region. It is the Agricultural Societies responsibility to distribute funding to organizations within the communities. The amount of funding provided to each society is based upon a formula of the percentage of the rural population applied to the total population of each community. It is Council's belief that with funding allocations in the hands of the community's Agricultural Society, the needs of the region will be best determined through the eye's of the citizens. To view previous year's funding allocations, please visit our website at www.flagstaff.ab.ca.

How to Apply

All applications must be submitted to the Agricultural Societies. Applicants may request funding from more than one society, organizations are not restricted to the local society. The Agricultural Society will either approve or reject any proposals presented to them. Funding will be distributed by the Agricultural Society, not Flagstaff County.

Eligible Applicants

The recreation grant is a conditional grant, meaning Flagstaff County encourages the Agricultural Societies to refrain from distributing funding to organizations that are not considered "recreation". The following conditions have been applied to the grant:

- i. Funds are to be strictly allocated for recreational facilities or activities; and the areas that are not permitted are: cemeteries, churches, museums, or business associations.
- ii. A non-profit or society number must be provided on the grant recipient reporting form (please see below for more details).
- iii. GST is not an eligible expense.
- iv. Each Agricultural Society must provide a detailed description of the use of the allocated funds and how they are utilized for recreation purposes.
- v. Any unallocated funds from the current grant year are to be carried over into the following year, allowing the Agricultural Society to distribute the unallocated funds for one additional year.

Grant Recipient Reporting Form

Municipal councils must ensure accountability of the use of public funds and ensure these funds are managed responsibly. In 2017, a reporting form was implemented to ensure Flagstaff County receives a consistent detailed description of how the grant funding is allocated each year. Grant recipients must provide financial reporting of these funds. Grant recipients are required to submit a detailed reporting form to the Agricultural Society of which they receive funding. If funding was received from more than one society, a form must be submitted to each society. Reporting forms are required to be submitted to the Agricultural Society once all funds are allocated, with a deadline of no later than September 1st. Grant recipient reporting forms are available online at www.flagstaff.ab.ca. Forms can be submitted both online or printed directly from the Flagstaff County website.

Agricultural Society Summary Form

Agricultural Societies are responsible for reporting how funds were allocated each grant year. The summary form is a spreadsheet that each society must complete outlining the organization, total funds that each organization requested, and what they were allocated. Attached to each individual Agricultural Societies summary will be the Grant Recipient Reporting Forms from each organization. The summary must be submitted to Flagstaff County by September 30th. Any unallocated funds from the current grant year are to be carried over into the following year and must be reported as allocated before the end of the carry-over year, allowing the Agricultural Society to distribute the unallocated funds for an additional funding year. Please disclose the carry-over amount on the summary form. A summary form can be found on the Flagstaff County website.

Questions or Concerns?

If you require further assistance with the grant recipient reporting form or the summary form, please contact our office. If you are unsure if your organization qualifies for recreation funding, please contact your local Agricultural Society.