



Flagstaff County Recreation Grant Guidelines

Goal

Council's goal is to offer recreation and parks funding as an essential means for enhancing quality of life and the health and wellbeing of individuals; communities and the economy in the region. At the beginning of each year recreation funding is distributed to the ten Agricultural Societies within the region. It is the Agricultural Societies responsibility to distribute funding to eligible organizations within the communities and region. 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.

Grant Conditions

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

- i. 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.
- ii. Funds cannot be utilized for servicing long term debt for recreation facilities.
- iii. Agricultural Societies may set funds aside in a low risk investment account (GIC) to assist with future projects allocated for recreational facilities or activities on behalf of an approved recipient.
- iv. Flagstaff County will provide 90% grant funding to Agricultural Societies and will release the remaining 10% **only** if all conditions of the grant are satisfied by the specified deadline of September 30th.
- v. Flagstaff County will withhold all future funding allocations to Agricultural Societies until all reporting is received.

Eligible Applicants

All applications must be submitted to the Agricultural Societies. Applicants may request funding from more than one society; organizations are not restricted to their local society. The Agricultural Society will either approve or reject any applications presented to them.

- i. Funds are to be **strictly** allocated for **recreational facilities or activities**; and some of the categories that are **NOT** permitted are: cemeteries, churches, museums, business associations or playschools/childcare.
- ii. Applicants must have an active non-profit or society status and provide the number on the grant recipient reporting form. Schools, Municipalities and municipal committees (ie. Recreation Boards) do not require non-profit status to be eligible for funding.
- iii. Confirmation of your Society Annual Return Filing must be submitted along with your application for funding from the Agricultural Society. Requests from schools must be approved by a school administrator. Requests from municipalities or municipal committees must be authorized by the Chief Administrative Officer.
- iv. GST is not an eligible expense.
- v. Each grant recipient must provide a Grant Recipient Reporting Form which contains a detailed description of the use of the allocated funds and how they are utilized for recreation purposes.

Grant Recipient Reporting Form

Municipal councils must ensure accountability of the use of public funds and ensure these funds are managed responsibly. Grant recipients are required to submit a detailed reporting form to the Agricultural Society of which they receive funding to ensure Flagstaff County receives a consistent detailed description of how the grant funding is allocated each year. If funding was received from more than one Agricultural 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 of that year. Grant Recipient Reporting forms are available online at www.flagstaff.ab.ca. Forms can be submitted either online or printed from the Flagstaff County website. Flagstaff County will provide Agricultural Societies copies of any electronic forms submitted directly to Flagstaff County.

Allocation Summary Form

Agricultural Societies are responsible for reporting how funds were allocated each grant year. The Allocation Summary form is a spreadsheet that each Agricultural Society must complete outlining the grant recipient, eligibility, and amount of funds allocated. Attached to each Allocation Summary will be the Grant Recipient Reporting Forms from each organization. The reporting must be submitted to Flagstaff County by September 30th of that year. 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 Recreation Grant Allocation 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 Allocation Summary form, please contact our office. If you are unsure if your organization qualifies for recreation funding, please contact your local Agricultural Society.