



COUNTY OF NORTHERN LIGHTS

Community Capital Assistance – Pilot Program

Program Purpose:

The purpose of this program is to provide financial assistance to recreation and/or cultural groups that require funding to construct, renovate or upgrade new/existing capital facilities and/or structures. This program will be offered in 2010 as a pilot program to gauge community interest and to determine level of support.

Program Objectives:

1. To ensure all requests for support are treated equally and fairly through the implementation of standardized and transparent application, evaluation, and approval process.
2. To ensure the ratepayer's investment towards activities and events provides the highest possible return for the County of Northern Lights, whether in terms of social, economic, or cultural benefit.

General Program Guidelines:

- a) The County will make available capital funding for major projects that involve the construction, upgrading and/or significant renovation of recreational facilities within the County with a minimum total project cost of \$30,000.00.
- b) The County of Northern Lights does not provide support for business events and conferences or any other events and/or activities that are determined to be commercial in nature.
- c) Only applicants with not-for-profit status are eligible to apply for support, and Council reserves the right to request specific information regarding any group, individual, or organization making application. This information will generally be requested as part of the application process, and may involve a request for information on an entity's status, organizational structure, officers, constitution, or any other information deemed necessary to evaluate a request for support.
- d) Requests for support must be for projects that are undertaken within the County of Northern Lights boundaries.
- e) Requests for support must meet at least one of the following criteria:
 - i. General Exposure and Profile: The project enhances the County of Northern Lights profile and/or status, and/or increase overall awareness of the County of Northern Lights, particularly when the project, event or activity will provide media exposure for the County.
 - ii. Economic Benefit: The project attracts tourists and visitors to the County thereby providing economic benefit to local businesses.
 - iii. Promote Civic Pride and Sense of Place: The project will enhance entertainment, recreational, and cultural opportunities for the County residents and will help create a more varied, vibrant, and interesting local flavor.
- f) Any support extended will be considered sponsorship, and as such, The County of Northern Lights will receive recognition and benefit extended to any sponsor.
- g) Approval of applications is subject to the budgeted funds available in any given year and therefore the application process is competitive.
- h) This section is not exhaustive, but provides the general rules for funding, and the County of Northern Lights and its Council reserve the right to refuse any application for any reason.

Application Process – Capital Assistance Funding Program

- a) Applications for the Capital Assistance Program will be accepted once per year by the County of Northern Lights. The application process will be publicly advertised one month prior to the closing date for applications.
- b) Applications will be made by way of the Request for Support application form.
- c) A completed application package should contain, but is not limited to:
 - i. Completed Request for Support application;
 - ii. A detailed description of the project including the reason for the request;
 - iii. Confirmation of not-for profit status including the list of officers;
 - iv. A copy of the most recent financial statements;
 - v. A valid copy of liability and property insurance;
 - vi. Proof of external supplementary funding, if any (grants, donations, etc).
- d) Submitted applications will be evaluated by the Manager, Economic Development and Community Services to ensure eligibility. Eligible applications will be forwarded to Council for a decision as to whether support will be approved or denied.
- e) Applicants may be required to attend a Council meeting to respond to any questions regarding their application.
- f) In determining the amount of support, Council will consider:
 - i. Fundraising efforts made by the applicant;
 - ii. Total budgeted cost of the project;
 - iii. The applicant's contribution to the event by way of volunteer activities, in-kind contributions, and financial contributions;
 - iv. Previous assistance provided to the applicant;
 - v. The benefit to the community overall, and the significance of the project,
 - vi. The marketing value and opportunity offered the County in exchange for its support.
- g) Applicants that are approved for funding will be required to sign a funding agreement.
- h) Costs incurred prior to project approval will not be considered eligible costs.
- i) A follow-up report, that details the accomplishment and includes an accounting of revenues and expenditures, shall be submitted to the County within 60 days after project completion.