



# Operating and Sustainability

## Community Halls

### Grant Application

#### ORGANIZATION INFORMATION

Please type or print legibly. Applicants must be a district organization serving Brazeau County residents.

Date: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Alberta Registry Number: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(All correspondence and cheques will be mailed to this address)

Contact Person: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

#### DECLARATION

In making this application, we, the undersigned Officers of the applicant, hereby represent to Brazeau County and declare that, to the best of our knowledge and belief,

- The information provided is truthful and accurate, and
- The application is made on behalf of the organization formerly named with the Officer's full knowledge and consent.
- Failure to adhere to the guidelines set out in this application or to accurately disclose information will result in the disqualification of the organization's funding.

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**ANNUAL DEADLINE: NOVEMBER 30**  
**QUARTERLY APPLICATION DEADLINES: JANUARY 1, APRIL 1, JULY 1, OCTOBER 1**

## **SUPPORTING DOCUMENTS REQUIRED**

The following documents **MUST** be attached to this grant application:

- Completed signed application form
- Proof of Non-Profit Society Status for current year
- Proof of Insurance
- Organization's most recent Annual Financial Statements **OR** receipts of core operating costs for the entire fiscal year
- Requested funding details
- Organization's Proposed Operating Budget – include funding contributions from other sources and detailed expenditures
- List of organization's officers and directors (if applicable)
- Completed Sustainability Grant sections (if applicable)
- Completed Electronic Fund Transfer Form (if interested)

### **SUBSEQUENT APPLICATIONS:**

- Completed signed application form
- Receipts of core operating costs for the quarter

NOTE: Other documents may be requested by Brazeau County for further clarification.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY STATEMENT**

The personal information being collected on this Community Organization Grant Funding form will be used for the purpose of the Community Organization Grant Program and evaluation. This collection is authorized by Section 4(c) of the Protection of Privacy Act (POPA).

If you have any questions about the collection of this information, please contact Brazeau County's Access & Privacy Information Officer at 780-542-7777 or by email at [kvallee@brazeau.ab.ca](mailto:kvallee@brazeau.ab.ca).

**Applications can be mailed to or dropped off at the below address:**

**Grants  
Brazeau County**  
Box 77 – 7401 Twp Rd 494  
Drayton Valley, Alberta  
T7A 1R1

**Signed and scanned applications can be emailed to:**

[communityservices@brazeau.ab.ca](mailto:communityservices@brazeau.ab.ca)

### APPLICATION TYPE

- ☐ Annual Operating Grant Application
- ☐ Initial Quarterly Application
- ☐ Subsequent Quarterly Application
- ☐ Sustainability Grant Application

### ELECTRONIC FUNDS TRANSFER (EFT)

**To streamline applications, community organizations have the option to request funds be received via an EFT. A separate form will be sent to you for completion. This only needs to be completed once, unless changes to your banking have occurred.**

I would prefer to receive funds through an EFT

- ☐ Yes      ☐ No

Has your banking information changed

- ☐ Yes      ☐ No

I require an EFT Form to be sent

- ☐ Yes   ☐ No   ☐ Previously Completed

<b>PROPOSED OPERATING BUDGET</b>
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☐ If budget is provided separately, please check this box.

**EXPENSES**

**AMOUNT**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ _____</b>

**ESTIMATED REVENUE *(list all sources separately)***

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL REVENUE</b>	<b>\$ _____</b>
<b>NET INCOME</b>	<b>\$ _____</b>

## OPERATING GRANT INFORMATION

### Community Hall Operating Funding Policy:

- i. Assistance is available for Community Hall core operating costs. Operating costs will be refunded 100% based on the previous year's submitted receipts or financial statements. Allowable core operating costs will be limited to: office supplies (max \$100 per year), fire suppression system servicing (max \$2,000 per year), septic servicing (max \$600 per year), heating, electricity, internet (max \$1,200 per year), telephone (max \$600 per year), security monitoring (max \$1,200 per year), and insurance.
- ii. Quarterly or annual grant payments are based on previous submitted receipts or financial statements multiplied by the Consumer Price Index, by province (annually) (Albert) (Source: Statistics Canada, CANSIM) ("CPI") for the period of October to October of the previous year.
- iii. Maximum annual funding available for Community Hall core operating costs is established by Council during the budget process (9 Community Halls). The Community Halls noted are: Whitby, Rocky Rapids, Violet Grove, Lodgepole, Berrymoor, Lindale, Carnwood, Funnell, Buck Creek.

## REQUESTED FUNDING

**Your operating expenses MUST match the expenses listed on the financials you submit with your application.**

### EXPENSE CATEGORY

### REQUESTED FUNDING

ELECTRICITY	\$ _____
FIRE SUPPRESSION SYSTEM SERVICING (max \$2,000)	\$ _____
HEATING	\$ _____
INSURANCE	\$ _____
INTERNET (max \$1,200)	\$ _____
OFFICE SUPPLIES (max \$100)	\$ _____
SECURITY MONITORING (max \$1,200)	\$ _____
SEPTIC SERVICING (max \$600)	\$ _____
TELEPHONE (max \$600)	\$ _____
<b>TOTAL REQUESTED FUNDING</b>	<b>\$ _____</b>

## SUSTAINABILITY GRANT INFORMATION

### Community Hall Sustainability Funding Policy:

Brazeau County recognizes the strain managing community halls can have on their membership and are making available a funding stream to assist with revenue generation with the goal that the funds would be allocated towards easing the burden of managing and attracting bookings. Therefore, Brazeau County will match revenues generated through hall activity as identified above, excluded all grant funding and donations, up to a maximum of \$18,000. Revenues will be calculated based on the prior year's financial statements as provided.

The following conditions apply:

- (i) the organization has amended their bylaws, or entered into an agreement with Brazeau County, to include parameters should the organization fold and have property and chattels remaining within their ownership.
  - a. such parameters must include ownership transfer to Brazeau County;
- (ii) revenue is generated through regular hall bookings and/or the provision of programs and services to the community;
- (iii) the organization does not have cash reserves, or similar accounts, exceeding \$50,000, unless a capital replacement or asset management plan exists. Should such a plan exist, a copy shall be provided to the County; and
- (iv) the Community Halls eligible for this funding component are: Berrymoor; Buck Creek; Carnwood; Funnell; Lindale; Lodgepole; Violet Grove and Whitby.

## ORGANIZATIONAL DOCUMENTS

Bylaws have been amended ☐ Yes ☐ No

If yes, a copy of the Bylaws are attached ☐ Yes ☐ No

Agreement exists between the organization and the County ☐ Yes ☐ No

If yes, date the agreement was signed \_\_\_\_\_

Does your organization have cash reserves, or similar accounts, in excess of \$50,000

☐ Yes ☐ No

If yes, is a copy of your organizations' capital replacement or asset management plan attached.

☐ Yes ☐ No

**REQUESTED FUNDING**

Your revenue generated **MUST** match the revenue listed on the financials you submit with your application.

**REVENUE CATEGORY**

**FUNDING**

RENTALS	\$ _____
PROGRAMMING & SERVICES	\$ _____
<b>TOTAL REVENUE GENERATED</b>	<b>\$ _____</b>

**REVENUE DETAILS**

**\*Please complete with information from the previous years' activities.**

**TYPE OF BOOKINGS**

Weddings/Reunions	_____
Markets/Garage Sales	_____
Children's Activities/Services	_____
Other:	
_____	_____
_____	_____
_____	_____
<b>TOTAL BOOKINGS</b>	<b>_____</b>

**DEMOGRAPHICS OF RENTERS** (based on individuals making the booking)

Age 18-29 \_\_\_\_\_

Age 30-49 \_\_\_\_\_

Age 50-64 \_\_\_\_\_

Age 65+ \_\_\_\_\_

Gender – Male \_\_\_\_\_

Gender – Female \_\_\_\_\_

Gender – Other \_\_\_\_\_

Residency – Town of Drayton Valley \_\_\_\_\_

Residency – Brazeau County \_\_\_\_\_

Residency – Parkland County \_\_\_\_\_

Residency – County of Wetaskiwin \_\_\_\_\_

Residency – Village of Breton \_\_\_\_\_

Residency - Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL NUMBER OF USERS (ESTIMATE)** \_\_\_\_\_