



Clear Hills County

Effective Date: October 22, 2024	Policy Number: 7002
Title: CAPITAL GRANT PROGRAM	

1. Policy Statement

1.1. Clear Hills County shall provide grants to community organizations and establish a system for evaluating applications for and distributing capital funds.

1.2.

2. General

2.1. Council may annually during budget deliberations, establish a budget for capital grants.

2.2. Council may maintain a capital reserve to assist community organizations in maintaining or enhancing facilities. Emphasis will be placed on maintenance of existing facilities.

2.3. Capital Grants will be awarded at the sole discretion of Council and may be done so in whole or in part.

3. DEFINITIONS:

3.1. Capital projects and asset purchases are considered to be the following:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Useful Life
Land		No minimum value	N/A
Land Improvements		\$5,000	25 years
Buildings		\$25,000	25 years
Engineered Structures	Roadways	\$50,000	25 years
	Water Systems	\$50,000	Distribution – 75 years Plant – 30 years
	Wastewater Systems	\$50,000	Distribution – 75 years Plant – 30 years
Machinery & Equipment		\$5,000	15 years
Vehicles		\$5,000	10 years

Table extracted from Clear Hills County Capitalization Policy 1207 Section 4.

3.2 Maintenance is considered to be projects and asset purchases that are below the capitalization threshold and/or useful life in 2.1, above.

4. Funding Eligibility

4.1. Eligible applicants include:

- Community not-for-profit groups (must provide Certificate of Incorporation under the Societies Act)

4.2. Eligible projects must be capital in nature and no funds can be allocated to the operation of a facility.

4.3. Clear Hills County's capital grant funds are intended to support projects in the areas of:

- Recreation, sport and community facilities
- Arts and culture
- Parks and playgrounds

5. Applications

5.1. Applications must be submitted using the application form in appendix "A".

5.2. The following criteria will be used to determine eligibility of funding:

- Fund Raising Efforts.
- Facility Usage – The facility must be open to the general public to rent. There are no restrictions placed on the rental of the facility.
- Other Potential Funding Sources.
- Urgency.
- Previous Capital Grants Received _ Applicant has met all criteria and had an unsuccessful capital grant application in the past.

Community involvement & enhancement

6. Method of Funding

6.1. A maximum of 50% of total project funding (excluding GST) may be derived from Clear Hills County.

6.1.1. Donated labour / services and material / equipment may be estimated and included in the estimate of total project costs.

7. Conditions

7.1. Clear Hills County will be advised when any approved project starts. Funds will not be disbursed until the project has been started.

7.2. The Grant recipient will install and maintain signage to acknowledge Clear Hills County for their support and contribution. Cost of signage is an eligible expense.

7.3. If a project does not start within two years of approval a new approval will be

required for that project.

- 7.4. If any project is not completed within two years of approval the organization that received the grant may request an extension in writing explaining why the extension is requested, including a current financial accounting statement, the estimated percentage of work completed and the estimated date of completion.
- 7.5. Any unexpended funds must be returned to the County with the financial accounting statement of expenditures.
- 7.6. Good and Services Tax (GST) is an ineligible expense and is to be excluded when calculating the total cost of a project.
- 7.7. Donated material and equipment may be included at a rate that can be substantiated with independent quotes.
- 7.8. Donated labour may be included at a rate of \$20.00 (twenty dollars) per hour.
 - A log of donated labour must be maintained.

8. Dissolution Agreement

- 8.1. Any organization who receives a capital grant must have a dissolution agreement in place with the county, indicating that ownership of capital assets of the organization will revert to a non-profit organization within the County with similar purposes or the area recreation board, with prior approval of the County if the organization should become defunct.
- 8.2. The dissolution agreement will include the condition that the organization will display signage, provided by the county, acknowledging the support and contribution by the County.
- 8.3. The County will provide the following types of signage:
 - Adhesive stickers for equipment
 - Exterior sign for outdoor facilities
 - Interior sign for buildings

9. End of Policy

ADOPTED

Resolution #C193-02

Date: March 25, 2003

AMENDED

Resolution #C241-04

Date: March 23, 2004

AMENDED

Resolution #C478-04

Date: May 25, 2004

Resolution #C872

Date: October 27, 2009

AMENDED

Resolution #C171(02/02/11)

Date: February 22, 2011

AMENDED

Resolution #C188-14(03/25/14)

Date: March 25, 2014

AMENDED

Resolution #C38-15(01/13/15)

Date: January 13, 2015

AMENDED

Resolution #C409-16(07/19/16)

Date: July 19, 2016

AMENDED

Resolution #C188-19(04/09/19)

Date: April 9, 2019

AMENDED

Resolution #C342-20 (08/04/20)

Date: August 4, 2020

AMENDED

Resolution #C543-24 (10/22/24)

Date: October 22, 2024

Clear Hills County

Box 240, Worsley, AB, T0H 3W0

Phone: (780) 685-3925 Fax: (780) 685-3960

CAPITAL GRANT APPLICATION FORM

ORGANIZATION

Legal Name: _____

Incorporation/Act Registered Under: _____

Registration No: _____

Contact Person: _____

Phone No: (day) _____

(evening) _____

(fax) _____

Attach Certificate of Incorporation under the Societies Act

List of Executive: (On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers)

Financial Information: (Please attached previous year financial statements and current years proposed budget. Financial statements must include detailed list of funds currently held by organization.)

PROJECT

Project Description/Details on a separate piece of paper provide a detailed description of project, including the need for the project, who will use it, how the project will enhance the County and why you believe it should be funded. The information you provide is very important and helps Council determine the eligibility of the project.

Total Project Cost \$ _____
include GST)

(Attach a detailed breakdown of cost estimated for your project, do not

FUNDING

Capital Grant Requested

\$ _____ (Maximum request is the lesser of 50% of total project
(excluding GST)

Donated Labour / Services

_____ (Attach a detailed break down)

Donated Material / Equipment

_____ (Attach a detailed break down)

Other funding: _____

_____ (Attach a detailed break down)

Total Project Funding (excluding GST)

\$ _____ (This figure should be the sum of above figures and equal
to the total Project cost)

Have you received other grants from the County in the past 3 years? ___ Yes ___ No

If yes: Year _____ Amount _____ Project _____

Year _____ Amount _____ Project _____

(attach additional piece of paper if needed)

DECLARATION

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in the application and supporting documents is true and accurate and endorsed by the above organization.
- A financial accounting statement of expenditures will be submitted to Clear Hills County the earlier of 90 days after completion of the project and a year after receiving the funds.
- Clear Hills County will be advised when the project starts should funding be approved.
- As a condition of accepting financial assistance, the organization agrees to signing a dissolution agreement with the County.

TITLE: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE NO. (work) _____ (home) _____

DATE _____

SIGNATURE: _____

PRINT NAME: _____

