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Policy Title Rural Community Hall Capital Grant	Date: November 28, 2023	Motion No. 420/23

Purpose:

Kneehill County is committed to fostering the growth, vitality, and unity of rural communities by providing financial assistance for the development and enhancement of their community halls, including the following Rural Community Halls:

- Huxley Community Association
- Sunnyslope Community Association
- Wimborne Community Centre
- Torrington Community Centre
- Swalwell Community Association
- Three Hills Rural Community Association
- Orkney Athletic Association
- Mt. Vernon Community Association
- Hesketh Community Hall Association

This Rural Community Hall Capital Grant Policy outlines the eligibility criteria, application process, evaluation guidelines, and expectations for organizations seeking grants to improve their community halls.

Policy Guidelines:

1. Eligibility Criteria

To be eligible for the Rural Community Hall Capital Grant, the following organizations listed above must meet the following criteria:

- a. The proposed project should offer clear benefits to the local community, enhancing its social, cultural, recreational, or educational aspects.
- b. All projects proposed must be capital expenditures, not operational costs.
- c. Applicants must provide a minimum of 25 per cent of the total project cost, which can include provincial or federal funds.
- d. Applicants that received more than \$1,000 in Rural Community Hall Capital Grant funding in the prior year are not eligible for the following year.
- e. Projects must be completed within one-year of funding approval.
- f. Applicants approved at a Level A funding level, as defined in Policy #15-13 for Rural Community Halls, will receive higher priority for funding.



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2. Funding

- a. The grant amount and availability will be determined by Council during the annual budget deliberations.
- b. The 25 per cent contribution from applicants can include cash, in-kind volunteer hours, and/or donated materials and equipment.
 - i. The value of volunteerism is defined as follows:
 1. \$20.00/hour for unskilled labour;
 2. \$35.00/hour for skilled labour;
 3. Donated material and professional services at verified fair market value
 4. Donated heavy equipment (incl. operator) \$70.00/hour.

3. Grant Application Process

- a. **Submission:** Organizations interested in applying for the grant must complete the official application that provides detailed information about the proposed project, its objectives, budget, timeline and expected community impact.
- b. **Submission Dates:** Applications are open from January 1st to September 30th of each year, with remaining funds transferred to the second round of Community Grants to Non-Profits Grant Policy after September 30th.
- c. **Supporting Documentation:** Applicants may be required to submit additional documentation, such as architectural plans, cost estimates, and project timelines.
- d. **Application Review:** An evaluation committee, comprising all Council members, will review all applications. Projects requesting funds over \$5,000 must present their project to Council.

4. Grant Disbursement and Reporting

- a. **Grant Amount:** The grant amount will be determined by Kneehill County Council based on the project's needs, impact, and available funds.
- b. **Disbursement:** The County's committed funding will be released upon project's confirmation.
- c. **Reporting:** Recipients must submit a final report within one-year of funding approval, including all receipts and full accounting.
 - i. Unused funds will be returned to Kneehill County.
 - ii. All financial support must be used exclusively for the project program, event or activity identified in the application.
 - iii. Project photos are to be included in the project reporting document.



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d. Extension:

- i. Requests for project extensions must be submitted in writing and approved by the Chief Administrative Officer, with Council being updated on their decision.
- ii. Failure to request an extension or if an extension is not granted, the organization shall return the funds provided by the County.
- iii. Unused funds not returned to the County may lead to withheld future financial support.

e. Recognition:

- i. Council will determine the form of recognition at the time of grant approval, which may include:
 1. Public acknowledgment by Applicant;
 2. A photo opportunity;
 3. Displaying a sign at the project site with the cost borne by the Applicant; or
 4. A customized recognition.



Ken King,
Reeve



Mike Haugen,
CAO

Approved: November 28, 2023 420/23
Review Date: **November 28, 2027**

