



Section	Policy No.	Page
Grants/Scholarships/Awards/Donation	15-11	1 of 4
Policy Title	Date:	Motion No.
Grant Program Policy	[Keywords]	[Category]

Purpose:

Establish a program that supports community-driven initiatives, events, youth activities, and capital improvements that enhance the social, cultural, recreational, and community well-being of Kneehill County.

Policy Guidelines/Procedures:

1. Program Categories

Funding under this policy may be provided for the following categories:

- **Community Capital Project Grants** – short-term, project-based capital initiatives by eligible non-profit and community organizations.
- **Rural Community Hall Capital Grants** – capital improvements to eligible rural community halls.
- **Community & Event Sponsorships** – support for community, cultural, recreational, and neighbourhood events organized by eligible non-profit or community groups.
- **Youth-Focused Initiatives** – programs, events, or activities delivered by eligible organizations that primarily benefit youth aged 6–18.

2. Eligibility

2.1. Eligible Applicants

- a) Non-profit organizations, societies, or associations operating within Kneehill County including Urban neighbors, provided the project or event takes place within Kneehill County boundaries.
- b) Rural community hall associations recognized by Kneehill County listed in Policy 15-13, *Rural Community Hall Operating Grant*
- c) Community groups or organizations hosting events or activities within Kneehill County

2.2. Ineligible Applicants

- a) Individuals
- b) Businesses
- c) Religious organizations; however, we will consider organizations with religious affiliations that are seeking funding for non-denominational initiative that is open to the community-at-large.
- d) Organizations that have received grant funding exceeding \$1,000 in the previous calendar year
- e) The project must not result in the creation of, or improvements to, an asset that is fully owned by a municipality.



Section Grants/Scholarships/Awards/Donation	Policy No. 15-11	Page 2 of 4
Policy Title Grant Program Policy	Date: [Keywords]	Motion No. [Category]

- i) Applications that include capital improvements to land and/or facilities must provide a current Certificate of Title confirming that the property is not municipally owned.
- f) Projects that support political activities, fundraising events, or private interests
- g) Organizations with political affiliations

3. Funding & Cost-Sharing Requirements

3.1. Matching Contributions

a) Community Capital Project Funding:

- i) Applicants must contribute a **minimum of 50%** of the total eligible project cost.
- ii) Matching contributions may include cash, in-kind volunteer labour, donated materials, or equipment
- iii) Projects must be completed within one year of approval.
- iv) Applicants must present their request to Council at a Council Meeting.

b) Rural Community Hall Capital Projects:

- i) Applicants must contribute a **minimum of 25%** of the total eligible project cost.
- ii) Matching contributions may include cash, in-kind volunteer labour, donated materials, or equipment.
- iii) Projects must be completed within one year of approval.
- iv) Applicants must present their request to Council at a Council Meeting.

c) Community & Event Sponsorship & Youth Focused Initiatives

- i) For requests over \$1,000, applicants may be required to contribute a minimum of 50% of the total eligible project cost; this requirement may be waived at Council's discretion.
- ii) Matching contributions may include cash, volunteer labour, donated services, or materials directly related to the project.
- iii) Applications may be presented to Council by Administration. Applicants may also request the opportunity to present directly to Council; however, a presentation by the applicant is not mandatory.

3.2. Valuation of In-Kind Contributions

- a) Unskilled labour: \$20/hour



Section	Policy No.	Page
Grants/Scholarships/Awards/Donation	15-11	3 of 4
Policy Title	Date:	Motion No.
Grant Program Policy	[Keywords]	[Category]

- b) Skilled labour: \$35/hour
- c) Donated materials or professional services: verified fair market value
- d) Donated heavy equipment (including operator): \$70/hour

4. Funding Authority & Approval

- 4.1. Requests for Community & Event Sponsorship funding of \$250 or less may be approved by the Chief Administrative Officer (CAO), to ensure timely responses to community organizations with short timelines.
- 4.2. Council will be provided with a summary of all CAO-approved grants through the Council Information Package.
- 4.3. Any requests greater than \$250 require Council approval by resolution.
- 4.4. Total program funding will be determined annually by Council through the budget process.
- 4.5. Once the annual funding allocation is fully committed, no further applications will be accepted.

5. Application & Review Process

- 5.1. Applications are accepted year-round, subject to available funding
- 5.2. All applicants must complete the official grant application form and provide:
 - a) Project or event description
 - b) Budget and funding sources
 - c) Community benefit and expected outcomes
- 5.3. Administration will review applications for eligibility and completeness.
- 5.4. Eligible applications exceeding the CAO approval limit will be forwarded to Council for consideration.

6. Disbursement & Reporting

- 6.1. Grant funds must be used solely for the approved project, event, or activity.
- 6.2. Approved recipients receiving funding through either the Community Capital Project Grant or the Rural Community Hall Capital Grant program are required to submit a brief final report and a financial summary within one year of approval.
- 6.3. No further funding will be provided to an organization until the required final report has been received.
- 6.4. Any unused or unapproved funds must be returned to Kneehill County.

7. Extensions



POLICY

Section	Policy No.	Page
Grants/Scholarships/Awards/Donation	15-11	4 of 4
Policy Title	Date:	Motion No.
Grant Program Policy	[Keywords]	[Category]

- 7.1.** If the organization is unable to complete a capital project or activity within the current year, a written request for an extension must be submitted.
- 7.2.** Extensions may be approved by the CAO, with Council informed of the decision.
- 7.3.** Failure to complete the project or obtain an extension may result in the organization repaying the funds and being ineligible for future grants.

Approved: X, X, 2026 X/26
Review Date: X, X, 2030

