



## Town of Bassano and County of Newell Recreation Funding Committee

November 2, 2020

### Attention: Recreation, Leisure and Culture Groups of Bassano

We are pleased to announce an early release of the 2021 Recreation Grant Program. The \$50,000 recreation grant fund is made possible by the Town of Bassano and the County of Newell to support recreation and leisure programming in the community. An early release of the program supports local organizations as members start to plan for their upcoming season or event. Applications apply to projects/programs/events between January 1, 2021 and December 31, 2021.

Changes were made for the 2021 program to serve you better:

1. You can apply for one or more projects/programs/events within a single application.
2. Eligibility increased (more organizations were added to the list).
3. Enhanced requirements to outline financial need. Applicants that have reserve accounts will not be penalized if funds are earmarked for a capital asset/repair/upgrade. A section is included on the application to explain reserve balances.
4. Diversity of recreation and leisure programs that are eligible to receive funds.

Quick tips to improve your chance of success when applying for this grant:

1. Review Application Guidelines (Schedule B). This explains who can apply for what and why.
2. Follow the Application Process (Schedule C). This provides an example of how to complete an application.
3. Check out the Grade Matrix (Schedule F). This tells you how the grant funders will grade your application.
4. Complete the Application Form (Schedule D). Reference the Guideline; Process; and Grade Matrix. Contact the Town Office to review your application prior to submission. This could save you time.

We look forward to supporting recreation and leisure programs in 2021. Remember you must submit your Follow-up Form if you received funds in 2020 to be eligible for funds in 2021. Applications will open on March 31, 2021.

If you have any questions about the program or your application, contact Sydney Smith at (403) 641-3788 or [assistant@bassano.ca](mailto:assistant@bassano.ca). Applications are available online at [www.bassano.ca](http://www.bassano.ca) or [www.countyofnewell.ab.ca](http://www.countyofnewell.ab.ca). or for pick up at the Town Office.

Kindest regards,

Amanda Davis, CAO

Encl.





Recreation Funding Committee  
Schedule "B"



## Grant Application Guideline

### Grant Overview

The Intermunicipal Collaboration Framework (ICF) Agreement adopted by the Town of Bassano and the County of Newell has constituted the Recreation Funding Committee (RFC) to oversee the allocation of recreation funding for the area identified as the Town of Bassano and the portion of the County of Newell known as Division 6 effective January 1<sup>st</sup>, 2020. This has led to the creation of the RFC. The RFC is comprised of two elected officials from each the Town and the County. The RFC is responsible to distribute recreation funds to recreation/user groups that operate in the Town and Division 6. Recreation funds are provided equally by the Town and the County.

The intent of the funding program is to help cover costs to operate facilities, improve/build on existing programs, or to start up new projects/programs. This funding program is not meant to enhance recreation/user groups financial status. If your organization/program is financially stable, we strongly encourage your support for less viable programs or to consider enhanced training or skill building programs or events. Recreation grants are never guaranteed and the program is subject to change. Applicants are always encouraged to strive to find sustainable funding sources.

### Grant Process Objective

The RFC's objective is to provide recreational grants that offset the operational expense of recreation activities, programs and events for all ages within the Town. Funding shall be based on the merit of the applications received.

Applicants can apply for more than one project/program/event on a single application. If you are requesting funding for more than one project/program/event, you are required to submit a separate a project description and budget for each. *Refer to Schedule C Application Process for further information.*



## Recreation Funding Committee Schedule "B"



### Priorities for Funding

The funding is for operating expenses only.

Although each application is determined to be successful on a case-by-case basis, applications for programs, events or projects should meet at least one of the following priorities:

- Contribute to ongoing use of recreation facilities within the Town or Division 6.
- Demonstrates future financial feasibility.
- Revitalizes well used programs.
- Enhances skill/team/leadership building.
- Meets a widely held need by providing a new project/program/event or enhancing an existing project/program/event.

### Eligibility

To be eligible for the grant, applicants must be one of the following:

- A recreation user group in the Town or Division 6
- A cultural user group in the Town or Division 6

*Applicants that contribute a portion of their own funds to offer the projects/program/events may receive a higher level of priority in the funding process.*

You are ineligible to apply for funding if you are:

- A for profit organization
- A business or entrepreneur (private enterprise)
- A facility owned and/or operated by the Town (e.g. Bassano Pool)
- A museum
- Bassano Ag Society
- Bassano FCSS



## Recreation Funding Committee Schedule "B"



### Eligibility Criteria

- Applications must be submitted to the Town of Bassano's Administrative Office no later than April 30<sup>st</sup>
- Funds must be accounted for and used within the calendar year in which the funds were awarded (e.g. January 1<sup>st</sup> – December 31<sup>st</sup>).
- Project/programs may begin January 1<sup>st</sup>; however funding may not be granted before the disbursement date of May 15<sup>th</sup> of each funding cycle.
- Funds must be used for the purpose for which they were approved, or recipients must repay the full amount. Failure to repay funds may result in future funding ineligibility.
- Recipients must complete and submit the Grant Follow-Up Form within thirty (30) days of the completion of the project/program and account for all expenses.
- The RFC reserves the right to refuse or amend funding requests within any application.

### Eligible Expenses

- Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies).
- Start-up costs for new programs.



## Recreation Funding Committee Schedule "B"



### Ineligible Expenses

- Retirement of debt.
- Cost of developing a proposal.
- Assessment studies.
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques.
- Promotional items.
- Permanent staff salaries.
- Capital expenses. Capital expense means repair or replacement of an asset that exceeds \$5,000.00.



Recreation Funding Committee  
Schedule "C"



## Grant Application Process

### Application Process:

Applications must be submitted by April 30th annually in one of the following methods:

- Mail at P.O. Box 299, Bassano, AB, T0J 0B0 and shall be postmarked before May 1<sup>st</sup>, Attention: Recreation Funding Committee
- Hand delivered to Town Office – 502 – 2<sup>nd</sup> Avenue, Bassano.
- Emailed to [cao@bassano.ca](mailto:cao@bassano.ca) with subject line as "RFC Grant Application".

Applications must be legible. Detailed point form is acceptable.

Applicants are encouraged to complete and submit their application via the online fillable form where possible.

### Funding Distribution Process:

Applicants shall:

- Be given written notification that your application has been received and confirmation of its eligibility.
- Be given written notification of your applications success by May 15<sup>th</sup> along with the Grant Application Follow-up Form.

Funds distribution:

- Successful applicants shall receive 50 percent of awarded funds by May 31<sup>st</sup>.
- Funds must account for and used by December 31<sup>st</sup> of the calendar year in which the funds were awarded.
- Successful applicants are required to complete the Grant Application Follow-up Form within 30 days after the completion of the project. Remaining funds will be distributed upon completion of the Follow-up form based on the approved application.
- If you are unable to complete the approved project or can not use the funds in the way they were intended the RFC requires the funding to be returned in full. Change requests will not be accepted. Returning funding will not affect your future eligibility.



## Recreation Funding Committee Schedule "C"



### 1.0 Applicant Information:

1.1 Organization Name – *Insert the name of the organization you are representing (e.g. Local Badminton Club).*

1.2 Mailing Address – *Insert the mailing address for the organization you are representing. (e.g. PO Box 000, Bassano, AB T0J 0B0)*

1.3 Primary Contact Person & Information – *Insert the name of the individual who shall be contacted if there are any questions arising from the application. The contact person must be knowledgeable on the content of the application submitted.*

1.4 Other Contact Person & Information – *Insert the name of the individual who shall be contacted if the Primary Contact person is unavailable. The contact person must be knowledgeable on the content of the application submitted.*

1.5 Describe Your Organization and its Purpose – *Provide a brief description of your organization and your organization's purpose.*

### 2.0 Project/Program Overview

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)



## Recreation Funding Committee Schedule "C"



2.1 Project/Program Title – *Apply a title to your project/program/event (e.g. Local Badminton Club Utility Support).*

2.2 Summary of the project/program/event – *Describe what you plan to do with the funds.*

2.3 Statement of Need – *Please provide a statement of need for your project/program/event. Follow the guidelines below to ensure that your statement covers all the necessary points.*

\* The information below is an example to help guide you through the application process.

- **Step 1: Describe the need your organization has identified.**
  - *e.g. Local Badminton Club is requesting funding to offset rising energy costs.*
- **Step 2: Explain your solution (your project/program/event) and why it will help.**
  - *e.g. By offsetting energy costs with external funding, Local Badminton Club can focus on developing youth programs and other events for patrons to enjoy.*
- **Step 3: Explain why the need requires immediate attention.**
  - *e.g. Without support, Local Badminton Club could become unsustainable.*
- **Step 4: Combine Step 1-3 into a statement of need.** Be sure to indicate the Target Age (e.g. 16-60) for your project/program/event and the number of anticipated users (e.g. 40-50). Provide the location of the program/project/event. Ensure numbers are realistic to the proposed program/project/event.

2.4 User Attraction – *How will you encourage existing and new users to your project/program/event/or facility for which you are applying (e.g. Advertising, word of mouth promotion, Tik Tok)?*

2.5 Project Viability – *How will your organization collect feedback to improve your project, program, event, or facility (e.g. Questionnaires)? How do you know the project, program,*





## Recreation Funding Committee Schedule "C"



event or facility is successful (e.g. Number of facility users has doubled from the previous year)?

2.6 Amount Requested – Document the total amount of funds requested to offer the project/program/event.

2.7 Additional Funding – Indicate if you are seeking additional funding opportunities (e.g. other grants, fundraising).

### 3.0 Project Budget

For project/program related budget items ONLY.

- Income/Expenses – Provide a breakdown of all project income (revenue) and expenses (costs). The PROJECT TOTAL must balance.
- Ensure that you do not over apply as funds are limited.
- Insert a title for all listed expense (costs) along with the value (e.g. Income, "RBC Donation" \$1,000 or Expenses (costs), "Labor" \$500).

### 4.0 Current Financial Statements

4.1 Organization Name – Same as 1.0 in Applicant Information

4.2 Financial Statements and Accounts Summary – Provide current financial statements that reflect your entire operation for one fiscal year. Financial statements must contain:

- All revenue, expenses, assets, and liabilities.
- Any funding raised (E.g. casinos, sales revenue, and donations).
- List all savings accounts, capital replacement accounts, and operating accounts.



Recreation Funding Committee  
Schedule "C"



- *Insert notes explaining the intended purpose of all funds. (E.g. Lump sum in our savings account is earmarked for a capital equipment upgrade.)*

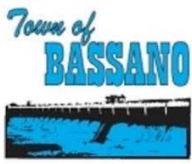
Type of Account	Purpose of the account
E.g. Savings Account	Funds are earmarked to replace the Zamboni.

**5.0 Application Agreement**

5.1 Organization Name – *Same as 1.0 in Applicant Information*

5.2 Checklist – *Verify that supporting documentation has been attached to the application before submission. Please review which documentation is required and/or optional.*

5.3 Signature/Position – *Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. The date the application was completed and submitted.*



Recreation Funding Committee  
Schedule "D"



# Recreation Grant Application Form

**Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.**

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

*Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.*

**1.0 Recreation Grant Applicant Information**

1.1 Organization Name:

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1.2 Mailing Address:

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1.3 Primary Contact Person Information:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1.4 Other Contact Person Information:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1.5 Describe your organization and its purpose:

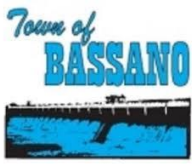
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Recreation Funding Committee  
Schedule "D"



### Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

**2.0 Project/Program Overview**

2.1 Project/Program/Event Title:  
\_\_\_\_\_

2.2 Provide a brief summary of the project/program:  
\_\_\_\_\_

2.3 Provide a statement of need for your project/program:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Audience (age): \_\_\_\_\_ Anticipated # of Users: \_\_\_\_\_

Location of Program/Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?  
\_\_\_\_\_  
\_\_\_\_\_

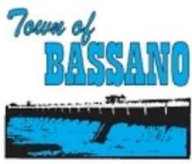
2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?  
\_\_\_\_\_  
\_\_\_\_\_

2.6 Amount Requested: \_\_\_\_\_

2.7 Has your organization requested additional funding from other sources:      Yes      No

**3.0 Project Budget (all totals must Balance)**

Income:	Expenses: List all expenses for this project/program		
Amount Requested (2.6):	\$ _____	_____	\$ _____
Other Income):	_____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total:	\$ _____	Total:	\$ _____



Recreation Funding Committee  
Schedule "D"



**4.0 Current Financial Statements**

4.1 \_\_\_\_\_ agrees the attached financial statements are true,  
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- Financial statements (mandatory)
- Other (if applicable)

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds

**5.0 Application Agreement**

5.1 \_\_\_\_\_ agrees that the information in this document is true and  
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- Recreation Grant Applicant Information - Page 1 (mandatory)
- Project Insert - Page 2 (mandatory) \_\_\_\_\_
- Project Insert - Page 2 (if applicable) \_\_\_\_\_
- Project Insert - Page 2 (if applicable) \_\_\_\_\_
- Current Financial Statements - Page 3 (mandatory)
- Quotes attached (if applicable)
- Letters of Support (optional)

5.3 Signature:

\_\_\_\_\_  
Signature/Position Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature/Position Date (mm/dd/yyyy)

\*All sections of the application must be completed, or the application will not move forward.



Recreation Funding Committee  
Schedule "F"



## RFC Grant Grading Matrix

The Recreation Funding Committee (RFC) must use the grant grading matrix to ensure fair and unbiased allocation of recreation grant funding.

Information Location		Review Questions	Criteria	Exceeds Requirements (3)	Meets Requirements (2)	Requirements Not Met (1)	Points Earned	Notes
<b>Application Process</b>								
<b>A</b>	Applicable to the entire application.	Is the application legible?	Applications must be legible. Detailed point form is acceptable.  Applicants are encouraged to complete and submit their application via the online fillable form where possible.	Application is clear, legible, and easy to follow.	Application is legible.	Application is not legible.		
<b>(2.0) Project or Program Overview</b>								
<b>B</b>	2.3 Statement of Need	What priorities of funding are met?	Applications for programs, events or projects should meet at least one of the following funding priorities:  <ul style="list-style-type: none"> <li>- Contribute to ongoing use of recreation facilities within the Town or Division 6.</li> <li>- Demonstrates future financial feasibility</li> <li>- Revitalizes well used programs.</li> <li>- Enhances skill/team/leadership building.</li> <li>- Meets a widely held need by providing a new or enhancing an existing project/program/event.</li> </ul>	Meets 2 or more of the priorities of funding.	Meets 1 of the priorities of funding.	Meets none of the priorities of funding.		
<b>C</b>	2.3 Statement of Need	Is the need clearly identified?	Organizations must describe the need they are facing.	Need is clearly identified and defined in detail.	Need is identified.	Need is not identified.		
<b>D</b>	2.3 Statement of Need	Does the proposed solution meet the need?	Organizations must explain their solution (the project/program/event) to the need and why it will help.	Solution meets the need or takes advantage of the opportunity.	Solution does not directly meet the need or take advantage of the opportunity.	Solution does not meet the need or take advantage of the opportunity.		



**Recreation Funding Committee  
Schedule "F"**



<b>E</b>	2.3 Statement of Need	Is the proposed solution required immediately?	Organizations must explain why the need requires immediate attention. E.g. Without assistance with facility utilities, the user group will not be able to operate for the entire season.	The need requires immediate attention.	The need requires attention.	The need does not require attention in this funding cycle.		
<b>F</b>	2.4 User Attraction	Has the applicant included an advertising or communication plan?	Organizations must explain how they will encourage existing and new users to attend their project, program, or facility. E.g. The user group will advertise the facility hours on Facebook and email sports groups inviting them to use the facility.	Detailed plan which includes how and when they will engage with users.	Basic plan explaining how they will communicate with users.	Plan does not explain how they will communicate with users.		
<b>G</b>	2.5 Project Viability	Has the applicant provided a method for collecting feedback or proving the project was successful?	Organization must explain how they will collect feedback or how they will determine if the project/program/facility is successful.  User groups should ensure their project/program/facility is meeting the need or taking advantage of the opportunity they have identified.	Explanation on how they will collect feedback and measure the success of the project, program, or facility.	Explanation on how they will collect feedback or measure the success of the project, program, or facility.	They do not explain how they will collect feedback or measure the success of the project, program, or facility.		
<b>3.0 Project Budget</b>								
<b>H</b>	3.0 Project Budget	Is the project/program budget balanced?	Organizations must provide a breakdown of all project/program, related income (revenue) and expenses (costs). Project budget must balance.	Balanced with income and expense descriptions.	Balanced	Not balanced.		
<b>I</b>	3.0 Project Budget	Does the funding request fall under one of the eligible expenses?	Eligible expenses are as follows: - Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies). - Start-up costs for new programs.	Falls under 2 or more of the eligible expense.	Falls under 1 of the eligible expense.	Requires additional clarification how it falls under one of the eligible expenses.		



**Recreation Funding Committee  
Schedule "F"**



4.0 Current Financial Statements								
<b>J</b>	4.0 Current Financial Statements	Does the current financials indicate financial need for the project/program?	The intent of the funding program is not to enhance recreation/user groups' financial status but is to help cover: <ul style="list-style-type: none"> <li>- the costs to operate facilities,</li> <li>- improving/building on existing programs,</li> <li>- and start up new projects/programs.</li> </ul>	Financials are explicit and indicate financial need for the project/program.	Financials are available and indicate financial need for the project/program.	Financials do not indicate financial need for the project/program.		
<b>K</b>	4.1 Statement Approval	Have the financial statements been approved by their governing body?	Organizations must agree that the attached financial statements are true, accurate, and have been approved by their executive body.	Financial statements have been approved by their governing body.	-	Financial statements have not been approved by their governing body.		
<b>L</b>	4.2 Statements Included.	Has the organization submitted a complete set of financial statements?	Organizations must provide financial statements that reflect their entire operations for one fiscal year. These documents must be current, legible, and complete.	Well formatted, current, legible, and complete financial statements have been provided.	Current, legible, and complete financial statements have been provided.	Financial statements have been provided.		
<b>M</b>	4.2 Statements Included.	Has the organization provided a list of accounts and their intended purpose of their funds?	Organizations must list all savings accounts, capital replacement accounts, and operating accounts.  They are required to insert notes explaining the intended purpose of all funds.  (E.g. Lump sum in the savings account is earmarked for a capital equipment upgrade)	Organization's accounts have been listed with notes explaining the intended purpose of the funding.	Organization's accounts have been listed but purpose for funding is not clear.	All accounts have not been listed and purpose for the funding is not included.		
<b>N</b>	Carry Forward Assessment	If project/programs/event funded in the past, were the funds fully expended?	Organizations are required to expend the awarded funds on the project or program they allied for. Change request are not permitted at this time.  Returning funding does not impact their eligibility.	Funds were fully expended for the intended purpose and provided detailed follow up information.	Funds were fully expended for the intended purpose.	Funds were not used for the intended purpose.		
<b>TOTAL POINTS EARNED:</b>								





Recreation Funding Committee  
Schedule "F"



Recreation Funding Committee Review	
Official Recommendation:	
Reason for rejecting (if applicable)	
Score:	/42
Assessed by (All that are present):	
Date Assessed:	



Recreation Funding Committee  
Schedule "G"



## Grant Follow-up Form Process

### Follow-up Form Process

Follow-up forms shall be submitted to the Town of Bassano by one of the following methods:

- Mail at P.O. Box 299, Bassano, AB, T0J 0B0 Attention: Recreation Funding Committee
- Hand delivered to Town Office – 502 – 2<sup>nd</sup> Avenue, Bassano.
- Emailed to [cao@bassano.ca](mailto:cao@bassano.ca) with subject line as "RFC Grant Follow-Up".

Follow-up form shall be completed 30 days after the project/program is complete.

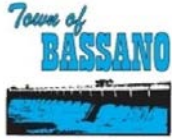
**All funded programs are required to complete this form. Failure to complete this form on time may result in ineligibility to apply for funding in the future.**

### 1.0 Applicant Information

1.0 Recreation Grant Application Number – *Insert number found on your funding approval document/letter.*

1.2 Organization Name – *Insert the name of the organization you are representing. (e.g. Local Badminton Club)*

1.3 Mailing Address – *Insert the mailing address for the organization you are representing. (e.g. PO Box 000, Bassano, AB T0J 0B0)*



## Recreation Funding Committee Schedule "G"



### 2.0 Assessment

Project Completion and Needs Met – *Identify how the project met the needs of the community and how the funding helped to achieve this goal. Indicate any successes or challenges that the organization faced.*

### 3.0 Project Costs

Actual Project Costs – *costs must be listed on the form to show that the funds given were used based on the approved application.*

- Receipts must be included to show all program/project/event expenses (costs) and income (revenue) based on the approved application. Distribution of remaining funds may be reduced for ineligible expenses.

### 4.0 Follow-Up Form Agreement

4.1 Organization Name – *Same as 1.0 in Applicant Information*

4.2 Signatures/Positions – *A dual signature is required certifying the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. Please provide the date the Grant Follow-Up Form was completed.*



## Recreation Funding Committee Schedule "G"



### 3.0 Feedback of Recreation Grant Process

Provide your organization's opinion/suggestions as to the effectiveness of this recreation grant application process. (e.g. Format suggestions, length, information requirements, etc.)

