



Town of Bassano and County of Newell Recreation Funding Committee



December 1, 2023

Attention: Recreation, Leisure, and Culture Groups of Bassano

We are pleased to announce an early release of the 2024 Recreation Grant Program. The 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. Applications apply to projects/programs/events between January 1, 2024, and December 31, 2024.

The following changes were made to the 2024 program:

1. Religious organizations and Ag Societies are eligible to receive funds.
2. Operating expenses for privately owned buildings are now considered ineligible.
3. Grant guidelines and application form will be released by December 1st annually.

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.

If you have any questions about the program or your application, contact Sydney Smith at (403) 641-3788 or assistant@bassano.ca. Remember you must submit your Follow-up Form if you received funds in 2023 to be eligible for funds in 2024. Applications will open on March 31, 2024. Applications are available online at www.bassano.ca or www.countyofnewell.ab.ca. or for pick up at the Town Office.

Thank you for continuing to provide accessible recreation and leisure opportunities for our community.

Kindest regards,

A handwritten signature in black ink, appearing to read "Amanda".

Amanda Davis, CAO

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Encl.

1. Recreation Grant Package



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 1st, 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 FCSS



Recreation Funding Committee Schedule "B"



Eligibility Criteria

- Applications must be submitted to the Town of Bassano's Administrative Office no later than April 30st
- Funds must be accounted for and used within the calendar year in which the funds were awarded (e.g. January 1st – December 31st).
- Project/programs may begin January 1st; however funding may not be granted before the disbursement date of May 15th 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.
- Operating expenses for privately owned buildings.
- 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 1st, Attention: Recreation Funding Committee
- Hand delivered to Town Office – 502 – 2nd Avenue, Bassano.
- Emailed to 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 15th along with the Grant Application Follow-up Form.

Funds distribution:

- Successful applicants shall receive 50 percent of awarded funds by May 31st.
- Funds must account for and used by December 31st 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)?*



Recreation Funding Committee Schedule "C"



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, 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).*

2.8 Internal Funding Contribution – *Indicate if you are contributing funds to the project. Include this information in the project budget.*

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).
- Include project/program fees.



Recreation Funding Committee Schedule "C"



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 and 2023- 2024 unapproved financial statements ending March 1, 2024.*

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.*
 - o *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
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- **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:

1.2 Mailing Address:

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:



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

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ _____

*Include this amount in your project budget income.

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:	\$ _____
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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.

- ☐ Most recent, full year financial statements approved/signed by your executive body (mandatory)
- ☐ 2023- 2024 unapproved financial statements ending March 1, 2024 (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 "E"



Grant Review Process

Preliminary Check (Administration) and Follow-up Forms:

Preliminary Check

- Administration shall complete a preliminary check on all recreation grant applications.
- Administration has the authority to check for incomplete applications and notify applicants if the application has been accepted or if additional documentation is required using the letter templates prepared in Schedule "I".
- Communication will be sent to the primary contact indicated on the application.
- Incomplete applications submitted after the deadline will not be collected by administration and letters will not be issued regarding the acceptance or incompleteness of the application after April 30th of each funding cycle.
- Administration is required to indicate what action has taken place regarding the application and in what capacity they have communicated with the applicants. This shall be recorded on RFC primary and official grant tracking sheet.
- Administration does not have the authority to reject or deny applications.

Follow-up Forms

- Administration is responsible to distribute funds pursuant to completed Follow-up forms. The full distribution of remaining funds may be deferred to the RFC.



Recreation Funding Committee Schedule "E"



Official Review (RFC):

The official review will be conducted by the RFC who has final decision-making power over how the funding is to be allocated. RFC will use the RFC Schedule F (Grading Matrix) to aid in the decision-making process.

1. The RFC shall meet no later than May 15th.
2. The RFC shall review each application and make notes for each application using the RFC grading matrix.
3. The RFC will grade each application collectively and award funding based on this assessment.
4. The RFC has the authority to amend the funding amount request on each application.

Annual Application Review Process:

The RFC shall meet annually during the month of November to review the recreation grant funding process and application templates.

1. Any revisions to any part shall be decided using the official decision-making process in accordance with the RFC Terms of Reference.
2. Any feedback received by the RFC regarding the grant process will be discussed.
3. Any revision must be approved by the RFC and amended applications must be available by the next funding cycle.



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 – 2nd Avenue, Bassano.
- Emailed to 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.)



Recreation Funding Committee
Schedule "H"



Recreation Grant Project Follow Up Form

1.0 Applicant Information:

1.1 Recreation Grant Application Number: _____

1.2 Organization Name: _____

1.3 Mailing Address: _____

2.0 Assessment:

2.1 Was the project/program/event completed? Please share your successes or challenges.

3.0 Actual Project/Program Costs:

Income:

Expenses (costs):(List All Project Expenses)

Recreation Grant awarded amount:	\$ _____	_____	\$ _____
Other Income):	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total:	\$ _____	Total:	\$ _____

Please provide receipts for all income and expenses.

4.0 Applicant Agreement:

4.1 _____ agrees that the information in this document is
Organization Name true and accurate.

4.2 _____
Signature/Position Date (mm/dd/yyyy)

5.0 Feedback of Recreation Grant Application Process:

5.1 Please provide your opinion/suggestions on this recreation grant process.
