



## 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.*



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### 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



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### 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.



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### 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.