



# TOWN OF ECKVILLE

## Recreation/Cultural Funding Program Guidelines and Information

### Application Procedures

- Applications must be legibly printed or typewritten.
- Applications must be completed in full and contain the following:
  - a) Name, address, and contact information for the organization.
  - b) Exact amount for which applying.
  - c) A brief description of project or goal the organization wishes to fulfill with funding, what is to be done, and how.
  - d) A clear, detailed Budget and Project Budget for the current year.
  - e) A copy of the latest Financial Statement.
  - f) A schedule / target date for the project / goal.
  - g) An explanation of how the project / goal will directly benefit the community and its members.
- Groups and/or organizations showing a surplus (excess of revenue over expenditures) and/or reserves on the Budget and Financial Statement must include a *Statement of Intended Use* with the application. Applicants who have uncommitted reserves and/or surpluses over \$10,000 are NOT eligible for grant funding under this program.

**NOTE:** Applications deemed incomplete will be referred back to the organization.

### Eligibility

Preference will be given to projects that include all of the following:

- The project/goal benefits the community
- The applicant must be a Town of Eckville group or organization
- The project/goal takes place in the Town of Eckville
- Program applications will not be accepted from any group or organization with an outstanding Expenditure Claim Statement of more than one year.
- Program Applications will not be accepted from any group/organization that is overdue on money or obligations owed to the Town of Eckville.
- Joint applications are acceptable; however, the group/organization must identify which group is responsible for Finances and Expenditure Claims.
- Retroactive funding will not be considered. Retroactive funding is defined as funding of an activity or project after it has commenced or is completed. If an activity takes place between the application deadline and the awarding of funds, it will not be considered retroactive funding; however, there is no guarantee the project will be funded.
- Organizations must identify commitments of reserves/surpluses to projects, purchases, and programs. Applicants who have uncommitted reserves and/or surpluses over \$10,000 are not eligible for grant funding under this program.
- For groups/organizations showing a surplus (excess of revenue over expenditures) and/or reserves on the Budget and Financial Statement, a *Statement of Intended Use* must be included with the application. Applicants who have uncommitted reserves and/or surpluses over \$10,000 are not eligible for grant funding under this program.

### Funding Criteria

**Grant Request Maximum - \$1,500.**

**Base Rate.** All applicants will receive a minimum of \$250.

**Equipment/Purchases.** Applicants will receive \$1,000 or grant request, whichever is less.

**Programs/Activities.** Applicants will receive \$1,000 or grant request, whichever is less - wages, professional fees, etc., must only account for 50%.

**Leadership Development.** Applicants will receive \$750 or grant request, whichever is less - this excludes travel and subsistence.

**Capital** - minor repairs to equipment, improvements). Applicants will receive \$1,000 or grant request, whichever is less.

**Seed Funding for New Organizations.** Applicants will receive \$1,000 or grant request, whichever is less. Applicants must clearly identify mandate of organization and where funds will be allocated.

**Festivals and Special Events.** Applicant will receive \$1,500 or grant request, whichever is less.

**Operational Costs.** Applicants will receive \$1,000 or grant request, whichever is less. Wages, professional fees, etc., must only account for 50%.

### Accountability

- Applicants awarded a grant shall be held accountable for the expenditure of funds. The Town has the right to conduct an evaluation or audit of the project at any time.
- The organization shall carry out the project without material allocation.
- The entire amount of the grant must be used for the purpose of carrying out the project, and the project must be completed by December 31 of the current year.
- If an organization is not able to complete the project in the current year, a written request for an extension is required. If no extension has been received and approved, the project will be considered incomplete and the previously approved grant funds will be refunded back to the Town.
- The organization is responsible for any cost overruns incurred in carrying out the project.
- The organization must notify and seek approval from the Town in writing of any significant changes in the implementation of the project.
- If an applicant wishes to withdraw or cancel their application, a written request shall be submitted to Council.
- Accountability shall be in the form of an Expenditure Claim Statement supplied to the Town either upon completion of the project, or by February 1 of the following year to certify that the grant was used for the project and within the time lines specified.
- Operation of the project must be in accordance with all applicable laws, regulations, and generally accepted standards.
- The organization must repay to the Town any unexpended portion of the grant or any amounts expended for purposes other than those specified.

### Disbursement of Funds

- A group/organization shall only be granted funds once in a twelve (12) month period, and only **upon receipt of the signed *Recreation/Cultural Funding Program Agreement***. In the event of extraordinary circumstances and only if grant funds have been completely refunded, Council may consider a second application from a group/organization within a twelve (12) month period.
- Funding will be committed out of current funds only.
- The Town is unable to provide guaranteed funding beyond the current year.