



# **Recreation Special Project Funding (R.S.P.F)**

## **Application Package**

Deadline – October 31<sup>st</sup>

For help with this application please contact

Director of Recreation -Lorraine Hankins at 403-742-4441

[lhankins@stettlercounty.ca](mailto:lhankins@stettlercounty.ca)



# Recreation Special Project Funding (R.S.P.F.) Grant Application

Box 1270  
Stettler, AB T0C 2L0  
Phone: 403-742-4441  
Fax: 403-742-1277

## GENERAL INFORMATION

Incorporated (Legal) Name of Organization:

Common Name of Organization (if different from incorporated name)

## APPLICANT INFORMATION

Address:		
City	Postal Code	
<b>Mailing Address: if different than above</b>		
Address		
City:	Postal Code	

## CONTACT INFORMATION

<b>Primary Contact</b>	
Name:	Title:
Daytime Phone:	Email:
<b>Alternate Contact</b>	
Name:	Title:
Daytime Phone:	Email:

**New Project Name:**

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(Required format for project name is 3-4 word description of project followed by organization or abbreviated Organization name followed by date submitted: e.g. Community Hall Renovation – County of Stettler – 2018-01-01)

**PROJECT OVERVIEW**

Main Category

<p>Community Services</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)	<p>Arts</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)	<p>Culture</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)
<p>Education</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)	<p>Environmental</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)	<p>Health</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)
<p>Social Services</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)	<p>Sport &amp; Recreation</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)	<p>Other</p> <input type="checkbox"/> Facility Renovation <input type="checkbox"/> Other (please specify)

Describe the demographic of citizens that will benefit from the project:

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**Location of Project:**

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Please enter the name and address of the facility or site.

**Facility Operator:**

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Please enter the operator of the facility or site.

**PROJECT OVERVIEW**

**Project Description:**

A. Explain what you want to do with the funds. This includes a description of the issues and identifiable needs that will be addressed by this project.

B. Explain how the organization will know in measurable terms whether or not the project has achieved the desired outcome.

- C. How many people do you estimate or know will benefit from this grant?
  
- D. If your grant application is successful, how long will it take to complete your project once funding is approved? (6 months, 1 year)

## PROJECT BUDGET

### **Need for Financial Assistance**

- A) If your organization has a current operating surplus, operating reserves or unrestricted cash assets, explain what you plan to do with these funds, if they are not allocated to this project.
  
  
  
  
  
  
  
  
  
  
- B) If your organization has a current operating or accumulated deficit, explain how the deficit was acquired and your plans for reducing it.

## PROJECT BUDGET

The maximum funding available for distribution to community groups per fiscal year is \$50,000.00.

Please complete the Budget/Donated labor Spreadsheet for your project and attach current financial statements. A Budget/Donated Labor template has been provided for your reference.

The value of project-specific donated resources for the RSPF projects is based on:

- \$15.00/hour for unskilled labor working directly on the project
- \$30.00/hour for skilled labor
- \$60.00/hour for heavy equipment with operator

Any matching donated resources must be directly related to the project.

Donated labor that is **NOT** eligible as matching funding for a project includes any other volunteer time that provides a general benefit to the organization such as:

- Volunteer hours related to general fundraising
- Time spent preparing the grant application
- Time spent in meetings or any activities related to the planning for the project or
- Any other planning activities for the organization

## **BUDGET/DONATED LABOR TEMPLATE**

**For example: Project is to construct a storage shed to store snow clearing equipment for a community use outdoor rink:**

<b>EXPENSES</b>	<b>Cost</b>	<b>Donated/Purchased</b>
Labor (\$15.00/hr. x250 hours) to build the shed	\$3750.00	Donated
Materials (shed package – attach supplier quote)	\$12500.00	Purchased
Donated equipment (bobcat and operator to prepare site (\$60.00/hour x 2 hours)	\$ 120.00	Donated
<b>Total Project Cost</b>	<b>\$16,370.00</b>	

<b>INCOME</b>	<b>Amount</b>	<b>Confirmed/Requested</b>
RSPF funding	\$8,185.00	Requested
Donated Labor/Equipment	\$3,870.00	Confirmed
Cash provided by organization	\$4,315.00	Confirmed
<b>Total Funding</b>	<b>\$16,370.00</b>	

## **BUDGET/DONATED LABOR SPREADSHEET**

<b>EXPENSES</b>	<b>Cost</b>	<b>Donated/Purchased</b>
<b>Total Project Cost</b>		

<b>INCOME</b>	<b>Amount</b>	<b>Confirmed or Requested</b>
RSPF funding		
<b>Total Funding</b>		



**GROUP MEMBERSHIP LIST**  
**(Please attach a current membership list)**

**Executive**

**President** \_\_\_\_\_

**Vice President** \_\_\_\_\_  
(if applicable)

**Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**FACILITY USAGE**

Facility \_\_\_\_\_

Usage Details:

(Events/Functions /Frequency of them/Number of people that attend)

Please attach additional pages if necessary.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**FACILITY MAINTENANCE PLAN**

Please state any plans for renovations, upgrades or maintenance.

Year 1

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Year 2

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Year 3

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Year 4

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**Recreation Special Project Funding (R.S.P.F.)**

**Grant Agreement**

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Incorporated (Legal) Name of Applicant Organization (“Organization”)

**The Organization declares that:**

- a) The information contained in its application and supporting documents (“Application”) is true and accurate and endorsed by the Organization.
- b) The required financial statements(s) for the applicable fiscal period (s) are true copies and have been attached to and form part of the Application.

**The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement.**

**The Organization agrees to the following terms and conditions:**

- 1. The program Guidelines (“Guidelines”) and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
- 2. The Organization will use all grant funding rewarded (“Grant”) for the stated purpose(s) (“Purpose”) within its Application. If the organization wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
- 3. The Organization must comply with all applicable laws.
- 4. Following receipt of the Grant, the Organization agrees to be bound by the final accounting requirements set out in the Guidelines and in the Application Form.

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Signature of Authorized Representative

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Date

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Name of Authorized Representative (print)

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Position

## **RSPF PROJECT CHECKLIST:**

**Applicants must submit a fully completed application form providing the following information -**

### **Project Overview:**

- Be sure to include in the project description how the project will produce benefits or make a positive difference for your community.
- Photos may be included (2-3 maximum) showing proposed project
- Include copies of contractor estimates or supplier quotes a minimum of two where possible.
- Attach Inspection report if work is required to meet building code compliance
- Building code permits, where required must be obtained before the start of any project approved for RSPF funding. In addition, the group must ensure all necessary inspections are carried out.

### **Project Budget:**

- Budget/Donated Labor Spreadsheet**-Please ensure that the budget reflects the total cost of the project not just the funding requested from this grant program. Also include all donated labor, materials that pertain to your project.
- Include a complete set of financial statements for your organizations' most recently completed fiscal year. If the financial statements are audited include the signed and dated auditor's report. If unaudited, the financial statements must be signed by two legally authorized representatives of the organization and include a current bank statement.
- If you have applied for other grant monies, please attach a copy of the letter of approval if successful.

### **Project Support:**

- Information on usage of the facility
- Group's membership list
- Facility Maintenance Plan
- Current letters of community support for the projects should be attached.

**Signed and Dated Grant Agreement**

**Project Final Accounting:**

Project final accounting must be submitted as soon as the project is completed but no later than one year from when the project is approved.

**Please remember to keep a copy of the application for your records.**