



City of St. Albert  
**CITY COUNCIL POLICY**

Community Capital Program Grant

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C175-2009	03 23		C487-2009 C323-2012	08 31 06 18

## Purpose

To provide a source of funds for eligible capital projects to be undertaken by eligible not-for-profit community groups that provide broad and inclusive recreational, cultural or social services with the City of St. Albert.

## Policy

The City may offer financial assistance on a matching-grant basis for eligible St. Albert not-for-profit community groups that submit applications for eligible capital projects.

Applications are reviewed by the Community Services Advisory Board and recommended to Council for approval. The annual application deadline date will be set for early March each year, with a Council decision to award funding by May 31. In the event that there are unallocated funds remaining after the Council review in May, additional grant applications will be reviewed on a continuously basis by the Community Services Advisory Board until the current year grant funding is depleted.

## Definitions

1. "Capital Project": means a new construction, expansion, renovation, or replacement project for an existing facility or facilities.
2. "Eligible Capital Project": means those capital projects which meet the following criteria:
  - a) capital facility projects for Recreation, Cultural or Social Services;
  - b) capital facility projects that enhance services through either new development or through significant renovations to an existing facility;
  - c) serve the citizens of St. Albert;
  - d) accessible, affordable, and inclusive, providing broad opportunities for community members;
  - e) sustainability for the facility and the not-for-profit group is clearly demonstrated;
  - f) demonstrate a partnership where the City of St. Albert is one of a number of sources of funding; and
  - g) involve a strong volunteer base supporting the facility project while sustaining ongoing operations.
  - h) playground development and replacement projects are eligible to receive a maximum grant of \$60,000 per project.
  - i) projects must not have commenced prior to application for funding under this grant program.



3. “Eligible Not-For-Profit Organizations”: means a St. Albert based not-for-profit society or charitable organization registered federally or provincially for a period of five consecutive years where the primary mandate is to provide sports, recreation, arts, cultural, family or community services. Organizations are eligible to receive one Community Capital Program grant every two years.
4. “Eligible Facilities” shall include:
  - a. indoor and outdoor facilities used for sport, recreational, cultural, or social services;
  - b. facilities and/or areas must be located within the City of St. Albert boundaries;
  - c. facilities under the organization’s jurisdiction or that have written approval from the owner for accessibility to the general public through land ownership, long-term lease or another instrument of occupation.
5. “Matching-grant”: means a City grant that cannot exceed 1/3 of the complete project budget; and that excludes City operating or capital budget funds.

### **Responsibilities**

1. Council approves grants under the Community Capital Program Grant.
2. On a yearly basis, the Community Services Advisory Board considers applications received under the program according to merit, eligibility and available funding and makes recommendations to Council.
3. Administration reviews the Grant Guidelines and Application form on an annual basis and may undertake minor administration updates. Administration will ensure that the Guidelines continue to adhere to the requirements set out in the Community Capital Program Grant Framework, which was approved by Council February 17, 2009.
4. Eligible applicants must ensure the eligibility of their project in accordance with the criteria noted above. The organization must arrange for a pre-consultation meeting with the Community Capital Program Grant Coordinator prior to submitting their grant applications.
5. If successful, applicants must:
  - a. Prior to receiving funding, provide proof of receipt of matching grants and/or other matching funds within six months of receiving approval for the grant.
  - b. Enter into a “Terms and Conditions of Grant Agreement” with the City of St. Albert prior to receiving any portion of the grant. The City Manager is delegated the authority to approve the terms of the agreement.
  - c. Expend funds as specified in the application.
  - d. Submit quarterly reports during the course of the construction of the project to the City of St. Albert, which will include a detailed project update and a current project financial statement.
  - e. Submit a signed financial statement and project summary within 60 days of completion of the project, verifying that funds were used for the purpose awarded.
  - f. Acknowledge receipt of the Community Capital Program Grant from the City of St. Albert in project promotion and advertising.
  - g. For grants of \$100,000 or more, provide a commemorative plaque to be displayed at the facility, acknowledging the support from the City of St. Albert.



## Standards

1. Matching grants shall be awarded for up to 1/3 of the project budget excluding capital and operating funds. The remaining 2/3 funding is the responsibility of the organization. If actual costs are less than the original project estimate, the amount of the grant will be revised accordingly.
2. Financial statements showing all sources of funding and all costs of the project shall be forwarded to the City within 60 days of project completion. This report shall include:
  - a. Summary of the project including outcomes and community impact.
  - b. Signed financial statement of all income and expenses connected with the project, including receipts.
3. If an eligible project is cancelled, or is not completed within two years of the approval of the grant funding, any unexpended funds shall be returned to the City unless Council provides otherwise.

## Conflict of Interest

Community Services Advisory Board members and Council members shall disclose their financial affiliations or interest with an eligible applicant that may affect their decision-making on applications received under the Community Capital Program Grant.

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**Cross References:** Policy C-CG-08, Council Members' Code of Conduct; Resolution C1086-79, Code of Ethics for Citizen Board Members; Community Capital Program Grant Framework.



C-CS-06



City of St. Albert  
**ADMINISTRATIVE  
 PROCEDURES**

Community Capital Program Grant

**AUTHORITY**  
 City Manager

**SIGNATURE**

**APPROVED:**  
**REVISED:**

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23 03 2009

**Procedures**

1. Administration may undertake minor administrative updates to the Community Capital Grant Program package on an annual basis.
2. Applications shall be submitted as per the Community Capital Program Grant Guidelines and Application package prior to March 1.
3. The Community and Protective Services Department promotes and receives applications for the Community Capital Program Grant on a yearly basis, determines the completeness of the applications and forwards the applications to the Community Services Advisory Board for recommendation to Council.