



Grant Overview:

Flagstaff County deemed it appropriate to allocate Recreation funding to our Towns and Villages through our Ag Societies effective January 1st in turn Ag Societies are responsible to distribute funding to recreation user groups within their respective municipalities.

The Sedgewick Ag Society has transferred the \$127,026 recreation allocation to the Town of Sedgewick for distribution.

At this time our goal is to ensure all our facilities operate in a state of cost recovery while ensuring the best recreational opportunities are available for all users. We also support programs that benefit our citizens regionally.

*Note – Flagstaff County Council has not defined their objectives regarding the use of the recreation funds therefore we cannot guarantee receipt of long-term financial support. We encourage your group/organization to strive to find alternate sources of funding to offset your programs now and into the future.

Program Objectives:

The Town of Sedgewick’s objective is to provide recreation grants that offset the operational expense of recreation activities for all ages within Sedgewick’s corporate limits and surrounding areas.

The intent of the program is not to enhance user groups’ financial status it is to help cover the costs of our facilities and your programs. If your organization/program is sustainable we strongly encourage your support for less viable programs and/or increase/offer enhanced training and skill building options.

As a reminder to all applicants if our facilities are unable to sustain themselves the Town may have to increase property taxes to offset deficits therefore we are requesting that your applications are as accurate as possible.

Priorities for Funding:

Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following priorities:

- Programs that contribute to ongoing use of recreation facilities within the Town and surrounding area.
- Projects that can reasonably demonstrate future financial feasibility.
- Capital projects that retrofit current facilities so as to decrease normal operating costs.
- Projects that revitalize well used programs.
- Projects that enhance skill/team building.
- Projects/programs that attend to a wide demographic.

Eligibility:

To be eligible for the Town of Sedgewick’s Recreation Grant Program, applicants must be one of the following:

- A recreation user group (example, Sharks Minor Hockey, Flagstaff Fusion, Sedgewick Golf Club etc.)
- A cultural user group (example, Sedgewick Library, Battle River Art Club, Flagstaff Players etc.)
- An Agricultural Society
- A school



Eligible Project Criteria:

- Applications must be submit to the Town of Sedgewick Administrative Office no later than May 1st, and/or September 15th.
- Application Phase must be clearly recorded on applications.
- Funds must be accounted for and used by December 31st of each year.
- Projects may begin January 1st however funding may not be granted.
- Capital projects must be complete within two years of receiving funds.
- Projects must not duplicate existing programs and services already available in the community.
- Funds must be used for the purpose for which they were approved or recipient must repay the full amount. Failure to repay funds may result in future ineligibility.
- Recipients must complete and submit a Follow-Up form within sixty (60) days of completion of the project and account for all expenses.
- The Town of Sedgewick reserves the right to refuse or amend funding requests within any application.

Eligible Expenses:

- Renovation and repairs to existing structural, electrical or mechanical systems in order to upgrade existing facilities to improve operational efficiencies and comply with current building codes, or to enhance programs offered within the facility.
- Costs of offering recreation programming within the Town of Sedgewick and surrounding areas.
- Start-up costs for new programs.

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
- Other expenses that the Town Council may deem inappropriate as recommended by the Recreation Funding Committee.

Funding Obligations:

- Successful applicants must submit a Follow-up form to the Town of Sedgewick’s Director of Parks and Recreation within sixty (60) days of project completion. Follow-Up forms will be provided to the recipient with their initial grant payment.
- Recipients must submit a photocopy of actual receipts or an audited financial statement that has been prepared by a recognized audit firm and signed by two Board Members. The audited financial statement must clearly outline the grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the recipient for seven (7) years as per recognized accounting principles.
- Unused recreation funds, or funds used for purposes other than what was approved must be returned to the Town of Sedgewick.
- Operational projects must be completed by December 31st of each current year.
- Capital projects must be completed within two years. Extension may be granted by Town Council upon receiving a written request as recommended by the Recreation Funding Committee.
- Failure to meet the above obligations may result in restricted access to future recreation funding.



Application Process:

Applications must be sent to the Town of Sedgewick’s Director of Parks and Recreation at P.O. Box 129, Sedgewick, AB T0B 4C0 postmarked May 1st, and/or September 15th or emailed to cao@sedgewick.ca

All applications must be legible; any illegible grants may become ineligible. Applications received via facsimile (fax) shall not be accepted.

Funding Distribution Process:

There shall be two rounds of applications:

- Phase I - deadline of May 1st
- Phase II - deadline of September 15th

Successful applicants:

- Round one applicant shall receive notification regarding the success of their application by May 30th.
- Round two applicants shall receive notification regarding the success of their application by October 15th, 2015.

Funds Distribution:

- Successful applicants shall receive an initial grant allocation of 50%.
- Successful applicants shall receive the remaining 50% grant allocation upon the successful completion of the Follow-Up Form.

***Note** – Recreation grants funds follow a calendar year with the date ending December 31st. Please apply accordingly.

The Application Breakdown:

1.0 Applicant Information

Organization Name – Insert the name of the organization you are representing. (ie. Sharks Minor Hockey)

Address – Insert the mailing address for the organization you are representing. (ie. PO Box 000, Sedgewick, AB T0B 4C0)

Contact Person & Information – Insert the name of the individual who shall be contacted should there be any queries arising from within the application. **The contact person must be educated and knowledgeable on the contents of the application submit.**

Non-profit/Society Number – Should this apply to your organization insert the appropriate number.

2.0 Project Overview

Project Title – Apply a title to your project (ie. Flagstaff Fusion Lacrosse Youth Development).

Project State Date – Insert the anticipated start date of your project.

Project End Date – Insert the anticipated end date of your project.

Location – Indicate where your project shall take place (ie. Sedgewick Recreation Centre)

Phase – Means the round of application your project applies to. (Phase I, Spring – Phase II, Fall).

Amount Requested- Indicate the amount requested for your project (reference Section 5.0)



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Total Project Expense – Insert total project expense.

Capital/Operating Application – Check the box that applies to your application.

3.0 Application Profile

3.1 Organizational Overview – Provide a brief description of your organization and your organizations purpose.

3.2 Organizational Successes – List three (3) organizational successes that you have achieved over the past five (5) years. (ie. Twenty five new registrants for the canskate program in 2014).

3.3 Executive Membership – Provide a list of the executives on your committee and their appointed position. (ei. John Doe, President...)

4.0 Project Description

4.1 Summary of Project – Provide a brief summary of the project you are applying for; what is the project.

4.2 Explain the need for project funding – Provide a brief summary as to why your project requires additional funding. (ie. to offset full cost recovery expenses). Make clear detailed points.

4.3 What is the target age for the project – Indicate the age group that will benefit from the project. (ie. Ages 5-16)

4.4 Anticipated Users – How many users are you targeting for this program? Ensure numbers are realistic to the proposed program/project.

5.0 Project Budget

Income/Expenses – Provide a breakdown of all project income and expenses. The *PROJECT TOTAL* must balance. Ensure you do not over apply as funds are limited.

Insert a title for all listed expense along with the value. (Ex. Income, “Enbridge donation” - \$1,000).

6.0 Applicant Agreement

Organization Name – Same as 1.0 in Applicant Information (Ex. Sharks Minor Hockey)

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.