



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

72.0 Parks & Recreation

72.0.4

Title Recreation Capital Grant Funding Policy

1. Policy Statement:

- 1.1. The County of Wetaskiwin is committed to supporting safe, sustainable, and accessible community recreation infrastructure by providing financial assistance for capital improvements to eligible recreational facilities. The Recreation Capital Grant Program assists not-for-profit organizations in preserving, maintaining, and enhancing community recreation assets while ensuring public funds are allocated in a fair, transparent, and accountable manner to maximize long-term community benefit.

2. Application Process:

- 2.1. Each not-for profit community association that operates a facility in the County or a facility serving County residents may submit one (1) application per facility.
- 2.2. Applications must be submitted to the County of Wetaskiwin Office prior to the recreation zone committee meeting.
- 2.3. Once reviewed by the Director of Leisure & Community Service, the Director will submit completed Recreation Capital Grant application to their respective Recreation Zone Committee for review and recommendation.
- 2.4. The Recreation Zone Committee shall forward the completed application before the March 31 deadline, along with its recommendation, to the Director of Leisure and Community Services to confirm eligibility and prepare the application for Council consideration.
- 2.5. Only completed applications will be considered for funding.

3. Eligible Applicants:

- 3.1. Not-for-profit organizations registered under the Societies Act, Libraries Act or Agricultural Societies Act that provide social, recreational, and cultural programs, events and services accessible to the public within the County of Wetaskiwin serving County residents.
- 3.2. Affiliated community groups that provide membership-based social, recreational, and cultural programs and services that are open to the broader community (e.g., 4-H Clubs, Agricultural Societies).
- 3.3. Libraries that offer social, recreation, arts, and culture programs may be considered for funding, provided the programs are not already supported through municipal funding.
- 3.4. Each eligible community association may submit one (1) application per recreational facility each calendar year.
- 3.5. Associations operating multiple facilities on the same property (e.g., a community hall and curling rink) may submit one (1) application for each eligible facility.

4. Ineligible Applicants:

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- 4.1. Municipalities (Municipalities already receiving, or will receive, cost-sharing funding).
- 4.2. For-profit organizations.
- 4.3. Organizations that operate in a strictly private or closed setting, without programs or services open to the public.
- 4.4. Religious organizations, unless engaged in a significant project that benefits the entire community.

5. Eligible Project Priorities:

- 5.1. Capital Grant funding is intended to support projects that preserve, improve, or enhance community recreational facilities. Funding priority will be given to projects in the following order:
 - a. Fire, health, and safety projects required to meet applicable legislation, building codes, or safety standards.
 - b. Preventative maintenance projects necessary to protect and preserve existing facility infrastructure, including but not limited to roof replacement, furnaces, electrical systems, plumbing, windows, or structural repairs.
 - c. Capital renovation or improvement projects that restore or enhance a facility due to age, deterioration, or heavy use, or that add a new recreational amenity where one did not previously exist. Examples include flooring replacement, kitchen or washroom upgrades, accessibility improvements, playgrounds, sports courts, or other recreational amenities.

6. Ineligible Projects

- 6.1. Retroactive funding will not be provided for projects that have commenced or been completed prior to Council approval.
- 6.2. Operating expenses, routine maintenance, and ineligible costs identified by the County are not eligible for funding.

7. Funding Limits

- 7.1. Capital Grants may provide up to fifty percent (50%) of eligible project costs, excluding GST, to a maximum County contribution of \$20,000 per eligible recreational facility per calendar year.
- 7.2. Funding is subject to available Recreation Zone budget allocations and Council approval.

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8. Reporting Requirements

- 8.1. Successful applicants must submit copies of paid invoices and receipts to the Director of Leisure and Community Services by December 31 of the funding year, demonstrating that grant funds were used for the approved project.
- 8.2. Failure to submit the required documentation may result in future grant applications being deemed ineligible until reporting requirements have been satisfied.

9. Recognition

- 9.1. Recipients shall acknowledge the County of Wetaskiwin's financial contribution through appropriate recognition, which may include signage, printed materials, media releases, websites, or social media.

10. Monitoring and Compliance

- 10.1. The County may conduct site inspections to verify that funded projects have been completed as approved and that the facility continues to be properly maintained and available for community recreational use.
- 10.2. The County reserves the right to deny future funding where facilities are not adequately maintained, are not being used for their intended community recreational purpose, or where the terms of the grant have not been met.

11. Related Documents:

- 11.1. Recreation Zone Committee Structure Policy 72.0.1
- 11.2. Annual Community Facilities Operating Grant Funding Policy 72.0.2
- 11.3. Recreation, Event and Activity Grant Policy 72.0.3
- 11.4. Recreation Operating Grant Funding Policy 72.0.5

Previously Signed

Scott MacDougall, CAO

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Council Resolution