



POLICY 2024-02

TOWN OF CROSSFIELD CROSSFIELD AND DISTRICT RECREATION BOARD POLICY

Purpose

The purpose of this policy is to establish duties, responsibilities and requirements for the Crossfield and District Recreation Board.

Policy

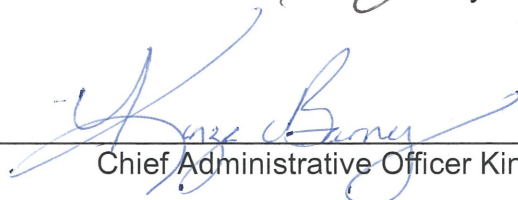
As attached and titled Policy 2024-02 Crossfield and District Recreation Board Policy.

This Policy supersedes all previous Crossfield and District Recreation Board policies including policy 2022-01.

Adopted this 19th day of March, 2024



Mayor Kim Harris



Chief Administrative Officer Kinza Barney

1.0 Definitions

- a. **Administration Liaison:** means the person employed by the Town of Crossfield to record minutes of regular and special meetings and carry out the duties and functions of Administration including, but not limited to, updating, distributing, collecting, and vetting relevant documents.
- b. **Capital Funding:** means funding for the acquisition or maintenance of fixed assets and/ or a tangible item creating future benefits.
- c. **Chief Administrative Officer:** means the person appointed by Council to carry out the powers, duties and functions of the position of the chief administrative officer, or the person appointed by the chief administrative officer to act as his/her designate.
- d. **Conflict of Interest:** means a situation in which a board member has an actual or potential or direct or indirect interest in a group or organization requesting funds from the Crossfield Recreation Board that may influence or appear to influence the conduct of their official duty.
- e. **Council:** means the elected Mayor and Councillors of the Town of Crossfield, also described as Elected Officials.
- f. **Director of Finance and Administration:** means the person employed by the Town of Crossfield to carry out the power, duties and functions of the Finance Officer or his/her delegate.
- g. **District:** shall mean the Crossfield Recreation District within Rocky View County as described on section 3.0 below.
- h. **Local and District Non-Profit:** shall mean a group or organization registered under the Alberta Societies Act with the purpose of organizing or operating recreation, culture or leisure-based programs, services or facilities within the Town of Crossfield and/or the Crossfield Recreation District.
- i. **Operating Funding:** means funding for the ongoing cost of running a facility or program.
- j. **Pecuniary interest:** means an interest that will result in a specific, immediate, or deferred financial gain as a direct result of the matter at hand. The pecuniary interest applies to the member, their employer, their immediate family (parents, spouse, children, siblings, or in-laws), or their association/group.
- k. **Town:** means the Town of Crossfield and, where the context so requires, means the area contained within the boundaries of the Town of Crossfield.

2.0 Purpose of the Crossfield and District Recreation Board

- 2.1 The purpose of the Crossfield and District Recreation Board, hereinafter referred to as the “Recreation Board”, is to promote quality of life by encouraging and sustaining growth in recreation and cultural facilities, activities, projects and programs that meet the needs of all members of the community.

3.0 Crossfield Recreation District Boundaries

- 3.1 The Crossfield Recreation District consists of the following divisions of land within the jurisdiction of Rocky View County, within which is the Town of Crossfield:
- i. Township 28, Range 27, Sections 28 to 33 inclusive, west of the 4th Meridian;
 - ii. All of Township 28, Ranges 28 and 29, west of the 4th Meridian;
 - iii. Sections 1 to 4, 9 to 16, 21 to 28, 33 to 36 inclusive, in Township 28, Range 2, west of the 5th Meridian;
 - iv. In Township 29, Range 28, west of the 4th Meridian, Sections 1 to 8 inclusive, Sections 17 and 18;
 - v. In Township 29, Range 29, west of the 4th Meridian, Sections 1 to 3 inclusive, Sections 10 to 15 inclusive;
 - vi. In Township 29, Range 1, west of the 5th Meridian, Sections 1 to 15 inclusive, and;
 - vii. In Township 29, Range 2, west of the 5th Meridian, Sections 1 and 2, Sections 11 and 12.

4.0 Board Composition

- 4.1 The Recreation Board shall be composed of the following voting members, appointed by resolution of the Town of Crossfield Council as follows:
- i. Not more than two from the Town of Crossfield Council;
 - ii. Not more than five members at large from the Town of Crossfield, and;
 - iii. Not more than two members at large from Division 4 or Division 5 of Rocky View County.
- 4.2 Chairperson and a Vice-Chairperson shall be chosen by the Recreation Board members.

- 4.3 The Town of Crossfield shall provide one regular staff as a non-voting member as the **Administration Liaison** to take minutes for all meetings of the Recreation Board.

5.0 Conduct of Meetings

- 5.1 Regular meetings of the Recreation Board shall be held as required and any additional meetings at the call of the Chairperson, at the time and place of such regular meetings to be determined by the Board.
- 5.2 Quorum for the Recreation Board shall be 50% of the members and must include at least one of the Chairperson or Vice-Chairperson.
- 5.3 Special meetings may be called on three days' notice by the Chairperson or at the request of any three members of the Recreation Board. The Recreation Board may, by unanimous consent, waive notice of a special meeting and hold a special meeting at any time if every member of the Board is present, and has signed a waiver of notice.
- 5.4 Minutes of all regular and special meetings shall be recorded by the Administration Liaison and kept on file at the Town of Crossfield Administrative Office.

6.0 Terms of Office

- 6.1 All Recreation Board members shall be appointed for a three-year term.
- 6.2 The members appointed to the Board shall be appointed for staggered terms or at the pleasure of Council in order that continuity exists.
- 6.3 Town of Crossfield Council appointments to the Board shall be named at the annual organizational meeting of the Town of Crossfield Council.
- 6.4 New appointments and reappointments for members at large may be made at any time throughout the year as necessary to fill vacant Board positions.
- 6.5 Any regular member of the Recreation Board who is absent from three consecutive meetings, unless such absence be caused by illness, or he/she be authorized by resolution of the Board entered upon its minutes, shall forfeit his/her office, and another regular member shall be appointed by the Town of Crossfield Council for the remainder of his/her term of office.
- 6.6 With mutual consent, the Recreation Board and the Town of Crossfield Council may, with reason, request the resignation of any member of the Recreation Board at any time prior to the expiry date of the member's term of office.

- 6.7 Any member may resign from their position on the Recreation Board at any time upon sending written notice to the Chairperson and/or the Administration Liaison of the Recreation Board.
- 6.8 All members appointed to the Recreation Board shall reside within the Town of Crossfield or the surrounding Crossfield Recreation District.
- 6.9 The Recreation Board may recruit and recommend candidates for Board membership to the Town of Crossfield Council.

7.0 Powers and Duties

Board

- 7.1 As described in Section 8.0 below, the Recreation Board shall receive and consider funding requests from non-profit organizations that provide recreation and cultural programs, activities or facilities to residents of the Town of Crossfield and the surrounding Crossfield Recreation District. Funding recommendations (operating and capital) shall not exceed the yearly allocated municipal contributions to the Board and shall be provided to the Town of Crossfield Council for final approval.
- 7.2 The Recreation Board shall hear and consider representation by any individual, organization or delegation of citizens with respect to recreation and/or culture, and provide recommendations to the Town of Crossfield Council that are in the best interest of the residents and community.
- 7.3 No member of the Crossfield and District Recreation Board may participate in the discussion or vote on a matter in which they have a pecuniary interest or conflict of interest.
- 7.4 The Recreation Board shall have the power to make recommendations regarding rules, regulations and policies, as it may deem necessary from time-to-time, provided such rules, regulations and policies are not inconsistent with the powers herein conferred. Draft copies and amendments of such rules, regulations and policies must be filed with the Town of Crossfield Administrative Office and approved by Council.
- 7.5 The Recreation Board shall be concerned with the growth and development of a broad range of recreation and cultural activities and the co-ordination of facility development and use, to provide activities that will provide opportunity for people of all ages to use in their leisure time in a wholesome and satisfying manner.
- 7.6 The Recreation Board should be consulted on all major matters affecting the development, operation, maintenance and use of recreation or cultural facilities within the Town of Crossfield and surrounding Crossfield Recreation District.

- 7.7 The Recreation Board should be consulted for recommendations whenever it is proposed to lease or to sell or to otherwise dispose of any land that is held for park, community or other public purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes. This information will be reviewed by Council and taken into consideration when making these decisions.
- 7.8 As necessary, the Recreation Board may appoint a temporary or ad-hoc committee as a sub-committee, which may include members that do not sit on the Recreation Board:
- i. The Chairperson of the sub-committee shall be a regular member of the Recreation Board;
 - ii. The Chairperson of the Recreation Board cannot be appointed Chairperson of the sub-committee, but shall be an ex-officio member of all sub-committees with the same rights, powers and duties as other members when in attendance.
- 7.9 Neither the Recreation Board nor any member thereof shall have the power to pledge the credit of the Town of Crossfield in connection with any matters whatsoever, nor shall the Recreation Board or any member thereof have any power to authorize any expenditure to be charged against the Town of Crossfield.

Administration

- 7.10 Town of Crossfield Administration shall be responsible for drafting Crossfield and District Recreation Board policy updates, additions and deletions to be reviewed by the Board. These policies will be submitted to Council for final approval.
- 7.11 The Administration Liaison shall be responsible for creating agendas and recording and distributing minutes of all regular and special meetings.
- 7.12 The Administration Liaison shall ensure current and updated policies, funding application forms and other relevant documents are available for public use. The Administration Liaison shall also promote and market dates relative to funding periods.
- 7.13 Funding applications (Schedules B and C) will be submitted to and vetted by the Administration Liaison for review and distribution to the Board prior to each funding meeting.
- 7.14 The Administration Liaison will contact applicants as needed for clarification of applications to ensure their completeness.
- 7.15 Delegations of those groups submitting applications over \$3,000 will be contacted by the Administration Liaison to be added to the funding meeting agenda.

- 7.16 Funding application approval or denial letters shall be composed and distributed by the Administration Liaison to the organizations who applied for funding within 30 days of approval by Town Council.
- 7.17 Funding cheques shall be requested by the Administration Liaison to the Finance Department and distributed to the awarded groups via post mail within 30 days of approval.
- 7.18 Project Completion Reports (Schedule D) will be submitted to and vetted by the Administration Liaison to ensure appropriate use of funds. Any discrepancies will be forwarded to the Recreation Board and/or Town Council for their consideration and decision.
- 7.19 Crossfield Recreation Board finances will be audited with the Town of Crossfield annual financial audit. Audited financials will be made available to the members of the board prior to funding meetings for review.
- 7.20 Crossfield Recreation Board membership will be managed by the Administration Liaison. It shall be the responsibility of the Administration Liaison to compose reports to Council requesting members be appointed or re-appointed to the board following the conclusion of the term if the member chooses to do so.

8.0 Board and Community Funding

- 8.1 The community funding distributed through the Crossfield and District Recreation Board shall be funded by the Town of Crossfield and Rocky View County through the recreation cost sharing agreement.
- 8.2 There shall be two funding periods in which non-profit organizations may request funds for operating expenses and/or capital expenses:
 - i. Spring Funding: applications will be due and reviewed in **March** of each year.
 - ii. Fall Funding: applications will be due and reviewed in **October** of each year.
- 8.3 The Recreation Board may accept funding applications outside of the above periods on an emergency basis and at the discretion of the Board.
- 8.4 Any funds granted on an emergency basis and outside of regular granting periods shall be provided to the Town of Crossfield Council for final approval.
- 8.5 Funds from the Recreation Board reserve account, held in trust by the Town of Crossfield, may be accessed as needed for additional recreation

or cultural funding. Recommendations for these funds shall be provided to the Town of Crossfield Council for final approval.

- 8.6 Organizations applying for funding must be registered under the Alberta Societies Act and not-for-profit in nature and shall not use the funds for personal benefit or gain of the organization's members.
- 8.7 Operational and capital grants may be granted up to their full amount. Grant funds shall not exceed that of the amount being requested.
- 8.8 Capital funding requests should be submitted on a cost sharing basis where the group or organization agrees to share up to 50% of the project cost. This requirement may be reduced or waived at the discretion of the Recreation Board and/or the Town of Crossfield Council.
- 8.9 Organizations applying for \$3,000 or more are required to make an in-person presentation to the Recreation Board.
- 8.10 Applications will be assessed by the Board using the criteria listed in Schedule A.
- 8.11 Groups or organizations that receive funding must provide a Project Completion Report within 1 year of the approval of their project. Future funding applications of the same type (Operating or Capital) will not be considered by the Recreation Board until a Project Completion Report is submitted and approved. Future funding applications may be denied by the Recreation Board for Operating and/or Capital grants if an organization is found to default on any Project Completion Report.
- 8.12 Funds granted during the spring and fall funding period must be spent by February 28 and September 30 of the following year, respectively. Unspent funds must be returned to the Recreation Board prior to being approved for any future funding. Groups or organizations with unspent funds may work with the Recreation Board to find alternative ways to spend the funds on other eligible programs, activities or projects offered by that group/organization.
- 8.13 In-eligible projects and/or expenses include:
 - i. Retroactive expenses – i.e., expenses for projects, activities, programs, facility upgrades, etc. that have taken place or were completed prior to the funding application;
 - ii. Reimbursement of employee hourly wages or salaries;
 - iii. Volunteer hours that are not directly associated with the project;
 - iv. Projects on private property without a public interest to the land;
 - v. Projects that do not allow reasonable access to the public.

vi. Applications from entities not registered as a society under the Alberta Societies Act.

8.14 The Recreation Board may request that an organization or group return any amount of funding received if it is found that the organization or group has used the funds inappropriately or for purposes other than was originally approved.

9.0 Finance

9.1 All funds, including excess funds not granted out by the Recreation Board in designated funding periods, shall be held in trust by the Town of Crossfield to be utilized for the purpose of recreation and culture.

9.2 Signing authority for the Crossfield Recreation Board will align with the designated signing officers of the Town of Crossfield.

**POLICY 2024-02
TOWN OF CROSSFIELD
CROSSFIELD AND DISTRICT RECREATION BOARD POLICY**

SCHEDULE A

Criteria	1 point	2 points	3 points	SCORE
Aligns with the Crossfield Recreation Policy (Promotes quality of life by encouraging and sustaining growth in rec and cultural facilities, activities, projects and programs that meet the needs of all members of the community)	Application meets some criteria	Application meets most criteria	Application meets all criteria	
Aligns with Crossfield Parks and Recreational Needs Assessment (Criteria listed below)	Program/Org has minimal alignment with the needs of the community	Program/Org somewhat aligns with the needs of the community	Program/Org strongly aligns with the needs of the community	
Program/facility available to residents within the Crossfield Recreation District	Access is difficult for residents	Access is moderate for residents	Access is easy for residents	
Program/facility is available to children/youth/seniors/low-income residents	Access is difficult for residents	Access is moderate for residents	Access is easy for residents	
Program/facility provided to the community targets Crossfield & District residents and promotes building an active and creative population	Targets <25% of residents	Targets 25% - 50% of residents	Targets >50% residents	
Growth or sustainability of membership	Current membership <u>less</u> than previous year	Current membership <u>equal</u> to previous year	Current membership <u>more</u> than previous year	
Financial sustainability of organization	Organization experiencing financial loss	Organization experiencing financial consistency	Organization experiencing financial gain	

Reliance on funds for immediate viability of program	Program/org poses little risk of not moving forward w/o funding	Program/org poses some risk of not moving forward w/o funding	Program/org at risk of not moving forward w/o funding	
Group facilitates independent/additional fundraising	Organization does not attempt fundraising	Organization attempts fundraising with low/moderate success	Organization attempts fundraising with moderate/high success	
Benefit residents within the community: - Contributes to active participants - Contributes to safe communities - Enhances or expands more local volunteer opportunities - Promotes diversity or inclusion - Contributes to safe communities	Application addresses 1-2 of the listed benefits.	Application addresses 3-4 of the listed benefits.	Application addresses all 5 benefits.	
Application submitted with all required information	Application was incomplete or missing information	Application had sufficient information included	Application was fully completed with supporting documentation	
Board Specific priorities not identified				
Board Specific priorities not identified				
TOTAL SCORE:				

2022 Crossfield Parks and Recreation Needs Assessment Priorities

Indoor Facility Priorities

1. Arena Upgrades
2. Gymnasium/Court Space
3. Fitness Centre
4. Indoor Pool
5. Youth Centre
6. Walking/Running Track
7. Climbing Wall
8. Indoor Playground
9. Curling Club Upgrades
10. Field House
11. Fitness Studio

Indoor Programming Priorities

1. Educational/Skill Building Programs
2. Youth Programming
3. Fitness Programs
4. Gym/Court Programs
5. Cultural Programs
6. Performing Arts Programs
7. Senior Programming
8. Visual Arts Programs
9. Adult Programming
10. Aquatics Programs
11. Skating Programs

Outdoor Facility Priorities

1. Outdoor Pool
2. Expand and Enhance Walking Paths
3. Expand and Enhance Skate Park
4. Campground
5. Expand and Enhance Dog Park
6. Expand and Enhance Splash Park
7. Pump/BMX Track
8. Nature Parks
9. Beach Volleyball Court
10. Granular Trails/Pathways
11. Upgrade Baseball Diamonds

Outdoor Programming Priorities

1. Aquatic Programs
2. Expanding Sport Programming (youth and adults)
3. Court Programs
4. Park/Trail Programs
5. Educational/Skill Building Programs
6. Fitness Programs
7. Performing Arts Programs
8. Community/Special Events
9. Visual Arts Programs

SCHEDULE B



Crossfield and District Recreation Funding

Operational Assistance Grant

The Town of Crossfield has operational grant funding available to **non-profit** community organizations operating a district amenity offering programs and/or services. Grant funding must be used for facilities, programs and/or services which provides recreational or cultural functions that are open for the use and enjoyment of Town of Crossfield.

This grant may be used for general operational expenses such as:

- insurance costs
- utilities expenses
- maintenance expenses
- sports and recreation programs
- small capital funding (renovation or construction) requests under \$5,000 (over \$5000.00 is a different application form)
- funding cannot be provided for items or projects that have already been purchased or paid for

Current and proposed operating budget, audited financial statements, and a complete list of board members must be attached to this application package.

Complete written applications are to be forwarded to the Town of Crossfield **prior to 4:30 pm March 1 and October 1** of each calendar year.

Applications will be reviewed by the Board and organizations will be advised within 30 days of the Recreation Board's recommendation.

It is the responsibility of the applicants to submit a complete application with clear and sufficient information. It should be noted that the grant process is competitive and applicants should submit the best application possible. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

Submit completed applications or any questions to:

Eris Latham at the Town of Crossfield
E-Mail: erisl@crossfieldalberta.com
Mail: Box 500, Crossfield, Alberta T0M 0S0
Fax: 403-946-4523
Phone: 403-946-5565



Operational Assistance Grant

District Facilities, Programs and Services

Please type or print clearly. Applicants must be a district organization serving Town residents. All information provided is public.

Organization Information

Organization's Name: _____

Incorporation Act Registered Under (If Applicable): _____

Incorporation Number: _____

Mailing Address: _____

Postal Code: _____

(All correspondence and cheques will be mailed to this address)

Primary Contact:

Name: _____

Telephone: (W) _____ (H) _____ (C) _____

Email: _____

Alternate Contact:

Name: _____

Telephone: (W) _____ (H) _____ (C) _____

Email: _____

Facility

Name of Facility: _____

Legal Description / Address: _____

Registered Holder of Land Title: _____

Total Amount of Funding Requested: \$ _____

Is your facility/program receiving any financial assistance from other agencies?

- Yes
- No

If yes, please explain.

Please give us a brief description of your organization.

Please describe what these funds will be used for.
(Please attach a separate piece of paper if you need additional space)

Please indicate the **number of people** who access your facility, amenity or program for which funding is being sought who reside in:

- Within Rocky View County boundaries : _____
- Within Town of Crossfield Boundaries: _____
- Within another Municipality: _____

Describe how the project will benefit your community and the County.

Are there any months when this facility is closed for the entire month? Please mark the months closed:

- | | | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |

BUDGET

Bank Balance: _____

EXPENSES	Budget \$	2023 Actual \$	2022 Actual \$
Salaries, wages and benefits			
Operating and Maintenance Expenses			
Materials, goods and supplies			
Utility costs			
Other			
TOTAL EXPENSES			

REVENUE	Budget \$	2023 Actual \$	2022 Actual \$
Memberships			
Grants			
Donations			
Other			
TOTAL REVENUE			

The above form is REQUIRED to be filled out or your application is considered incomplete.

SUPPORTING DOCUMENTS

The following documents MUST be attached:

- Project Completion Form (if the organization received funding in the previous year)
- Financial statements
- Capital Projects – Minimum of three quotes per project
- Organization’s Proposed Operating Budget – include contributions from other sources and detailed expenditures
- List of organization’s board members
- Society Bylaws
- Other documents required for further clarification, as requested

NOTE: Letter of request **MUST** be signed by the president and/or a director and who has signing authority for the organization.

Declaration Statement

I, the representative, certify that this application is complete and accurate.

Name: _____

Title: _____

Date: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting.

Obligations upon receiving grant

Grant recipients will receive a Grant Letter outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion report** detailing how the money was spent and whether or not the stated objectives were achieved. Failure to submit a report may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Crossfield to examine records to determine whether the grant funding has been used as intended and approved.

SCHEDULE C



Community Recreation Funding **Capital Assistance Grant**

The Town of Crossfield has capital grant funding available to community organizations operating a district amenity providing recreational or cultural services that are open for the use and enjoyment of all Town of Crossfield residents. This grant funding must be used for capital purchases related to the repair and/or enhancement of existing facilities or the development of a new facility. Studies required for long-term planning resulting in capital funding investment, such as a Life Cycle Plan, are eligible under this program.

Capital Assistance Grants are based on a cost sharing program. The Board may approve up to 50% funding of the total capital project; however, this will be at the discretion of the District Recreation Board and Council for facilities located in the Town and County.

Application Deadlines:

- March 1, 4:30 p.m.
- October 1, 4:30 p.m.

Completed applications will be reviewed by the Administration Liaison and recommendations forwarded to the Recreation Board. Organizations are required to provide copies of invoices or receipts for work completed or items purchased.

It is the responsibility of the applicants to submit a complete application with clear and sufficient information. Incomplete applications will not proceed in the screening process. It should be noted that the grant process is competitive and applicants should submit the best application possible. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

Submit completed applications to or for further assistance contact:

Eris Latham at the Town of Crossfield
E-Mail: erisl@crossfieldalberta.com
Mail: Box 500, Crossfield, Alberta T0M 0S0
Fax: 403-946-4523
Phone: 403-946-5565, ext. 261



Community Recreation Funding
Capital Assistance Grant

Please type or print clearly. Applicants must be a district organization serving Town of Crossfield residents.

All information provided is public.

Organization Information

Organization's Name: _____

Incorporation Act Registered Under (If Applicable): _____

Incorporation Number: _____

Mailing Address: _____

Postal Code: _____

(All correspondence and cheques will be mailed to this address)

Primary Contact:

Name: _____

Telephone: (W) _____ (H) _____ (C) _____

Email: _____

Alternate Contact:

Name: _____

Telephone: (W) _____ (H) _____ (C) _____

Email: _____

Amount Requested: _____

Facility

Name of Facility: _____

Legal Description / Address: _____

Registered Holder of Land Title: _____

Please give us a brief description of your organization

Please describe in detail the work to be carried out and the need for this project
(Please attach a separate piece of paper if you need additional space)

Describe how the project will benefit your community

Please indicate the **number of people** who access your facility, amenity or program for which funding is being sought who reside in:

- Within Rocky View County: _____
- Within Town of Crossfield: _____
- Outside Rocky View County boundaries: _____

Is this project located in a neighbouring municipality?

- Yes
 No

If yes, how will access to Town residents be assured? Is there an existing joint use agreement in place?

What are the annual operating expenses for this facility?

How many months of the year does this facility operate?

Estimated project start date:

Estimated completion date:

Project Budget (*this page is required*)

Revenue

Requested Grant Amount	\$	Maximum Town funding cannot exceed 50% of total project costs.
Cash Contributions	\$	Please note: Cash contributions and donated in kind represent your matching amount which must equal or exceed grant request.
Donated In Kind	\$	
Other Grant Funding	\$	Attach a detailed list of other grant funding which has been applied for or approved for this project.
Total Revenue	\$	

Total Project Cost and Donated Components Breakdown – If you are applying for funding for more than one project, please provide ALL quotes (3 for each project) in the following table. See Appendix C for an EXAMPLE.

Project Description	Quote Cost (A)	Source of Quote	Quote Attached	Quote used for Total Project Cost Calculation Below	Labour* (B)	Equipment (C)
A.	1.		<input type="checkbox"/>	<input type="checkbox"/>		
	2.		<input type="checkbox"/>	<input type="checkbox"/>		
	3.		<input type="checkbox"/>	<input type="checkbox"/>		
B.	1.		<input type="checkbox"/>	<input type="checkbox"/>		
	2.		<input type="checkbox"/>	<input type="checkbox"/>		
	3.		<input type="checkbox"/>	<input type="checkbox"/>		
C.	1.		<input type="checkbox"/>	<input type="checkbox"/>		
	2.		<input type="checkbox"/>	<input type="checkbox"/>		
	3.		<input type="checkbox"/>	<input type="checkbox"/>		

*Volunteer labour valued at \$15 per hour.

Total Project Costs= _____ (Sum of A + B + C) → This figure must equal 'Total Revenue' above. Please indicate which quote you are using for this calculation.

- **Include quotes.** If not included, indicate source of estimates.
- **Include confirmation** of all corporate in kind materials and/or services (i.e. letter from donor).
- **Cash contribution should be supported by Financial Statements and letters from donors.**
- No retroactive funding is permitted for costs that have already been incurred prior to application submission.

FINANCIAL ASSISTANCE

- A. If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
- B. If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
- C. Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?

Yes No

If yes, please explain.

Mandatory Attachments

- Minimum of three (3) quotes
- Audited financial statements
- List of organization's Officers and Directors

❖ **PLEASE NOTE:** If you have not heard from us within a week of your application submission, please get in direct contact with Eris Latham at erisl@crossfieldalberta.com.

Declaration Statement

We, the two representatives, certify that this application is complete and accurate.

Name: _____

Title: _____

Date: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

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Grant recipients will receive a Grant Letter outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. Failure to submit a report may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Crossfield to examine records to determine whether the grant funding has been used as intended and approved.

SCHEDULE D

CROSSFIELD RECREATION FUNDING GRANT

Project Completion and Financial Report



CAPITAL/OPERATIONAL ASSISTANCE GRANTS

If previous funding has been provided, this document should be completed in full and submitted to the Crossfield Recreation Board prior to being eligible for any additional funding.

Name of Organization (as listed on application): _____

Amount of funding received from Recreation Board: _____

Date & Year funding was approved: _____

How did these grant funds enhance your program/project?

Please specify the number of people who utilize your facility/amenity/program for which funding is being sought who reside in:

- Town of Crossfield: _____
- Rocky View County: _____
- Outside RVC boundaries: _____

Please indicate which target group benefited from your program/project. If more than one group benefited, please assign a percentage (%) to each group:

	Number	Percentage
Children/Youth:	_____	_____
Families:	_____	_____
Adults:	_____	_____
Seniors:	_____	_____

How many volunteers were involved with your project? _____

How many volunteer hours? _____

REVENUE - List all sources and amounts of revenue, including grants. If more space is required, please attach additional sheets of paper

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$

EXPENDITURES - Please provide an account of how Town of Crossfield and Rocky View County Grant Funds were spent as per your project budget.

Budget Item	Amount Budgeted	Actual Amount	Comments
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Total Project Revenue	\$
Total Expenditures Attributed to Crossfield Rec Board contribution	\$
Total Expenditures Attributed to non-Crossfield Rec Board contribution	\$
Net Gain or Loss Following Project Completion	\$

How did you recognize the Crossfield and District Recreation Board for this funding?

Report Prepared by (Please Print): _____

Signature and Title: _____

Contact Phone: _____ Email: _____

Date: _____

Please send completed report to:

Eris Latham - Administration Liaison
Box 500 Crossfield Alberta T0M 0S0
E-mail: erisl@crossfieldalberta.com
Phone: 403-946-5565
Fax: 403-945-4523