

**COMMUNITY  
INVESTMENT** PROGRAM

# Municipal Facility Operating **Grant**

2023 Guidelines



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

# Municipal Facility Operating Grant

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## Purpose of the Grant

The Municipal Facility Operating Grant provides funding to registered non-profit organizations that operate and maintain municipally owned facilities. Facilities shall be operated in accordance with the Operating/Lease Agreement between the Municipality and the Recipient.

## Pre-Application Meetings and Support

During the Call for Applications, Community Investment Program (CIP) staff are available to answer any questions.

## Application Process

### Stage 1

1. CIP will notify you via email when the application form is available in the CIP Grant Portal. Log in to your CIP Grant Portal account and complete the application.
2. Submit the application, including required attachments and related budgets for January-December of the grant year, and Financial Statements of the most recent fiscal year end (Year-end date must fall between July 1, 2021, and June 30, 2022). The CIP Grant Portal will accept applications until 4:30 p.m. on **September 16, 2022**.
3. Contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca) if you have any questions or need clarification.

### Stage 2

1. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide revisions.
2. Administration will review the application and supporting documents to ensure eligibility and make recommendations to Council. Organizations will be notified of Administration's recommendation to Council prior to the Council meeting.
3. Organizations which are recommended to receive funding must be prepared to deliver a presentation to Council as the final stage of the application process. A presentation template and further details will be provided prior to the Council meeting. The final decision will be made by Council during the Council meeting.
4. Applicants will be notified of Council's decision following the Council meeting.

## Contact Information

If you have any questions or would like clarification, please contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca) or Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

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## Eligibility

The municipally owned facility operator must:

- be a registered non-profit organization
- have resided or has documented history of operating within the Regional Boundary for at least one year prior to applying
- have less than one year's worth of operating expenses in their unrestricted net assets, as reflected in the financial statements of the most recent fiscal period prior to application or the total unrestricted net assets held by the Applicant is less than \$50,000
- have submitted all required reports, financial statements, or uncommitted grant proceeds from any previous Community Investment Program Grant
- work in collaboration with the Municipality to obtain additional financial sources, i.e., Federal and/or Provincial grant opportunities
- work directly with Municipality to ensure life cycle management is maintained

The Community Investment Program will not fund:

- programs or facilities for activities which are the mandate or responsibility of the Federal or Provincial governments, including but not limited to programs and facilities of health care, education, religious activities, housing, and childcare
- expenses not related to the operation and maintenance of the municipally owned facilities
- more than 80% of the budget of the programs and or service

## Expected Deliverables

A successful Applicant will be required to:

- improve the quality of life for residents in Wood Buffalo through providing a strategic service that is of benefit to the entire region, as set out in a Service Delivery Agreement
- complete and/or upload the following in the CIP Grant Portal:
  - Certificate of Insurance within 30 calendar days of execution of the grant agreement
  - Six-Month Report outlining operating highlights and challenges, an update on the services provided, and statistics related to facility usage and staffing
  - Final Report demonstrating the positive impact of the funded services
  - Financial Statements. Specific financial reporting requirements are determined by the following grant thresholds:
    - < \$100,000 – Summary of Revenue and Expenditures
    - \$100,000 – \$499,999 – Review Engagement Financial Statements
    - >\$500,000 – Audited Financial Statements
- recognize the Municipality as a funding partner in any official communications. Refer to [Logos](#) and the [Logo Standards Guide](#) for usage

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## Disclosure of Information

Information contained in the submitted application will be part of the public Council agenda and accessible through all methods that the Council agenda is available.

A condition of accepting funding is that the Municipality has the authority to examine Recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Council reserves the right to allocate Community Investment Program Grants in such a manner as deemed to be in the best interest of the Municipality (Community Investment Program Policy FIN-220, Section 2.1.2).

## Key Dates

<b>During Call for Applications</b>	Information Sessions with CIP (contact <a href="mailto:CIP@rmwb.ca">CIP@rmwb.ca</a> )
<b>July 20, 2022</b>	Call for Applications Opens
<b>September 16, 2022</b>	Call for Applications Closes – deadline to submit your application is 4:30p.m. MST.
<b>September 19 – 30, 2022</b>	Application clarification with CIP staff
<b>TBD</b>	Applicant Presentation Preparation
<b>TBD</b>	Council Meeting and Final Decisions
<b>TBD</b>	Decision Letters and further information provided
<b>Within 30 days of CIP receiving signed Grant Agreement</b>	Grant Distribution
<b>Within 30 days of execution of Grant Agreement</b>	Certificate of Insurance submitted by Applicant
<b>July 31, 2023</b>	Recipient Submits 6 Month Report
<b>April 30, 2024</b>	Recipient Submits Final Report
<b>120 days following the fiscal year end of the Organization</b>	Recipient submits Financial Statements

Details of the Council Meeting will be provided at a later date.

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## Definitions

**Applicant** – Any group, club, individual or organization incorporated as a non-profit, charitable, or Part IX Corporation, or registered as a society under the Alberta Societies Act and is in good standing under its relevant constating legislation.

**Audited Financial Statements** – Means a review of the Organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the Grant. The Financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 200 of the CPA Canada Handbook – Assurance an audit provides is an "expression of an opinion by the auditor on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework." The audit of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The Organization must retain all supporting agreements, invoices, and receipts. The Organization must provide the audited financial statements upon finalization, accompanied by the CPA's audit engagement report where the value of the Grant is \$500,000 or more.

**Certificate of Insurance** – For details on the level of insurance required, please contact CIP.

**Council** – Mayor and Council of the Regional Municipality of Wood Buffalo.

**Grant** – Transfer of monies from the Municipality to an applicant, group or organization for a project that meets the specific grant program requirements.

**Grant Programs** – Funding programs created to directly administer grants to applicants under specific guidelines (i.e., Community Impact Grant, Games Legacy Fund, Community Plan on Homelessness Funding).

**Municipality** – The Regional Municipality of Wood Buffalo.

**Recipient** – Successful grant applicant who receives funding from the Municipality.

**Regional Boundary** – The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.

**Review Engagement Financial Statements** – A review of the Organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the Grant. The Financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 8100 of the CPA Canada Handbook – Assurance (as amended): "Reviews are distinguishable from audits in that the scope of a review is less than that of an audit and therefore the level of assurance provided is lower." The review of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The Organization must retain all supporting agreements, invoices, and receipts. The Organization must provide the reviewed financial statements upon finalization, accompanied by the CPA's review engagement report where the value of the Grant is more than \$100,000, but less than \$500,000.

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**Societies Act** – A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.

**Term** – The effective date and duration of the agreement.

**Unrestricted Net Assets** – Accumulated surplus that the board has not set aside for a particular purpose, as reflected on the organization's financial statements and/or board meeting minutes.

**For more information, please visit the Community Investment Program website at [www.rmwb.ca/CIP](http://www.rmwb.ca/CIP).**

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