



Department Recreation and Culture	Policy No. RC(9)	Page 1 of 3
Policy Title COUNTY SUPPORT OF COMMUNITY PROGRAMS, EVENTS & ACTIVITIES	Date: November 12, 2015	Resolution No. C/581/15

Policy Statement:

Lacombe County is committed to strengthening the quality of life of its residents and fostering civic pride by providing financial support for community programs, events and activities.

Policy Guidelines/Procedures:

1. Eligibility:

1.1 The following organizations are eligible for funding under this policy:

- a) urban municipalities within the County;
- b) community organizations in the urban municipalities within the County; and
- c) community organizations in Lacombe County.

1.2 Support of community programs, events and activities shall be limited to those that:

- a) demonstrate a need for financial support from the County;
- b) are held for the enjoyment and benefit of the general public;
- c) are hosted on an annual basis and/or recognize significant milestone events;
- d) do not charge an admission, entrance or registration fee for the program, event or activity;
- e) receive at-least an equivalent amount of funding from the urban municipality in which the program, event or activity is being held as what is being requested from the County;
- f) receive at-least an equal amount of funding from the community organization if the program, event or activity is being held in the County; and
- g) take place in the County, or in the urban municipalities within the County.

1.3 The following are not eligible for support under this policy:

- a) capital facilities and equipment;
- b) youth and adult sports teams and associated programs, events and activities;
- c) school reunions;
- d) private functions;
- e) programs, events and activities that receive support from the County through other programs or policies.

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2. Funding Allotment & Allocation:

2.1 Lacombe County shall support this policy through an annual budget allotment established as follows:

- a) \$0.75 per capita based on the current year official population of Lacombe County and the urban municipalities within the County, with a \$1,000 minimum allotment per town and village and a \$500 minimum allotment per summer village.

2.2 The allocation of Lacombe County funding provided through this policy shall be as follows:

- a) Community programs, events and activities in the urban municipalities within the County: \$0.75 per capita, per year, per municipality based on the official population of the respective municipality, with a \$1,000 minimum allocation per town and village and a \$500 minimum allocation per summer village; and
- b) Community programs, events and activities in Lacombe County: \$0.75 per capita, per year based on the official population of the County.

3. Applications:

3.1 Applications for support of more than one community program, event or activity in each of the urban municipalities and in the County shall be considered.

3.2 Applications must be completed in full and contain the following:

- a) name, address and contact information of the organization;
- b) the amount of financial support being requested;
- c) a description of the program, event or activity and associated dates and timelines;
- d) a budget identifying the proposed revenues and expenditures of the program, event or activity;
- e) an explanation of how the County's support will be recognized during the program, event or activity, and;
- f) all of the information referred to in Section 1.2 of this policy.

3.3 Applications must be received by January 31st of each year.

3.4 Lacombe County Council shall be the deciding body on all applications.

3.5 Applicants shall be advised by March 31st of each year of the status of their application.

3.6 Organizations may only apply for support of one program, event or activity per year.

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3.7 Lacombe County support shall be indexed annually for inflation in an amount as determined by Council.

4. Disbursement of Funds:

4.1 The County shall advance its financial support upon approval of the application.

5. Accountability of Funds:

5.1 Applicants provided financial support pursuant to this policy shall be accountable for the expenditure of funds provided.

5.2 The program, event and activity shall be undertaken without material alteration.

5.3 The entire amount of financial support provided must be used exclusively for the program, event or activity identified in the application.

5.4 The program, event or activity must be conducted in the year in which the support was requested for.

5.5 If the organization is unable to conduct the program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.

5.6 The County's support must be recognized during the program, event or activity in the manner described in the application.

5.7 Programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes and regulations.

5.8 Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.

5.9 If the organization does not comply with the requirements of Sections 5.1 – 5.8 of this policy future financial support from the County pursuant to this policy will not be considered.

Approved: June 25, 2009
 Revised: February 24, 2011 – C/151/11
 February 23, 2012