



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.3.6

Title Municipal Sustainability Initiative (MSI) Community Facility Funding Program

1. Policy Statement:

1.1. Recognizing the importance of supporting community facilities by providing \$50,000.00 annual funding for capital projects. The program is contingent upon funding from the Municipal Sustainability Initiative, a program of the Province of Alberta, and may be subject to review or discontinuation by the Province. All projects under this program must receive final approval by the Province of Alberta before funds are released.

2. Responsibilities: Council

- 2.1. Shall provide final grant decision and recommendation by resolution.
- 2.2. Has the right to deny funding at their own discretion.

3. Responsibilities: Director of Leisure and Community Services

- 3.1. Oversees grant administration, project prioritization recommendations based on community need and previous project history, processing, and recommendations to Council.
- 3.2. Provide a sign, acknowledging the County's financial contribution for display by the successful recipient.
- 3.3. Reserves the right to inspect approved MSI Community Funding projects.

4. Responsibilities: Finance Department

- 4.1. Submit request for funding approval to the Province of Alberta's MSI Capital Project Funding Program Guidelines and notify the Director of Leisure and Recreation of the results.

5. Guidelines: Application Deadlines:

- 5.1. Spring Grant Application: March 31;
- 5.2. In the event of surplus funding, September 30.

6. Guidelines: General Funding Guidelines and Requirements

- 6.1. Applicants shall be a registered not-for-profit organization under a law of Canada or Alberta; preference will be given to facilities located within the County;
- 6.2. Must have completed all previous projects for which they have received funding under this program.
- 6.3. Must submit a complete application and include all Mandatory Attachments as listed within the *Policy Directive - Municipal Sustainability Initiative (MSI) Community Facility Funding Program Application*.

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.016		DM20220810.003	November 17, 2022	1 of 5
CG20240213.021	February 13, 2024		July 20, 2023	

County of Wetaskiwin No. 10 Municipal Policy		
Department: 12.0 Corporate Services	Policy No. 12.3.6	Title Municipal Sustainability Initiative (MSI) Community Facility Funding Program

- 6.4. May apply for a maximum 50% of Estimated Project Costs.
- 6.5. "Stacked Funding" or applying for multiple County grants to complete the project is not permitted.
- 6.6. Successful applicants, upon written Provincial approval provided to the Finance Department, shall:
 - 6.6.1. Receive 75% of the approved funding amount. The remaining 25% of funding will be held by the County and paid upon the County's receipt of final project documentation. Any other financial arrangements are to be at the discretion of the Chief Administrative Officer.
 - 6.6.2. Provide recognition of the County's contribution of the grant through printed media, signage or social media tools. Signage must be located in a highly visible and high foot traffic location;
 - 6.6.3. Submit annual project updates to the Director of Leisure and Community services annually, by December 1, until the project's completion;
 - 6.6.4. Complete the project within two (2) years of the final funding approval and allow applicants to apply, in writing for a one (1) year extension, for approval by the CAO.
 - 6.6.5. Request in writing any changes to the proposed project for approval from the County.
 - 6.6.6. Submit a final report to the County, including evaluation how the project contributed to the long-term sustainability of the community.
 - 6.6.7. Submit final projects costs report, including receipts/invoices within ninety (90) days of project completion. See Policy Directive for form.
 - 6.6.8. Allow County access to project records for a minimum of seven (7) years.

7. Related Documents:

- 7.1. Policy Directive – Municipal Sustainability Initiative (MSI) Community Facility Funding Program Application
- 7.2. Policy Directive – Municipal Sustainability Initiative (MSI) Community Facility Funding Program Reconciliation Report

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.016 CG20240213.021	February 13, 2024	DM20220810.003	November 17, 2022 July 20, 2023	2 of 5



County of Wetaskiwin No. 10 Policy Directive

Title **Municipal Sustainability Initiative (MSI) Community Facility
Funding Program Application**

Incorporated (Legal) Name of Organization:			
Common Name of Organization (if different from incorporated name):			
Act your Group is Registered Under:		Is your Organization a: <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Corporation	
Registration Number:		Registration Date:	
Address:			
City:	Province:	Postal Code:	
Project Location			
Name of Facility (if applicable):			
Address or legal description (if different from above):			
City:	Province:	Postal Code:	
Primary Project Contact (This is the person we will call for project information):			
First Name:		Last Name:	Title:
Daytime Phone:	Ext:	Fax:	Email:
Alternate Project Contact:			
First Name:		Last Name:	Title:
Daytime Phone:	Ext:	Fax:	Email:
Signing Authority Contact (This is the legal/financial signing authority for the organization):			
First Name:		Last Name:	Title:
Daytime Phone:	Ext:	Fax:	Email:

PROJECT OVERVIEW

Project Name:	
Project Start Date:	Proposed End Date:
Total Estimated Project Cost:	Grant Amount Requested (Maximum 50% Estimated Project Cost):
Total Organization Contribution (\$)	Total Community Contribution (\$ in lieu)

Detailed description of Project. *(Point form is acceptable. Attach a separate sheet if necessary.)*



County of Wetaskiwin No. 10 Policy Directive

Title Municipal Sustainability Initiative (MSI) Community Facility
Funding Program Application

Detailed description of community need for the project. *(Point form is acceptable. Attach a separate sheet if necessary.)*

Has your organization completed all previous projects that have received funding under the MSI Community Facility Funding Program?

YES

NO

All information and documents collected under this program are for the purpose of administering the program and may become available to the public.

Created	Policy Reference	Department	Reviewed	Page
December 2022	12.3.6	LCS		4 of 5



**County of Wetaskiwin No. 10
Policy Directive**

Title **Municipal Sustainability Initiative (MSI) Community Facility
Funding Program Application**

Mandatory Attachments/Completed Fields	
<input type="checkbox"/>	Projected start and completion dates (<i>Application – Page 1</i>)
<input type="checkbox"/>	Detailed description of Project (<i>Application - Page 2/Attachment</i>)
<input type="checkbox"/>	Detailed description of Community Need (<i>Application - Page 2/Attachment</i>)
<input type="checkbox"/>	Not for Profit Registration Certificate (<i>Attachment</i>)
<input type="checkbox"/>	Detailed budget and cost breakdown, including total funding requested, other sources of grant funding and total community contributions (<i>Attachment</i>) <input type="checkbox"/> Minimum two (2) estimates, supplier quotations or sources of estimates for all aspects of project (<i>Attachment</i>)
<input type="checkbox"/>	Copy of Financial Statement – Most Recent (<i>Attachment</i>)
<input type="checkbox"/>	Three (3) years operating expenses report for Organization (<i>Attachment</i>) Current bank balance (<i>Attachment</i>)
<input type="checkbox"/>	List of Executives. Include a complete list of Board Members and Organization Executive (i.e. CEO, Treasurer, or equivalent positions) along with daytime phone numbers and email, if available. (<i>Attachment</i>)
Date:	Signature:

FOR OFFICE USE ONLY			
Date Received:		County Approval Date:	
County Sign Issue Date:		Provincial Approval Date:	
Sign Inspection Date:			
Project Update:	Year 1:	Year 2:	Year 3: (with approval)
Final Report Submission Date:			

Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) authorizes the County of Wetaskiwin No. 10 to collect personal information on this form for the purpose of administering funding applications for the ‘Municipal Sustainability Initiative (MSI) Community Facility Funding Program’ and may be included on reports that are available to the public. If you wish to inquire about the collection, use, and disclosure of this personal information, or if you have questions about correcting your personal information, please contact the FOIP Coordinator by email: foip@county10.ca; by phone 780.352.3321 (ext. 2270) or toll free at 1.800.661.4125; in person at 243019A Highway 13; or by mail at PO Box 6960, Wetaskiwin AB, T9A 2G5.

Created	Policy Reference	Department	Reviewed	Page
December 2022	12.3.6	LCS		5 of 5