

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI) COMMUNITY FACILITY FUNDING PROGRAM POLICY #12.3.6

1. POLICY STATEMENT

The County of Wetaskiwin No.10 recognizes the importance of supporting the long term sustainability of the County’s community facilities by providing funding for capital projects. The existence of the County’s funding program is contingent upon funding of the Municipal Sustainability Initiative which is a program of the Province of Alberta and as such may be subject to review or discontinued by the Province. All projects under this program must receive final approval by the Province of Alberta before funds are released.

2. PROCEDURES

2.1. Applicants under this program must:

- 2.1.1. Be a registered not-for-profit organization under a law of Canada or Alberta located within the County of Wetaskiwin No. 10.
- 2.1.2. Submit a detailed project proposal outlining the details of the project and highlighting the community need for the capital project (See Appendix A).
- 2.1.3. Provide a detailed project cost breakdown, including total funding requested under this program, other sources of grant funding and total community contributions.
- 2.1.4. Provide estimates from at least two (2) contractors supporting the project costs.
- 2.1.5. Submit a copy of the organization’s most recent financial statements.
- 2.1.6. Provide a report showing the organization’s operating expenses for the previous three years.
- 2.1.7. Provide a copy of the organization’s current bank balance.
- 2.1.8. Present project start and completion dates.
- 2.1.9. Have completed all previous projects for which they have received funding under this program.
- 2.1.10. All project applications documents must be received by the County no later than April 30 of each calendar year.

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3. Successful applicants under this program must:
 - 3.1. Submit to the County on an ongoing basis, copies of all invoices paid related to the project. Upon approval of the project by the Province, the County will provide 75% of the approved funding amount to the successful applicant organization. The remaining 25% of the approved funding amount will be held by the County and will only be paid out to the successful applicant organization upon the County's receipt of final project documentation including final project invoices, any outstanding project updates and any remaining financial documentation required. Any other financial arrangements are to be at the discretion of the Chief Administrative Officer of the County of Wetaskiwin.
 - 3.2. Erect a sign recognizing the contributions of the County (as provided by the County) during the completion of the project and for a minimum of one year after project completion. Signs will be located in a highly visible and high foot traffic location as approved by the County.
 - 3.3. Submit annual project updates to the County by December 1 of each year until the project's completion.
 - 3.4. Complete the approved project within two (2) years of the date that final funding approval is received by the Province of Alberta and to allow applicants to apply, in writing, for a one (1) year extension, with approval by the CAO, should the extension be needed.
 - 3.5. Complete the project as proposed in the original application. Any changes to the project must have prior approval from the County.
 - 3.6. Submit a final report to the County that includes an evaluation of how the project contributed to the long term sustainability of the community and a final project costs report within ninety (90) days of project completion.
 - 3.7. Submit a completed form of project costs (See Appendix B).
 - 3.8. Must make project records available to the County upon request for a minimum of seven (7) years.
4. The County will:
 - 4.1. Qualify capital projects according to the Province of Alberta's most current MSI Capital Project Funding Program Guidelines.
 - 4.2. Prioritize the approval of projects based on infrastructure, community need, and previous project history. Approval for projects under this program will come from County Council.
 - 4.3. Submit to the Province of Alberta for final approval, project applications for projects approved by County Council.
 - 4.4. Only disperse funds for projects once final approvals have been received by the Province of Alberta and project documentation has been received.
 - 4.5. Provide a sign acknowledging the County's financial contribution for display by the grant recipient.
 - 4.6. Reserve the right to inspect the project process.

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APPENDIX A

County of Wetaskiwin No. 10 Municipal Sustainability Initiative (MSI) Community Facility Funding Program Application

Organization Name:			
Organization Mailing Address: Note – all correspondence and any funds will be mailed to this address			
Not for Profit Registration Certificate Attached?	YES	NO	
Contact Name:		Contact Position:	
Phone Number:		Fax Number:	
Email:			
Project Name:			
Project Start Date:		Proposed End Date:	
Provide a detailed description of the project. (Point form is acceptable. Attach a separate sheet if necessary.)			
Describe the community need for the project. (Point form is acceptable. Attach a separate sheet if necessary.)			

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Total Estimated Project Cost:				Grant Amount Requested:					
Total Community Contribution:				Estimates Attached?:	YES		NO		
Copy of Financial Statements Attached?:	YES		NO		3-Year Expense Report Attached?	YES		NO	
Copy of current bank balance attached?:	YES		NO						
Has your organization completed all previous projects that have received funding under the MSI Community Facility Funding Program?					YES		NO		
<i>All information and documents collected under this program are for the purpose of administering the program and may become available to the public.</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:				

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