

# COUNCIL POLICY

## COMMUNITY CAPITAL PROJECT GRANT



CITY OF  
*Lethbridge*

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Policy Number:	CC26
Approved by:	<b>[PENDING COUNCIL APPROVAL]</b>
Effective Date:	<b>Nov. 16. 2023</b>
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Policy Owner:	Community Social Development

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The City of Lethbridge partners with not-for-profit organizations to improve quality of life for the citizens of Lethbridge. The purpose of this policy is to establish the framework for the allocation and administration of community capital project grant funding that assists in the development of community facilities.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to partner with eligible not-for-profit organizations and provide financial support through the Community Capital Project Grant (CCPG) for eligible facilities and projects in pursuit of the following goals:

- Support not-for-profit organizations in the development of their strengths and capacities to provide services for their members and community;
- Provide financial assistance for not-for-profit organizations in their efforts to construct, renovate or retrofit facilities, or to purchase major equipment required for effective operation of community facilities and services to enable service provision for their members and the community; and
- Maximize the use of funds from other sources for investment and reinvestment in community facilities in a timely and efficient manner; and
- Prioritize planning and capital development support of proposed projects that increase the inclusivity, diversity, equity and/or accessibility of recreational, educational and wellbeing opportunities for community members.

### Grant Allocation:

#### Stream A: Planning Assistance

- Applicants are not permitted to apply for both Stream A and Stream B funding during the same intake period, for the same project.
- Administration will facilitate and manage regular intake period(s) and the

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evaluation of submitted applications.

- Each application will be assessed against the evaluation criteria. A minimum threshold score must be obtained to qualify for any funding.
- Approved applications will be funded by CCPG on a matching basis of total cost of consultant fees- up to ½ CCPG, ½ other sources.
- The maximum amount of CCPG contribution for planning assistance is \$25,000 per project.
- Other City of Lethbridge capital or operating budgets funds cannot be used for matching.
- An applicant may only receive funding approval for planning assistance once per calendar year.

### Stream B: Capital Assistance

- Applicants are not permitted to apply for both Stream A and Stream B funding during the same intake period, for the same project.
- Applicants with an uncompleted Capital Assistance project are not eligible to apply for Stream B funding, unless otherwise authorized in writing by Administration.
- Applicants are not permitted to apply for Stream B funding for a project if an existing Stream A grant exists with an outstanding receipt and approval of a final report, for the same project.
- Administration will facilitate and manage regular intake period(s) and the evaluation of submitted applications.
- Each application will be assessed against the evaluation criteria approved by Administration. A minimum threshold score must be obtained to qualify for any funding.
- Approved applications will be funded by CCPG on a matching basis- up to 1/3 CCPG, 2/3 other sources.
- The maximum amount of CCPG contribution for capital assistance is \$200,000 per project.
- Other City of Lethbridge capital budget funds cannot be used for matching
- An applicant may only receive funding approval for capital assistance once every other calendar year.

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### DEFINITIONS

TERM	DEFINITION
<u>Eligible Facilities:</u>	Indoor and outdoor facilities, technology and major equipment used for sports and recreation, arts and culture, family and community services and located within Lethbridge city limits. The facility and/or area must be under the organization's jurisdiction and be accessible to the general public through land ownership, long-term lease or another instrument of occupation.
<u>Eligible Not-for-Profit Organization:</u>	A registered community not-for-profit organization where the primary mandate is to provide sports, recreation, arts, cultural, family, economic development, environmental, tourism and/or community services.
<u>Eligible Projects:</u>	<p>Stream A: Planning Assistance</p> <ul style="list-style-type: none"><li>○ Professional assistance in planning and designing capital construction projects, such as consultant fees for environmental site analysis, geotechnical reports, preliminary design, preliminary financial feasibility, or other consultant fees as approved by Administration for proposed or existing facilities, which are eligible projects under Stream B of this policy.</li></ul> <p>Stream B: Capital Assistance</p> <ul style="list-style-type: none"><li>○ <b>New facility construction</b> - facility for provision of a new service or a facility to replace an existing facility.</li><li>○ <b>Facility expansion</b> - expansion of an existing facility beyond the existing footprint.</li><li>○ <b>Retrofit existing facility space</b> - redevelop existing space for a new use or purpose.</li><li>○ <b>Renovate existing facility space</b> - remodel or restore condition of space.</li><li>○ <b>Facility technology upgrade</b> - upgrade facility mechanical, security and other systems.</li><li>○ <b>Major equipment</b> - replacement or addition of major equipment supporting program and maintenance programs and services which have a lifespan of five years or greater.</li><li>○ <b>Furniture, Fixtures, and Equipment (FF&amp;E)</b>- movable furniture, fixtures, or other equipment which have no permanent connection to the structure of a building (I.e.- desks, chairs, computers, electronic equipment, etc.). FF&amp;E expenses are restricted to 10% of eligible project budget, unless otherwise authorized in writing by Administration.</li></ul>

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Good Standing: An organization that can demonstrate all its obligations existing or past to the City of Lethbridge, have been or will be met by time of submission of grant (e.g. of obligations include but are not limited to, non-compliance of previous or current agreement terms, currently in or expected to be in arrears, history of violation of development permits, etc.)

Not-for-Profit Organization: A not-for-profit organization legally registered (and in good standing) under one of the following:

- Societies Act of Alberta; Companies Act of Alberta, Part 9
- Business Corporations Act of Alberta, Part 21
- Special Act of the Parliament of Canada (e.g. service club)
- Special Act of the Alberta Legislature

### RESPONSIBILITIES

City Council shall:

- a. Approve funding available for the grant prior to each budget cycle.
- b. Consider funding for grant allocation recommendations brought forward by Administration if/when available funding does not sufficiently meet the request.

Administration shall:

- a. Promote the use of the CCPG to community stakeholders.
- b. Establish an interdepartmental grant review committee to evaluate and prioritize grant applications in a consistent manner.
- c. Coordinate, administer, maintain and when necessary, update the processes, evaluation criteria, application and reporting for CCPG, at Administration's discretion.
- d. Approve and award grant allocations annually within the approved CCPG budget.
- e. Recommend to City Council project(s) for grant funding allocation if/when available funding does not sufficiently meet the Administration recommended requests.
- f. Enforce the terms and conditions of the grant agreements and outcome reporting.

Applicant shall:

- a. Provide a complete application, and all documentation required by the application form, in alignment with intake period timelines.
- b. Attest at time of submitting the application, that the organization is in good standing, as defined by this policy.
- c. Following execution of a CCPG grant agreement with the City, provide evidence,

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satisfactory to Administration, of matching funding for the balance of the project prior to initial disbursement.

- d. Following completion of the project, submit a final project report as outlined by the executed CCPG grant agreement.

City Manager shall:

- a. Review and sign all approved CCPG grant funding agreements.

### PROCEDURES

The grant administration procedures include the following:

- a. Eligible not-for-profit organizations submit applications for CCPG.
- b. Administration reviews each organization's status and verifies project details and completeness of application.
- c. The interdepartmental grant review committee evaluates completed applications and makes recommendations to Administration regarding the prioritization of scored project applications.
- d. Administration, at its own discretion, may recommend to City Council that additional funding be provided if prioritized project allocations exceed the budgeted amount.
- e. Administration writes, executes, and manages CPPG grant funding agreements with each successful proponent. CCPG grant funding agreements include required reporting, disbursement schedules, and project timelines.

### POLICY REVIEW

This policy shall be reviewed by City Council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
Feb. 11, 2008	New document
March 3, 2008	Revised
July 20, 2015	Added minimum threshold score requirement; City Council's role revised, and applicant may only receive funding approval once every two years.
Oct. 19, 2023	Split Planning and capital assistance into two separate streams, remove approval of evaluation criteria from City Council Responsibilities, increase planning assistance maximum funding amount, etc.