

Heinsburg Community Club,
General Delivery,
Heinsburg, Alberta. T0A 1X0.

Council of County of St. Paul #19,
St. Paul, Alberta.

Good Morning:

Please find attached a copy of a grant application to CFEP.

We are asking for assistance in replacing all the windows in the Senior's wing of our hall. They need replacing because the frames are rotting, and may be causing some current or future health issues for the Seniors who are using the building for recreation, exercise and other activities.

The Riverview Seniors have become a very active group in the last while.

At the same time, we have decided to replace the kitchen window because it also has deteriorated.

We are asking if you would be so kind as to provide a letter of support for our grant application. We would be very appreciative.

sincerely yours



Marjorie Scott,
President,
Heinsburg Community Club.



APPLICATION FORM

Please read instructions prior to completing application form

MUNICIPALITY / ORGANIZATION

LEGAL NAME: HEINSBURG COMMUNITY CLUB
INCORPORATION/ACT REGISTERED UNDER: SOCIETIES ACT REGISTRATION NO.: 00003138
All correspondence and cheque will be mailed to this address.
REGISTERED MAILING ADDRESS: GENERAL DELIVERY HEINSBURG AB POSTAL CODE: T0A1X0
CONTACT PERSON: MR/MRS/MS.: MARJORIE C SCOTT
PHONE #s: Work: () Home: (780) 942-3148 Fax: ()
Email: WABOIS H2O TELUS.NET Website (if applicable):
LIST OF EXECUTIVES: On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work).

FACILITY

NAME OF FACILITY: HEINSBURG COMMUNITY HALL / SENIORS WING
STREET ADDRESS OR
LEGAL DESCRIPTION: 133 - 1ST WEST
REGISTERED HOLDER OF LAND TITLE: COUNTY OF ST PAUL 419
FACILITY OPERATOR/LEASEHOLDER: HEINSBURG COMMUNITY CLUB

PROJECT INFORMATION

NATURE OF PROJECT: REPLACE & WEATHERED WINDOWS WITH MAINTENANCE FREE PVC
PROJECT DESCRIPTION / DETAILS: On a separate piece of paper provide a detailed description of work to be carried out, need for this project, who will use it, and why you believe it should be funded.

TOTAL PROJECT COST..... \$ 6709.50

PROPOSED METHOD OF FUNDING

CFEP GRANT REQUESTED..... \$ 3195.00 Maximum request is 50% of total project cost.
DONATED LABOUR / SERVICES..... \$ 800.00
DONATED MATERIAL / EQUIPMENT..... \$ 1600.00 } Please note: This includes your matching amount which must equal or exceed grant request. Attach a detailed breakdown of donated labour/ services, donated material/equipment and source of cash amounts.
CASH..... \$ 3314.50
OTHER ALBERTA GOVERNMENT FUNDING..... \$ 0 Attach a detailed list of other Alberta Government funding has been applied for or approved for this project.
TOTAL PROJECT FUNDING..... \$ 6709.50 This figure should be the sum of the above figures and be equal to the Total Project Cost.

HAVE YOU RECEIVED OTHER CFEP GRANTS FOR THIS FACILITY? ☐ No ☒ Yes If yes, include year(s) 2008, 2013

MUNICIPAL OPINION ATTACHED? ☒ Yes ☐ No (please attach either opinion or reason why it is not provided).

PLEASE COMPLETE THE FOLLOWING CHECKLIST, AND INCLUDE THE SUPPORTING DOCUMENTATION:

- ☐ List of Executives: A list of your current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work) is attached.
- ☐ Project Description/Details: Detailed description of work to be carried out, need for this project and why it should be funded is attached.
 - You may also provide drawings, photographs, letters of local support and other supporting documents.
- ☐ Project Cost: Details regarding expenditures for your project are attached.
 - The project costs may include donated labour, donated materials, services or equipment. These items should be included as a component of the overall project costs.
 - Project quotes and sources of estimates.
- ☐ Public Accessibility: Details on who will use this facility, how the local community will access it and the extent of public use are attached.

(Continued on next page)

Method of Funding: A complete breakdown of all donated labour/services, donated materials/equipment and source of cash amounts is attached.

- Labour/services/material/equipment MUST be directly related to the project that funding is being applied for.
- Valuation of volunteerism and donations is based on:
 - \$10.00/hour for unskilled labour
 - \$25.00/hour for skilled labour
 - Donated materials and professional services at verified fair market value and
 - Donated heavy equipment, including operator costs, \$50.00/hour

Other Alberta Government Funding: A listing (detailing type of grant, source and amount) of all Alberta Government funding which has been applied for or approved for this project is attached.

A maximum of 50% of total project funding may be derived from provincial government sources including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Financial Statement: Your organization's latest financial statement is attached. Please ensure the statement is dated and signed.

Municipal Opinion: Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project.
- Applications involving facilities under the direction or ownership of the local municipality MUST include a statement of municipal opinion in support of their proposed project.

IMPORTANT:

- Unsigned applications will not be considered. Applications are not reviewed until a detailed project description, a statement of project costs, and the proposed method of funding for the project are received.
- Application information will only be given to the contact person and application signator.
- Applicants with overdue financial accounting statements for previous CFEP and Community Initiatives Program (CIP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.
- Applicants must provide recognition of Alberta Lottery Fund contribution to the project.

Freedom of Information and Protection of Privacy Act: The information that you provide on this CFEP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact CFEP administration at 1-800-642-3855.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Phone 1-800-642-3855 (toll-free)

DECLARATION

(PLEASE READ DECLARATION BEFORE SIGNING.)

I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of project or no later than two years from date of the grant cheque.
- Alberta Tourism, Parks, Recreation and Culture will be notified if the facility for which a CFEP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Tourism, Parks, Recreation and Culture, and/or the Minister's representatives.
- The contribution from the Alberta Lottery Fund for the project will be recognized.

<u>M. Scott</u> Signature		<u>President</u> Title	<u>2016-12-06</u> Dated (Year/Month/Date)
Mr./Mrs./Ms. <u>MARJORIE</u> (Print Name)	<u>SCOTT</u> First Name	<u>Wagonsheo@telus.net</u> Surname	<u>Wagonsheo@telus.net</u> E-mail Address
Contact phone numbers: <u>Cell 780 614 7950</u> Work		Home: <u>780 943-3148</u>	

Please keep a copy of this grant application for your reference.



T & M Tiling and Flooring

GST# 84005 6022 RT0001

tmntiling@yahoo.ca

Box 151

Elk Point, Alberta

780 614 5945

DATE _____

August 30, 2016

TO:

Heinsburg Community Club

[illegible]

Job to be completed

AS

Soon as possible
med

AM

PROJECT OVERVIEW

Project Name: Replace 5 windows in Heinsburg Community Hall

Main Category (pick one)

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Arts | <input type="checkbox"/> Culture |
| <input type="checkbox"/> Education | <input type="checkbox"/> Environmental | <input type="checkbox"/> Health |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Sport and Recreation | <input type="checkbox"/> Other |
| | <input checked="" type="checkbox"/> Entertainment | |

Project Scope (pick one)

- ☒ Local ☐ Provincial

Project type (pick one)

- | | |
|---|--|
| <input type="checkbox"/> Acquisition of land or buildings | <input type="checkbox"/> Capital Debt Reduction |
| <input checked="" type="checkbox"/> Facility Construction or Renovation | <input type="checkbox"/> Facility Assessment or Facility Study |
| <input type="checkbox"/> Other (please describe) _____ | |

Group that will benefit from the project (pick one):

- | | | | |
|-----------------------------------|--------------------------------|---|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Men | <input checked="" type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Women | <input type="checkbox"/> Youth | <input type="checkbox"/> General Public | _____ |

Project Location

Name of Facility (if applicable): Heinsburg Community Hall

Address or legal description: 133 1st Street West

City: Heinsburg

Province: Alberta

Postal Code: T0A 1X0

Facility Operator HEINSBURG COMMUNITY CLUB

Please enter the operator of the facility or site

Facility Title holder County of St Paul # 19

Please enter the name of the title holder for the facility or site. Letter of support from the title holder must be included if title holder is not the same as the operator. If a lease is involved, indicate the term of the lease 22 years.

Organization Overview

What is the purpose of your organization?

To Provide and maintain a Community Hall for use by the general public on a rental basis.

For numerous activities primarily the Seniors Section

What services do you provide to the community?

We provide and maintain a recreation room for the Heinsburg Riverview Senior's Club where they meet for recreation, social activities, interesting education training and several sessions, weekly of fitness and exercise opportunities.

*Community Centre
used for numerous
activities. Training,
recreation, fitness
& Social Activities*



COMMUNITY FACILITY ENHANCEMENT PROGRAM GRANT AGREEMENT

HEINSBURG COMMUNITY CLUB

Incorporated (Legal) Name of Applicant Organization ("Organization")

The Organization declares that:

- a) The information contained in its application and supporting documents ("Application") is true and accurate and endorsed by the Organization.
- b) The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use all grant funding awarded ("Grant") for the stated purpose(s) ("Purpose") within its Application. If the organization wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Organization must comply with all applicable laws. The Organization agrees that it is and will be bound by the provisions of the Community Development Grant Regulation.
4. Following receipt of the Grant, the Organization agrees to be bound by the final report requirements set out in the Guidelines and in the Application Form.
5. This Agreement commences the date of the application and binds both parties upon deposit of the Grant until the date the Grant reporting has been approved by the Ministry or the Grant has been repaid.
6. Any part of the Grant not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Minister of Finance and Enterprise. The Grant may be terminated upon:
 - a. Mutual consent;
 - b. 30 days written notice by either party;
 - c. Demand by the Ministry for immediate repayment in the event of a breach of any term or condition; or
 - d. If the Organization becomes insolvent.
7. The Organization acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
8. The Organization agrees to give the Ministry access to examine the Organization's operation and/or premises to verify the Grant has been used for the Purpose and will provide access to all financial statements and records having any connection with the Grant or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.
9. The Organization acknowledges that the *Freedom of Information and Protection of Privacy Act (FOIP)* applies to records submitted by the Organization to the Ministry in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the Act.
10. The Organization agrees to indemnify and hold harmless the Government of Alberta, including the Minister, the Government of Alberta employees and agents from any and all claims, demands, actions and costs (including legal costs on a solicitor-client basis) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this Agreement.
11. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.
12. This Agreement is not intended to and does not make either part the agent or partner of the other for any purpose or create a joint venture.
13. This Agreement may not be assigned by the Organization.
14. The Organization will recognize the source of the Grant as required by the Guidelines.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

☐ Mr. ☒ Mrs. ☐ Ms.


Signature of Authorized Representative

MARJORIE C SCOTT
Name of Authorized Representative (print)

780 943-3148
Daytime Phone (999-999-9999)

December 6, 2016
Date

President
Title

wagonsho@telus.net
Email

Capital/equipment purchase applications

Will the capital asset/equipment be owned and operated by your organization?

☒ Yes

☐ No

Mandatory Attachments

- Financial Statement
- List of Executives. Include a complete listing of Board Members and Organization Executive (i.e. CEO, Treasurer, or equivalent positions) along with a daytime phone number and email, if available.
- Facility owner support (if applicable)
- Estimates, supplier quotations or sources of estimates
- Other supporting documentation