

TITLE: Agricultural Grants to Organizations

POLICY NUMBER: ASB-16

LEGAL AUTHORITY:

APPROVED BY COUNCIL: August 14, 2019

EFFECTIVE DATE: August 14, 2019

REVISED DATE: October 9, 2019

Policy Statement

Big Lakes County recognizes the hard work of regional and local agricultural and/or environmental organizations and the benefits they provide to our residents. Through the provisional grants, Big Lakes County can ensure that these services are provided to our residents on a regular basis.

Definitions

"Accountability" shall mean that community partnerships demonstrate good governance practices, such as financial accountability, transparency, due diligence, equity, and fairness to assure the best value for public funds.

"Agricultural Grant" shall mean yearly grant funding provided to agricultural and/or environmental non-profit organizations upon application towards delivering agricultural research services and extension programming, including:

- advertising, marketing, and communication expenses;
- travel within Alberta;
- office and program supplies;
- research; and
- other ongoing operating pressures as identified by the applicant

"Application" shall mean a completed application form or letter of request by the agricultural and/or environmental non-profit organizations which describes the project or event and the amount of funding requested.

"Agricultural and/or Environmental Non-Profit" shall mean a duly registered society, which has been identified by the municipal council as the provider of research, program and extension services for the purposes of this policy.

"Conflict of Interest" shall mean a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest, their professional interest/public interest.

"Sustainability" shall mean the relationship between financial longevity and organizational selfsufficiency in resourcing required for maintaining general operations independent of funds.



BIG LAKES COUNTY POLICY

Policy

Funding Eligibility

- To be eligible under this policy, the Agricultural and/or Environmental Non-Profit
 Organization shall be a registered society in good standing within the province of Alberta
 or shall have charitable status with the Government of Canada.
- Big Lakes County reserves the right to request an external audit, prepared by a certified accountant, and any other documentation deemed necessary by the municipality, from any Agricultural and/or Environmental Non-Profit Organization receiving operational funding. Any such audit will be paid for by Big Lakes County.
- Should an Agricultural and/or Environmental Non-Profit Organization display improper
 practice through conflict of interest, charges of fraud, or other actions that may negate
 a society's status of good standing, Big Lakes County reserves the right to withhold grant
 funding
- 4. Big Lakes County shall use a guideline to distribute money to Agricultural and/or Environmental Non-Profit Organizations based on the following priorities:
 - 4.1. Municipal Budgetary Realities;
 - 4.2 Value of Service Provided; or
 - 4.3 Available Provincial Grant Funds.
- 5. Big Lakes County Annual Operating Grant Funds cannot be used for expenses related to:
 - 5.1. International Travel
 - 5.2 Debt Repayment
 - 5.3 Capital Purchases

Applications and Deadlines

- 6. Applications for Agricultural Grants must be received before October 31st of the year prior to the remittance of funds.
- 7. Agricultural and/or Environmental Non-Profit Organizations must submit a detailed workplan and budget to the Agricultural Fieldman, or designate, that clearly outlines the activities that will be completed with the Big Lakes County Grant Funds.
- Applications must include the Agricultural and/or Environmental Non-Profit
 Organizations most recent Proof of Filing from the society's annual return/charitable
 status. If a society does not have proof of filing for more than one consecutive year
 on file, then the County cannot fund their request.



BIG LAKES COUNTY POLICY

<u>Payments</u>

- 9. Agricultural and/or Environmental Non-Profit Organization may only submit one application per fiscal year. The County's fiscal year is January 1st to December 31st.
- 10. No retroactive payments will be made.
- 11. Big Lakes County will not take responsibility for ensuring that any Agricultural and/or Environmental Non-Profit Organization applies.
- 12. Payments made under the Agricultural Services Grant Policy will be contingent on the County's ability to access the Agricultural Service Board Grant. If the grant is not available, or the amount of funds received does not permit the delivery of this program, no funds will be distributed.
- 13. Payments under this program will not exceed the allotment under the Environmental Funding Stream portion of the ASB Grant. Funding outside of this amount shall be considered upon a request to Big Lakes County Council.

Reimbursement

14. Should the Agricultural and/or Environmental Non-Profit Organization not fully satisfy the stated deliverables within the grant agreement, the County shall request reimbursement of funding.

Reeve

Chief Administrative Officer

Date of Final Signature

File No:
THIS MEMORANDUM OF AGREEMENT is made as of the day of, 20,
BETWEEN
Big Lakes County , a Municipal Corporation in the Province of Alberta, (hereinafter referred to as "the Municipality"),
- and -
{ORGANIZATION} of {ADDRESS}, in the Province of Alberta, (hereinafter referred to as "ORGANIZATION"),
A GRANT AGREEMENT BETWEEN THE ORGANIZATIONS THAT RECEIVE AGRICULTURAL SERVICE BOARD FUNDING THROUGH THE ENVIRONMENTAL FUNDING STREAM
WHEREAS, the non-profit organization and Big Lakes County wish to share the costs for agricultural programming that affects all Big Lakes County residents; the "Grant";
WHERAS, the "Recipient" is a non-profit society pursuant to the Societies Act;
THEREFORE, pursuant to the 2020-2022 Agricultural Service Board Grant Application and Agreement, the parties hereto, in consideration of the mutual promises and covenants hereinafter contained in Schedule "A" (the "Approved Purpose) and as follows:
 The term of this agreement shall be from January 1, 2020 to December 31, 2022. Big Lakes County will pay the Grant amount, as agreed to in Schedule A, pending the submission of the previous years "Schedules B and C" (the "Annual Reports").
 {ORGANIZATION} will use and administer the Grant totaling \$, solely for the Approved Purpose as outlined in Schedule A, attached to and forming part of this Agreement.
3. {ORGANIZATION} will provide Big Lakes County with Annual Reports as per Schedules B and C for the current year no later than "December 31" ("the



deadline") of the same year.

- 3.1. Failure to submit the Annual Reports by the Deadline will be grounds to annul this agreement.
- 4. If Schedules B and C do not satisfy or substantiate the Approved Purpose as outlined in Schedule A, Big Lakes County, at its sole discretion, will require repayment of all or a portion of the Grant.

5. Either Big Lakes County or {ORGANIZATION} may terminate this agreement for any reason at any time.

Executed on behalf of the Municipality by:	
Witness	Chief Administrative Officer
Executed on behalf of {ORGANIZATION} by:	
Witness	Grantee
	Grantee

SCHEDULE "A"

Approved Purpose

The Approved Purpose for which the Grant is to be provided are as follows:

Activity	Grant Amount
Extension Programming – Conduct (ORGANIZATION) organized	
and delivered workshops in Big Lakes County.	5
Professional Services – Provide expertise required to host	
{ORGANIZATION} organized workshops to Big Lakes County	
producers.	
Research – Conduct research that is beneficial and relevant to	
producers in Big Lakes County and the Peace Region.	

Eligible costs for Extension:

 Costs directly related to hosting a workshop; space, professional services, print materials, refreshments.

Eligible Costs for Professional Services:

 Costs incurred that are in relation to Extension and Research activities and must be directly related to the eligible topics.

Eligible Costs for Research:

 Costs incurred that are directly related to increasing knowledge of the eligible topics.

Eligible topics for Extension, Professional Services and Research:

 Acceptable topics will be determined by Council through the application and negotiation process.

Required Activities for Extension:

- Big Lakes County community halls must be utilized for the workshops that are to be held in Big Lakes County
- {ORGANIZATION} shall track attendance at workshops within BLC and provide this information to Big Lakes County Agricultural Services.
- {ORGANIZATION} shall inform BLC Agricultural Services staff of planned events at minimum one month in advance so the County can assist in advertisement, thus increasing attendance.

Required Activities for Professional Services:

• {TO BE DETERMINED IN DISCUSSION WITH APPLICABLE ORGANIZATION}.



Required Activities for Research:

 Results of research trials shall be made available to BLC producers through extension and/or reports. This can be through digital means should {ORGANIZATION} provide links to BLC for listing on the BLC website.



SCHEDULE "B"

Annual Report (Financial)

To satisfy the conditions of the Annual Report, you must:

- 1. Provide invoices for all expenses incurred in relation to Schedule A; extension, professional services, and research.
- 2. Provide copies of advertisements for extension events taking place in BLC with organization being led by {ORGANIZATION}
 - o You must specify what activity each invoice is related to.

Please use the following table as a reference for your report.

Invoice Number	Invoice Total	Activity	Eligible? (Y/N)
Total Amount			

SCHEDULE "C"

Annual Report (Detailed)

To satisfy the conditions of the Annual Report:

- Environmental Farm Plan initiation and completion services provided to BLC producers shall be tracked and the information shared with BLC Agricultural Services.
- 2. Canadian Agricultural Partnership Application assistance provided to BLC producers shall be tracked and the information pertaining to BLC producers provided to BLC Agricultural Services Staff.
- 3. Long Term Water Management Plan initiation and completion for BLC producers shall be tracked and reported to BLC Agricultural Services Staff.

