Big Lakes County Policy

Agricultural Grants to Organizations

Policy Number:	ASB-16
Legal Authority:	N/A
Approved by Council:	August 14, 2019
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Revised Date:	July 23, 2025

Policy Statement

Big Lakes County (County) recognizes the contributions of regional and local Non-Profit Organizations with an agricultural and/or environmental focus and the benefits they provide. This policy serves to establish guidelines for grant funding for Eligible Organizations located in or serving Big Lakes County residents.

Definitions

Eligible Organization shall mean a duly registered Non-Profit Organization, which has been identified by Big Lakes County Council (Council) as the provider of research, program, and extension services that have an agricultural or environmental focus for the purposes of this policy.

Non-Profit Organization means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects.

Eligible Expenses include, but are not limited to, staffing - salary, wages, benefits and professional development; operating expenses for related vehicles and equipment; materials and supplies; office operations; contracted services; extension and outreach education related activities for eligible activities.

Ineligible Expenses include Goods and Services Tax (GST); alcohol; cannabis; expenses funded through any other federal or provincial government grants, programs or projects; speaker fees from any in-country government employee; producer contributions of any kind; livestock arrangements of any kind; investments/GICs; donations; grants; debt repayments; international travel; capital purchases and endowments.

Application shall mean a completed Application form from the Eligible Organization which describes the project or event(s), and the amount of funding requested.

1.0 Criteria

1.1 The Eligible Organization shall be a registered society in good standing within the province of Alberta or shall have charitable status with the Government of Canada.

1.2 Not all Applications may receive grant funding; some may receive less than the original requested amount.

1.3 Funding must be applied for annually. An application submitted does not guarantee funding approval, Council may approve the total or partial amount requested, or deny any request received.

1.4 Retroactive grant funding requests will not be accepted.

1.5 The County reserves the right to request an external audit, prepared by a certified accountant, and any other documentation deemed necessary by the County, from any Eligible Organization receiving operational funding.

1.6 Should an Eligible Organization display improper practice through conflict of interest, charges of fraud, or other actions that may negate a society's status of good standing, the County reserves the right to withhold or revoke grant funding

1.7 The County shall distribute funding to Eligible Organizations based on the following priorities:

a) Municipal budgetary realities;
b) Value of service provided; or
c) Available provincial Agricultural Service Board (ASB) Grant funds.

2.0 Application Requirements

2.1 Eligible Organizations seeking grant funding shall complete an Application and submit it to the Grants Officer, or designate, for review no later than October 31st of the year prior to when the grant funding is required by the Eligible Organization.

2.2 The County will not take responsibility for ensuring that any Eligible Organization applies.

2.3 All Applications for grant funding must be complete, signed and accompanied by the following documents:

a) Current list of Board of Directors;
b) Current Financial Statements as approved at the organization's last Annual General Meeting (AGM). Example: To request 2026 grant funding, the Organization must submit 2024's Financial Statements;
c) AGM minutes of the previous year that the organization has applied for grant funding;
d) Current year operating budget including revenues and expenses;
e) Projected operating budget detailing how the grant funding received will be utilized;
f) Work plan for the year that funding will be used; and
g) Most recent Proof of Filing from the organization's annual return/non-profit status.

2.4 If the Application is missing any of the required documents, the Application may be denied.

2.5 Applications will be evaluated on a case-by-case basis with Council having the final decision.

2.6 Applicants will be notified of a final decision on their application in writing.

2.7 Applications will be reviewed by the ASB for review and approval, with case specific terms and conditions for each application being decided upon by the ASB.

2.8 Eligible Organizations must provide a delegation to the ASB by no later than March 1st of the year the funds will be used, detailing their intent with the funds, following this, funds will be remitted.

3.0 Payments

3.1 Eligible Organizations may only submit one Application per fiscal year. The County's fiscal year is January 1st to December 31".

3.2 No retroactive payments will be made.

3.3 Payments made under this policy will be contingent on the County's ability to access the Provincial ASB 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.

3.4 Payments under this program will not exceed the allotment under the Provincial ASB Grant. Funding outside of this amount shall be considered upon a request to Big Lakes County Council.

3.5 Failure to submit a report, or delinquency in submission, may affect consideration for future grant funding opportunities.

3.6 Where an organization that has received grant funding and has excess funds at the end of a fiscal year exceeding $2,000.00, the organization must:

a) Request the reallocation of funds to be approved by Council; or
b) Return the funds to Big Lakes County.

4.0 Reporting Requirements

4.1 Recipients must submit a report showing what funds were used for and financial statement annually.

4.2 Recipients must provide a delegation to the ASB by no later than March 1st of the following year after the funds were received, detailing what the funds were used for and the services provided.

4.3 An annual report of all successful applicants and details of their events shall be presented to Council prior to February 28th of the year following grant funding

5.0 Grant Considerations

5.1 Eligible Organizations receiving grant funding shall acknowledge the County's contribution through promotional means such as:

a) On-site Signage (in consultation with the County)

b) County Logo/Name included in Advertising

c) County Logo/Name recognized on the Community Organization's social media

d) County Logo/Name in the Community Organization's newsletter

e) County Logo/Name recognized at public events

5.2 The County may promote Eligible Organizations that have been grant funded on the County's website, social media or other promotional materials.

6.0 Reimbursement

6.1 Should the Eligible Organization not fully satisfy the stated deliverables within the grant agreement, the County shall request reimbursement of funding.

Reeve

Chief Administrative Officer

7/23/25

Date of Final Signature