



Lacombe and District Recreation Parks and Culture Board
FACILITY RENTAL FINANCIAL ASSISTANCE GRANT

2020 RELAXED GUIDELINES

A Pandemic Recovery Assistance Initiative

INTRODUCTION

In May of 2020, Lacombe City Council provided an additional \$10,000 to the existing Facility Rental Assistance Grant (FRAG) program to address requests from event organizers and food concession operators including individuals, businesses, and community groups for a reduction or elimination of rental charges for City facilities.

Council intends the additional allowance to mitigate the impacts of ongoing social restrictions due to COVID-19. The Lacombe and District Recreation, Parks and Culture Board (the Board) has established the 2020 Relaxed Guidelines for the program, to enable the rapid review of applications and funding approvals to a wider range of applicants, especially those focussed on post-pandemic social recovery.

PURPOSE

The intent of the 2020 Relaxed Guidelines for Facility Rental Assistance Grants is to provide assistance to re-establish events and services in City facilities. Decision-making is delegated to the Board, who will aim to facilitate food concession services and events to take place with a reduced cost of participation for the public. The grant is limited to support for events demonstrating a “community good”; private events are not eligible.

APPLICATION PROCESS

Applicants must submit a completed application form with any additional documentation via email at least one (1) month prior to the event date. Organizers may wish to book the facility first so that potential costs are known. Applications must include the following information to assist the Board in the decision-making process:

1. The Applicant’s status as either an individual, business, agency or group.
2. The Applicant’s profile, e.g., organizational mandate, industry, or agency function, membership numbers, length of time in Lacombe, etc.
3. A description of the event or food concession services.

4. Demonstration that the Applicant will pass the grant amount on to participants, for example through reduced or free vendor registration costs, free admission; or that the grant will be used for COVID-19 risk reduction measures.
5. A description of the anticipated community benefits to Lacombe.
6. Alternative funding sources applied for (include status of applications) and fundraising efforts, etc.
7. A budget outlining the revenues and expenditures for the event or concession. If the event occurred or concession was operated before, include an income/ expenditure statement.
8. The amount of facility rental assistance requested.

SUBMIT APPLICATIONS TO:

Lacombe and District Recreation, Parks & Culture Board
c/o recreation@lacombe.ca

APPLICATION TIMELINES:

1. Applications are due the second Wednesday each month.
2. Board makes grant decisions by end of day Friday of the following week.
3. City Administration provides the Applicant with a notice of decision within the next five business days.

Applications will be reviewed by the Board on a first-come, first served basis via electronic file sharing (e.g., email), decisions will be by simple majority. City of Lacombe Administration will provide successful Applicants with further support following notification.

DECIDING FACTORS

Factors considered in the determination of funding:

1. Evidence that the organizer is passing the benefit of the grant on to attendees, vendors, participants; the more direct the better.
2. Demonstrated benefits to the public for the event or service; no private events are eligible.
3. Demonstration that the organizer's need for rental relief stems from pandemic impacts.
4. Provincial hosting of events may be considered when organizers are prevented by association rules to levy a registration or tournament fee to help offset the costs.
5. The organizer has a limited ability to raise funds by other means.

ADDITIONAL NOTES

1. Preference will be given to events and food concession operations benefitting youth.
2. Depending on the purpose of the rental, amount requested, and available funds at the time of application, the Board may consider granting all or a portion of the requested amount.
3. City of Lacombe grants may not be stacked. Events or concession operations funded by other City of Lacombe grants including the Echo Community Grant, Recreation & Culture Grant, Community Builder Partnership Grant, FCSS External Grant funds, Business Partnership Grant, Business Storefront Grant or Echo Energy Grant are ineligible.
4. Applicants are encouraged to submit suggestions for projects that they would be willing to undertake to assist the City's operations that would be services rendered in exchange for the rental fees for the facility, e.g., weeding and litter pick-up in parks and boulevards.
5. The decision of the Lacombe & District Recreation Parks and Culture Board on FRAG applications is final. Appeals to City Council or Administration are not permitted.

For further information or questions contact 403-782-1267.