

**Town of Carlyle  
&  
R.M. of Moose Mountain No. 63**

**Recreation & Culture Funding  
Capital Project Application**

**PROJECT APPLICATION FORM**

**PROJECT GUIDELINES**

**BUDGET FORM**

**FINANCIAL STATEMENT**

## PROJECT GUIDELINES

### Definitions

1. Capital Assets - Are non-financial assets having a physical substance that:
  - Have a useful life extending beyond a period of one year,
  - Are used on a continuing basis in the facilities' operation,
  - Are not to be used for re-sale in the ordinary course of operation,
  - May be renovations or additions to existing assets which will extend the useful life of the asset or improve the quality of the existing asset.
2. Reserve Fund - An account established to fund major future capital projects.
  - The fund shall not be accessible until it has accumulated a \$100,000.00 balance.The fund shall only be used for projects exceeding \$200,000.00.

### Structure

- The Foundation shall consist of two Town Council members, two R.M. Council members and respective secretaries from each municipality. A Recreation & Culture Chairperson shall be a member of the Foundation appointed by the Foundation. The appointment of Chairperson shall alternate between the Town of Carlyle and the R.M. of Moose Mountain No. 63.
- Recreation and cultural organizations interested in receiving funding would be required to submit to either secretary, an application, including a capital budget detailing the project's purpose, design and cost. The report will then be reviewed by the Recreation and Cultural Foundation. A future capital project may be submitted indicating a capital asset which would be purchased in the future and a report on current assets or facilities which may be in need of major repair and/or replacement.
- Applications for funding must be submitted on a form provided by the Foundation.
- Reserve funded projects may only be applied for projects exceeding \$200,000.00.
- The Foundation will review all applications and prioritize all projects. Approval in principle will be provided to the successful applicant(s) for a specified amount. Progress payments may be considered on paid invoices prior to the completion of the project. The amount of progress payment will be limited to the pre-determined allocated amount.
- The Foundation's Capital Fund allocation shall be limited to a \$5,000.00 maximum per group per year. Discretion shall be left to the Foundation to allocate additional funding if there are fewer applications than funds at the end of each fiscal year.
- Organizations may only apply for one grant (Capital or Reserve), in one application year.
- When the project is completed, the applicant shall then submit a financial statement including all paid invoices. Upon final review of the completed project(s), a distribution of funds will be made in accordance with the approved amount of funding.
- Any surplus of funds resulting from completed projects, may be reallocated to an approved project at the Foundation's discretion or be placed in the reserve fund.
- Applications will be accepted during the year for two deadline dates:
  - Application deadline ending March 31<sup>st</sup>,
  - Application deadline ending September 30<sup>th</sup>.

### Funding

- The Recreation & Culture Foundation is funded by the Town and the R.M.
- The amount of grant provided will be based on the actual amount of expenditures.
- The "Foundation" has established an amount of **\$260,000.00** to be allocated over a period of four years, commencing with the Year **2025** and concluding in the year **2028**.
- The "Foundation" shall allocate the total amount in clause (4) above in the following manner:
  - **60 %** shall be allocated annually to specific capital projects,
  - **40 %** shall be allocated annually to a "reserve" account to be used for future capital Projects.
- Any annual surplus of funds accumulated by the Foundation shall remain with the Foundation and form part of:
  - the next year's annual allocation or,
  - the reserve account to be used for future capital projects.



**BUDGET FORM**

**REVENUES:**

**DOLLAR AMOUNT**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Revenues** \$ \_\_\_\_\_

**EXPENDITURES**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Expenditures** \$ \_\_\_\_\_

**Net Surplus / Deficit** \$ \_\_\_\_\_

**COMPLETED PROJECT FINANCIAL STATEMENT**

**REVENUES:**  
**ATTACHED**

DOLLAR AMOUNT

RECEIPTS

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
	\$ _____	
<b>Total Revenues</b>	<b>\$ _____</b>	

**EXPENDITURES**

_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
	\$ _____	<input type="checkbox"/>
<b>Total Expenditures</b>	<b>\$ _____</b>	
<b>Net Surplus/Deficit</b>	<b>\$ _____</b>	