

# HANWELL

## Rural Community

### Guidelines for appropriate expenditure of Recreational and Leisure Services for the rural community of Hanwell

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1. All spending of funds should be consistent with the following:

*Appropriate expenditure of recreational grant money would include fixed assets and maintenance costs and/or financial assistance to an organization for: purchase of property, for erection of buildings or structures, provision of recreational areas, payment of insurance, energy bills and property taxes, and other costs as deemed appropriate by Mayor and Council.*

*Excluded expenditures: team uniforms, travel/lodging, logos, refreshments, operation of programs, personnel, and grants to others. Monies to provide these should come from user fees and other funds raised through local initiatives.*

2. Prior to any grant being considered, all proponents must submit a detailed proposal containing at a minimum:
  - how the project benefits the entire Hanwell rural community.
  - A detailed budget showing specifics of funding requests along with information on any anticipated income and/or registration fees.
  - For any single budget line item (good or services) in excess of \$1,500.00, detailed quotes from at least 2 sources should be provided.
  - Detailed drawings/plans will be required for any building/structure to be built or land developed.
  - Indication of how all public safety issues will be handled including (but not limited to): building codes and rural plan compliance, child safety guidelines, adequate parking, and adequate liability insurance.
  - Indication of any environmental impacts of the project (Clean Water Act, etc.) and how they will be handled.
  - A timeframe for the disbursement of funds.
  - A current financial statement.
3. Projects that will be requesting funds to develop or maintain recreation facilities over multiple years are encouraged to submit long term plans, however a separate application for funding must be made for each fiscal year (January 1 to December 31). Each annual request will be judged based on: its own merits, past expenditure of funding for the project, and other competing funding requests.
4. Funding requests will only be accepted from existing non-profit organizations within the Hanwell rural community that provide (or plan to provide) recreation and/or leisure activities that are accessible to all residents of the Hanwell rural community.

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5. A proponent may make reasonable restrictions on the use of the facility/land, providing that these restrictions have been previously approved by the Mayor and Council.
6. Once a funding request for a project has been approved, initial and subsequent disbursement will be determined by Mayor and Council. The proponent must:
  - Submit detailed invoices for all goods and services purchased.
  - Maintain adequate and current liability and other insurance.
  - Ensure property taxes are paid by the due date.
  - Ensure public access to all residents of the Hanwell rural community (with provision for approved restrictions under item 5).
  - Not charge (or increase) any user fee for access to the facility/land that has not been previously approved by Mayor and Council.
  - Provide a report of all funds spent and revenue generated from buildings/land involved in the project for the funding period.
  - Obtain all necessary permits and licenses and ensure the project meets all federal, provincial and local regulations.

**Note:**

This document provides general information, policy and guidance with respect to allocation of recreation and leisure funding within the Hanwell rural community. The Mayor and Council at its sole discretion may alter, or expand, this policy or exempt certain requirements if deemed prudent and is in the best interest of the residents of the Hanwell rural community.

Adopted by the Council of Hanwell  
January 14, 2015