

## PROGRAMS & EVENTS GRANT APPLICATION

### PURPOSE

To fund community organizations, agricultural societies, recreation societies or associations and hall boards that are operating community facilities and programs within the County of Vermilion River. The goal is to build experiences that:

- **Preserve, protect, maintain, improve and enhance natural resources, parkland and recreational opportunities**
- **Enrich the lives of residents and build healthier communities**
- **Provide opportunities for relaxation, learning and socialization to promote personal growth and well-being**
- **Teach, learn and develop skills, abilities and talents for residents of all ages**
- **Encourage active participation and social engagement**
- **Create and enhance community spirit**
- **Enhance recreation, arts (how we express ourselves), culture (who we are), and**
- **Provide open access to County residents**

Priority will be given to those programs/facilities focused on:



### FUNDING OVERVIEW

There are a variety of grants available from the County of Vermilion River. These include operational, project and capital funding options for facilities, community halls, as well as grants for Programs & Events.

- Each category has a limited supply of funds. Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- CVR will have final approval on all funding allocations.
- Those that are approved will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to CVR.

*Organizations that are funded under existing cost share agreements are ineligible to apply for separate community enhancement funding but may still be eligible to apply for Park Trust Funds.*

**Applications can be submitted to:**

**County of Vermilion River**

**Attention: Candice McLean, Community Development Coordinator**

**4912 50 Ave Box 69 Kitscoty, AB T0B 2P0**

**email: [cmclean@county24.com](mailto:cmclean@county24.com)**

**fax: 780.846.2716**

**DEADLINE: APRIL 14, 2023 or OCTOBER 13, 2023**

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## WHO CAN APPLY?

- Non-profit organizations that provide arts, cultural, fitness, community, sport or recreational opportunities, programs, events and initiatives related to: Healthy & Active Lifestyle; Education; Youth; Community Enhancement. **Those who receive FCSS funding for the same program/event are not eligible to apply. Events being held for fundraising purposes that benefit an individual are not eligible. Fundraising events must be for specific community enhancement projects.**

## WHAT CAN THE FUNDS BE USED FOR?

- Allowable expenses will be related to delivering the program, event or initiative such as speaker fees, official's fees, facility rental, rental equipment, event or program supplies, contracted services, general operational expenses, etc. Ineligible expenses would be capital, utilities, honorariums, staffing etc.

## HOW MUCH CAN I APPLY FOR?

- **Maximum funding of \$2,000 per Program or Event. Applicants may only apply every second year for funding.**

## HOW DO I APPLY?

- Applications are accepted twice per year, in April and October.
- Visit the County of Vermilion River website or contact the Community Development Coordinator to obtain an application form.
- Complete the Programs & Events Grant Application Form and submit to the County of Vermilion River on or before the appropriate deadline

## EVALUATION CRITERIA

All applications will be evaluated based on the following points system

CRITERIA	POINTS
Community Impact	20
Financial Plan	10
Financial Need	10
Community Based Initiative	10
Partnerships with local groups	10
Initiatives to show sustainability of program/event	10
Commitment to CVR Goals: Diversity, Sustainability, Vibrancy	5
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement	25

## PROGRAMS & EVENTS GRANT APPLICATION

**ORGANIZATION LEGAL NAME:**

**MAILING ADDRESS:** (all correspondence and cheques will be mailed to this address)  
 ADDRESS:  
 TOWN: POSTAL CODE:  
 If Applicable: Website \_\_\_\_\_  
 Check if you use social media to promote your facility/organization:   Facebook   Twitter

**CONTACT INFORMATION:**

	President/Chair	Secretary	Treasurer
<b>Name:</b>			
<b>Phone:</b>			
<b>Fax:</b>			
<b>Email:</b>			

**PROGRAM/EVENT NAME:**

**Describe the purpose/goal/function of the Program or Event:**

**Please complete, if applicable:**  
 How many people do you expect to participate?  
 Where will people come from to attend (check all that apply)?  
Local                      Across Province                      Other  
 What groups of people will be served by your program (check all that apply)?  
Youth    Seniors    Families    Businesses    Visitors    General Public    Other



**AMOUNT OF FUNDING REQUESTED    \$**

**Describe what the funds will be utilized for:**

**Is your Program or Event receiving any financial assistance from other agencies, levels of government or other partnering sources (donations, sponsorships, fundraising etc.)?**

YES       NO

If yes, please explain/list other funding sources:

Will you be partnering with local community groups? If yes, please identify the groups involved.

**Provide an overview of the impact your Program or Event will have on your community.**

**Describe how you will ensure long term sustainability and success of the Program or Event.**





**OBLIGATION OF GRANT RECIPIENTS**

Grant funding recipients will receive notification outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the specific items approved. Recipients must submit a **Grant Accounting Report** to verify that the funds were spent in the manner intended and approved prior to the next recreation grant funding cycle. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved. Grant recipients will be required to recognize funding received from the County of Vermilion River in some manner. Indicate below, what that recognition will look like.

<b>FUNDER RECOGNITION PLAN: (must check at least one)</b>	
<input type="checkbox"/> On-site Signage (in consult with County)	<input type="checkbox"/> County Logo/Name in Agency Newsletter
<input type="checkbox"/> County Logo/Name in Advertising	<input type="checkbox"/> County Logo/Name recognized at a public event
<input type="checkbox"/> County Logo/Name recognized on Agency Social Media	
<input type="checkbox"/> Other:	

**Please note: By accepting receipt of this grant, organizations are obligated to complete the County of Vermilion River Community Enhancement & Recreation Grant Accounting Report and show proof of completed funding recognition as indicated above.**

**DECLARATION STATEMENT**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS APPLICATION CONTAINS A FULL AND ACCURATE ACCOUNT OF ALL MATTERS STATED WITHIN. FURTHERMORE, I UNDERSTAND FULLY OUR OBLIGATION TO SUBMIT THE GRANT ACCOUNTING REPORT AND ANY REQUESTED FINANCIAL INFORMATION.

Name: (please print)	Title:
_____	_____
Signature:	Date:
_____	_____

*The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the District Recreation Advisory Board and/or municipal Council and may be published in a Council meeting agenda. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Vermilion River office.*