



EVENT 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:

- **Accessible to all County residents**
- **Encourage participation and engagement**
- **Promote personal growth and wellbeing**
- **Safeguard natural resources, parks, and recreational opportunities**
- **Enhance community wellness**

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

- **Health living and education**
- **Community enhancement**
- **Youth and seniors**

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 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

Box 69, 505040 HWY 897

Kitscoty, AB T0B 2P0

email: community@county24.com

fax: 780.846.2716

DEADLINE: APRIL 26, 2024 or OCTOBER 11, 2024



EVENT APPLICATION

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 event such as speaker fees, official's fees, facility rental, rental equipment, event 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 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 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 Policy PD 021, Program Outcomes	15
Commitment to recreation focus: Seniors, Youth, Education, Healthy Living, Community Enhancement	15



EVENT 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: <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter			
CONTACT INFORMATION:			
	President/Chair	Secretary	Treasurer
Name:			
Phone:			
Fax:			
Email:			

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)? <input type="checkbox"/> Local <input type="checkbox"/> Across Province <input type="checkbox"/> Other What groups of people will be served by your program (check all that apply)? <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Families <input type="checkbox"/> Businesses <input type="checkbox"/> Visitors <input type="checkbox"/> General Public <input type="checkbox"/> 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 Event will have on your community.

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



FINANCIAL OVERVIEW

*not your total organization budget, just the budget for the Event you are applying for

EXPECTED REVENUE:	
User Fees (Ticket Sales, Admissions, Program Fee etc.)	\$
Fundraising	\$
Donations/ Sponsorships	\$
Grants	\$
	\$
Other	\$
	\$
TOTAL OPERATING REVENUE	\$
ELIGIBLE EXPENSES:	
Communications (i.e. postage, printing, advertising, etc.)	\$
Facility Rental	\$
Speaker/Official Fees	\$
Contracted Services	\$
Rental Equipment	\$
General	\$
Supplies	\$
	\$
	\$
Other	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL ELIGIBLE EXPENSES	\$



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.

FUNDER RECOGNITION PLAN: (must check at least one)

- On-site Signage (in consult with County)
- County Logo/Name in Agency Newsletter
- County Logo/Name in Advertising
- County Logo/Name recognized at a public event
- County Logo/Name recognized on Agency Social Media
- 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) <hr/>	Title: <hr/>
Signature: <hr/>	Date: <hr/>

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.