



WHEATLAND COUNTY

Where There's Room to Grow

COMMUNITY ENHANCEMENT FUNDING FINAL REPORT INSTRUCTIONS 2018 OPERATING GRANT REPORT

INSTRUCTIONS

- Please retain a complete copy of the final report for your records.
- If your organization is submitting your reporting by email, please submit a signed and scanned copy.
- If you are submitting more than one email in order to attach all documentation, please indicate the total number of emails to be received to ensure that all documentation is received.
- If your organization is submitting reporting by email, you will receive a return email indicating its receipt. If you do not receive it, please call to confirm receipt.

GENERAL INFORMATION

- Project Number will be found in the right hand corner of all mailed correspondence you receive from Wheatland County regarding the Community Enhancement Fund.
- Project Name should match the name on your Grant Approval Form Contact Person on the reporting document is not required to match the name on your Application. The contact person for the report should be person who can best answer any questions and provide further information on the reporting document and receipts

SUMMARY AND RESULTS

- Please provide a brief summary of how funding was spent and indicate with a few sentences how receiving the Community Enhancement Funding has made a difference to your organization and community.

SIGNATURE

- A duly authorized signing authority for the organization is required to sign the declaration.
- Community Enhancement Regional Board members may not be the signatory.

OPERATING GRANT FINANCIAL REPORTING INSTRUCTIONS

OPERATING EXPENSES

- Please use the categories provided. If further categories were listed on the Approval Letter please (only) include these categories as well.
- Organizations are not required to include information in all categories. Only those categories for which the organization was approved for Community Enhancement Funding must be completed.
- *Total Paid:* This is the total Net amount of expense incurred by the organization minus GST. **GST is not included in the CERB funding and must be paid by organization.**
- All expenses must be accompanied by a copy of the invoice or receipt to be approved.

OPERATING REVENUES

- *Total Community Enhancement Grant Funding:* This is the total amount of Community Enhancement Funding provided to the organization for operating.
- *Other Wheatland County Funding:* This funding includes any funding provided by Wheatland County for the operating expenses listed above. Any funding provided by Wheatland County that was not spent on these operating expenses *does not* need to be included in this line.
- *Funding Provided by the Applicant:* This is the total amount of funding put towards the expenses listed above by the organization. For clarification, casino funding may be included in this line.
- *Other Funding:* Please provide a description of any other funding that was received for operating.

IF TOTAL OPERATING REVENUES IS GREATER THAN TOTAL OPERATING EXPENSES ALL UNUSED FUNDS MUST BE RETURNED TO WHEATLAND COUNTY. PLEASE DO NOT RETURN FUNDS WITH THIS FORM. WHEATLAND COUNTY WILL VERIFY THE AMOUNT OF UNUSED FUNDS THAT MUST BE RETURNED AND CONTACT YOUR ORGANIZATION TO ARRANGE PAYMENT.

WHEATLAND COUNTY COMMUNITY ENHANCEMENT FUNDING REPORT

2018 OPERATING GRANT REPORT - SUBMISSION INSTRUCTIONS

REPORTING DEADLINE

- Mailed reports must be postmarked on or before January 31, 2019.
- Faxed or emailed reports must be received by midnight January 31, 2019.

HOW TO SUBMIT

- *Mail:* Wheatland County
Community Enhancement Regional Board
Hwy 1 RR 1
Strathmore AB T1P 1J6
- *Fax:* Wheatland County
Attn. Community Enhancement Regional Board
403-934-4889
- *Email:* sarah.tucker@wheatlandcounty.ca
Please note that emailed reports must be a signed and scanned version.
Unsigned versions will not be accepted.

OTHER INFORMATION

- Applicants with outstanding reporting will not qualify for new funding in future years.
- All successful recipients may be listed on the Wheatland County website.
- Successful recipients may also be selected for further publicity through news releases, etc.

EXTENSION REQUESTS

- Operating Funding recipients are not eligible for reporting extensions.

FOR MORE INFORMATION

If you have any questions regarding the Community Enhancement Fund or would like clarification when filling out your application please contact:

Sarah Tucker, Grant Writer
Wheatland County
403-934-3321
sarah.tucker@wheatlandcounty.ca

**WHEATLAND COUNTY
COMMUNITY ENHANCEMENT FUNDING REPORT**

2018 OPERATING GRANT REPORT - GENERAL INFORMATION		
Project Number		
Project Name		
Name of Organization		
Contact Person		
Mailing Address		
Town	Province Alberta	Postal Code
Telephone	Email	

SUMMARY AND RESULTS
<p>Please provide a short summary regarding how your organization spent it's CERB funding:</p> <hr/> <hr/> <hr/> <hr/>
<p>Please also inform us how receiving CERB funding has helped your organization:</p> <hr/> <hr/> <hr/> <hr/>

Please attach any supporting documents, including photos.

The Organization declares that:

- a) The information contained in this report is a complete and accurate financial accounting, and that the funds were expended on what was described in the Grant Approval Letter, and
- b) That I am a duly authorized representative having legal and/or financial signing authority.

Signature of Applicant

Name of Applicant (Please Print)

Date

**WHEATLAND COUNTY
COMMUNITY ENHANCEMENT FUNDING REPORT**

2018 OPERATING GRANT REPORT - OPERATING GRANT FINANCIAL REPORT

OPERATING EXPENSES	TOTAL PAID
Utilities	\$
Insurance	\$
	\$
	\$
	\$
TOTAL OPERATING EXPENSES	\$

OPERATING REVENUES	TOTAL RECEIVED
Total Community Enhancement Grant Funding	\$
Other Wheatland County Funding	\$
Operating Funding Provided by the Applicant	\$
Other Operating Funding:	\$
TOTAL OPERATING REVENUES	\$

Copies of invoices or receipts must accompany this report.

If Total Operating Revenues is greater than Total Operating Expenses all unused funds must be returned to Wheatland County. Please do not return funds with this form. Wheatland County will verify the amount of unused funds that must be returned and contact your organization to arrange payment.

OFFICE USE ONLY	DATE: _____
APPROVED BY: _____	
ALL FUNDS USED <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT TO RETURN _____	
UNUSED FUNDS RETURNED <input type="checkbox"/> YES <input type="checkbox"/> NO GL: _____	