Community Enhancement Funding Application Instructions
2024 OPERATING GRANT APPLICATION

GENERAL INSTRUCTIONS
- Please retain a complete copy of the application for your records.
- If your organization is submitting your application by email, <u>please submit a signed and scanned copy</u>. If you are submitting a paper application the original must be mailed to Wheatland County by January 31 of the funding year.

REGISTRATION INFORMATION
- Only registered societies and charities are eligible for Community Enhancement Funding. Please see the Guidelines for a listing of Acts your group may be registered under.

CONTACT INFORMATION
- Contact information is to be for the individual who has worked on the application and is available to answer questions. This does not need to be a person who has signing authority for your organizations. <u>Please note that all official correspondence will be mailed to the address indicated.</u>
- CERB Board Members <u>may not</u> be listed as the applicant contact.

NAME
- If applying for Operating Grant Funding please write "2024 Operating Funding" and the <u>name of the facility</u> (if applicable) on this line.
- An organization may apply for all operating funding relating to this facility on one application; separate applications are only required if applying for operating separate facilities.

FUNDING REQUESTED
- Please indicate the total amount of Community Enhancement Grant Funding requested to operate your facility. This amount <u>must match</u> the amount requested on the Budget Form

DESCRIPTION
- Please give a brief description of the organization and its mandate. You may also use this space to provide a brief description of the facility.

COMPLETION DATE
- All Operating Grant Funding projects must be completed by December 31 of the funding year.

OBJECTIVES
- For Operating Grant Applications please include a listing of community groups that currently make use of the facility.

BENEFITS
- Please indicate the future benefits that your organization and community will be provided with as a result of receiving this grant funding.

RECOGNITION
- Wheatland County and the Community Enhancement Regional Board require that each applicant be willing to provide some recognition for any funding provided to the organization. The County and Board may approach specific applicants to arrange for this recognition or other recognition as determined by the County and/or the Board.

OTHER SPONSORSHIP/SUPPORT
- Please indicate any other organizations, both private and non-profit, that support your project, either financially or otherwise. Financial support related directly to the project must be indicated on the Budget form. Estimated Volunteer Hours would be appropriate here.

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 BUDGET INSTRUCTIONS

PROJECT NAME
- This should match the name provided in the Project Overview.

OPERATING EXPENSES
- Please use the categories provided. According to the Community Enhancement Fund Guidelines, Operating Funding is intended to aid organizations with Insurance and Utilities.
- Applicants are not required to include information in all categories. Only those categories for which the applicant is applying for Community Enhancement Funding must be completed.
- Applicants are required to estimate their annual costs for various utilities to indicate whether they're requesting a portion of their expenses or the whole amount.

OPERATING REVENUES
- *Community Enhancement Grant Funding Requested:* This should equal the amount shown on your Project Overview.
- *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 is not going to be spent on these operating expenses does not need to be included in this line.
- *Funding Provided by the Applicant:* It would be beneficial for groups to illustrate to the CERB Board how they plan on providing a portion of their own funding. For clarification, casino funding may be included in this line.
- *Other Funding*: Please provide a description of any other funding that will be used to for the operating expenses listed above.

2024 OPERATING GRANT APPLICATION - SUBMISSION INSTRUCTIONS

APPLICATION DEADLINE
- Mailed applications must be postmarked on or before **January 31, 2024.**
- Faxes or emailed applications must be received by midnight **January 31, 2024**.

HOW TO SUBMIT

- *Mail:*   Wheatland County
Community Enhancement Regional Board
242006 Range Road 243
Wheatland County AB   T1P 2C4

- *Fax:*   Wheatland County
Attn. Community Enhancement Regional Board
403-934-4889

- *Email:* *jessica.salmon@wheatlandcounty.ca*
Please note that emailed applications must be a signed and scanned version.
Unsigned versions will not be accepted.

OTHER INFORMATION
- Applicants may be requested to make presentations or provide further information in support of their application.
- Funds will be allocated after the Wheatland County 2024 Budget has been approved.
- Funds must be used by Dec 31, 2024 unless project is approved as a multi-year application.
- All recipients receiving funding must submit a Final Report to Wheatland County by Jan 31, 2025. Applicants with outstanding reporting do not qualify for new funding.
- All successful recipients may be listed on the Wheatland County website. Successful recipients may also be selected for further publicity through news releases, etc.

If you have any questions regarding the CERB fund or would like clarification when filling out your application please contact: Jessica Salmon, 403-361-2021, *jessica.salmon@wheatlandcounty.ca*

2024 OPERATING GRANT APPLICATION - APPLICANT INFORMATION

Name of Organization	
Act your group is registered under	

Registration Number	Registration Date

Contact Person	
Mailing Address	

Town	Province AB	Postal Code

Telephone	Email

OVERVIEW

Name	

Funding Requested	*PLEASE PROVIDE BUDGET DETAILS ON APPROPRIATE BUDGET FORM*

Description

Is this Operating Funding for the current year?	Yes ☐ No ☐

Objectives

Percentage of people who will benefit from Project that are WLC residents

Benefits for Wheatland County Residents

How do you plan to recognize Wheatland County, the Community Enhancement Board and your organization for its support of your organization/facility?
Level of sponsorship/support applied for from other partners/community/volunteer sources

Please attach any supporting documents.

The Organization declares that:
    a)   The information contained in this application and supporting documents are true and correct.

The Organization understands and agrees that should the Application be approved, any grant funding awarded is subject to the Organization complying with the following terms and conditions:
    a)   The Organization will use all grant funding awarded for the purpose stated in the Application;
    b)   Following receipt of the grant, the Organization agrees to be bound by the final report requirements set out in the Guidelines, Application and Final Report form; and
    c)   Any part of the grant not spent as set out in the Application be repaid to Wheatland County;
    d)   The Organization agrees to give Wheatland County access to examine the Organization's operations and/or premises and financial statements to verify the grant has been used for the approved purpose.

_____   _____
Signature of Applicant   Name of Applicant (Please Print)

_____
Date

Project Name

2024 OPERATING GRANT APPLICATION BUDGET		
OPERATING EXPENSES Annual Cost		REQUESTED AMOUNT
	Natural Gas	$
	Water	$
	Electricity	$
	Insurance	$
	TOTAL OPERATING EXPENSES	$

OPERATING REVENUES	BUDGET AMOUNT
Community Enhancement Grant Funding Requested	$
Other Wheatland County Operating Funding	$
Financial Contributions Provided by the Applicant	$
Estimated Volunteer Hours Provided by the Applicant	
Other Operating Funding:	$
TOTAL OPERATING REVENUES	$

Total Operating Expenses must equal Total Project Revenues.

*It is understood that the budgeted amount provided in this form may be an estimate.
Actual costs will be provided in the final reporting.*

Operating grant applications do not require official quotes or estimates for expenses.