Community Enhancement Funding Application Instructions
2024 PROJECT-BASED 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.
- If your project is on County property please consult with the Manager of Community Services, Dave Rimes at dave.rimes@wheatlandcounty.ca

PLANNING AND DEVELOPMENT
- Prior to EVERY project submission acceptance, a member of your organization must meet with a Development Officer for the appropriate municipal jurisdiction of the project to inquire whether any development permits are required for the project. (Wheatland County, Strathmore, Standard, Hussar, Rockyford).
- If this document (found at the beginning of this application) is not signed off by a member of the appropriate Planning and Development Department, <u>it will not be considered</u> by the Community Enhancement Board.

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.

PROJECT NAME
- Please write the name of the project and/or facility (if applicable) on this line.
- If you are applying for operating funding, please use the operating funding application instead.

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

PROJECT DESCRIPTION
- Please give a brief description of the project.

PROJECT COMPLETION
- Ideally, Project-Based Grant Funding will be spent during the application year.
- If applying for Project-Based Grant Funding that may span multiple years, an *estimated* project completion date must be supplied.
- Future Community Enhancement Funding <u>will not be *guaranteed*</u> for any multi-year project and additional funding must be applied for in future years. Final Reporting requirements for multi-year projects differ from other Applications, please see the Guidelines for more information.

PROJECT OBJECTIVES
- For Project-Based Grant Applications please include a description of specific activities that will occur as part of the project.

WHEATLAND COUNTY RESIDENTS
- Describe how your project will be beneficial to Wheatland County Residents and estimate how many residents it will affect. If you are an organization with attendance records, this may be a good time to illustrate to the CERB Board how your group is involved with County Residents

PROJECT 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. Letters of support are encouraged. Volunteer Hours would be appropriate here.

OTHER OPTIONS
- Please indicate the organization's plan if Community Enhancement Funding is not approved for this project.

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.

PROJECT-BASED BUDGET INSTRUCTIONS

PROJECT INFORMATION
- The Project Name should match the project name given in the Project Overview
- For projects that are to be completed in the current funding year the Budget Timeframe should be January 1 – December 31, 2024.
- For projects that will not be completed in the current funding year please provide an estimated start date and completion date for the project. The completion date should match the date provided on the Project Overview.

PROJECT EXPENSES
- Please provide a break-down of project expenses. The minimum amount of break-down required should be by Project Objectives as listed in the Project Overview.
- If additional lines are required, please write "See Additional Pages" under the Project Expenses Line.
- If additional pages are added please enter the Total Project Expenses on the original Budget page.
- Please note, official quotes and estimates are not required to be submitted but are recommended to substantiate your budget.

PROJECT REVENUES
- *Community Enhancement Grant Funding Requested:* This should equal the amount shown on your Project Overview.
- *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.

IN ORDER TO BE ELIGIBLE FOR COMMUNITY ENHANCEMENT FUNDING TOTAL PROJECT EXPENSES MUST EQUAL TOTAL PROJECT REVENUES.

2024 PROJECT-BASED 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 December 31, 2024 unless project is approved as a multi-year application.
- All recipients receiving funding must submit Final Reporting to Wheatland County by January 31, 2025. Applicants with outstanding reporting do not qualify for new funding.
- All recipients receiving capital funding are asked to provide before and after pictures of the project with their final report is possible.
- All successful recipients may be listed on the Wheatland County website. Successful recipients may also be selected for further project 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*

Community Enhancement Funding Application Instructions
2024 PROJECT-BASED PLANNING & DEVELOPMENT

- Prior to project submission acceptance, a member of the organization must meet with a Development Officer of the appropriate municipal jurisdiction of the project to inquire whether any development permits are required for the project. (Wheatland County, Strathmore, Standard, Hussar, Rockyford)

APPLICANT INFORMATION

Name of Organization		
Project Name		
Contact Person		
Mailing Address		
Town	Province AB	Postal Code
Telephone	Email	

PLANNING & DEVELOPMENT
Prior to submission of this application it must be signed off by a Development Officer and/or Planner

☐ This proposal will require a Development Permit

☐ This proposal will not require a Development Permit

☐ This proposal will require re-designation prior to Development Permit Issuance and has been referred to a planner for review.

☐ This proposal does not require re-designation

Development Officer (Print & Sign)	Planner (Print & Sign) – if applicable.

2024 PROJECT-BASED 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

PROJECT OVERVIEW

Project Name	

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

Project Description

Is this project to be completed within the current year?	Yes ☐ No ☐
If not, please provide a completion date for the project.	

Project Objectives

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

Project 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 project?
Level of sponsorship/support applied for from other partners/community/volunteer sources (*Potential donated volunteer labour hours should be described here*)
Funding Plans if Community Enhancement Grant Funding is not obtained

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 PROJECT-BASED GRANT APPLICATION BUDGET	
PROJECT EXPENSES	**BUDGET AMOUNT**
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL PROJECT EXPENSES	$

PROJECT REVENUES	BUDGET AMOUNT
Community Enhancement Grant Funding Requested	$
Financial Contributions Provided by the Applicant	$
Estimated Volunteer Hours Provided by the Applicant	
TOTAL PROJECT REVENUES	$

Total Project Expenses <u>must</u> equal Total Project Revenues.

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

Please attach any quotes or estimates if available. Official quotes or estimates for expenses are <u>not</u> required by the grant program but are recommended.