

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, it will not be considered 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. Please note that all official correspondence will be mailed to the address indicated.
- CERB Board Members may not 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 <u>not required</u> 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 <u>MUST EQUAL</u> 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, <u>jessica.salmon@wheatlandcounty.ca</u>



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)

	4	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 Pe☐ This proposal will not require a Development		
This proposal will require re-designation prior to Development Permit Issuance and has been referred to a planner for review.		
☐ This proposal <u>does not</u> require re-designation		
Development Officer (Print & Sign)	Planner (Print & Sig	n) – 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	L	
		PROJECT OVERVIEW	
Project Name			
Total Funding Requested		PROVIDE BUDGET DETAILS ROPRIATE BUDGET FORM	
Project Description			
Is this project to be completed within the current year	ar? Yes 🖂	No 🖂	
If not, please provide a completion date for the project			
Percentage of people who will benefit from Project to	hat are WLC resid	dents	
	riat are VVLO resid	20110	
Project Benefits for Wheatland County Residents			

How do you plan to recognize Wheatlan organization for its support of your proje	nd County, the Community Enhancement Board and your ect?
Level of sponsorship/support applied for (Potential donated volunteer labour hou	r from other partners/community/volunteer sources ers should be described here)
Funding Plans if Community Enhancem	ent Grant i unung is not obtained
Please attach any supporting documents. The Organization declares that: a) The information contained in this a	application and supporting documents are true and correct.
The Organization understands and agrees awarded is subject to the Organization cor a) The Organization will use all grant b) Following receipt of the grant, the set out in the Guidelines, Applicati c) Any part of the grant not spent as d) The Organization agrees to give V	s that should the Application be approved, any grant funding applying with the following terms and conditions: funding awarded for the purpose stated in the Application; Organization agrees to be bound by the final report requirements
Signature of Applicant	Name of Applicant (Please Print)
Date	

Dro	+	NIC	
Pro	lecι	ING	me

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.