



## COMMUNITY FACILITIES FUNDING GRANT APPLICATION

### GENERAL INSTRUCTIONS

- Please retain a complete copy of the application for your records.
- If your organization is submitting your application by email, please submit a signed and scanned copy. If you are submitting a paper application the original must be mailed to Wheatland County by **March 31** of the funding year.
- If your organization is submitting your application by email, you will receive a return email indicating its receipt. If you do not receive it, please call to confirm receipt.

### REGISTRATION INFORMATION

- Only registered or incorporated non-profit organization under the Agricultural Societies Act, the Alberta Societies Act, or Part 9 of the Companies Act, in good standing are eligible for the Community Facilities Funding Grant Program.

### 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.

### PROJECT NAME

- Please write the name of the project and/or facility (if applicable) on this line.

### FUNDING REQUESTED

- Please indicate the total amount of Community Facilities Funding requested for your Facility. This amount must match the amount requested on the Budget Form.

### PROJECT/EXPENSE DESCRIPTION

- Please give brief outline of project and or funding requirements.

### PROJECT COMPLETION

- Ideally, grant funding will be spent during the application year.

### WHEATLAND COUNTY RESIDENTS

- Describe how your Facility or programs 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 how your group is involved with County Residents.

### PROJECT/PROGRAM 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 require that each applicant be willing to provide some recognition for any funding provided to the organization. The County may approach specific applicants to arrange for this recognition or other recognition as determined by the County.

### OTHER SPONSORSHIP/SUPPORT

- Please indicate any other organizations, both private and non-profit, that support your facility, either financially or otherwise. Financial support related directly to the facility must be indicated on the Budget Form.

## SIGNATURE

- A duly authorized signing authority for the organization is required to sign the declaration.

## PROJECT/EXPENSES GRANT APPLICATION BUDGET

- Please provide a break-down of project/expenses.
- 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

- *Other Wheatland County Funding:* This funding includes any funding provided by Wheatland County for this project. Any funding provided by Wheatland County that is not going to be spent on this specific project does not need to be included in this line.
- *Funding Provided by the Applicant:* It would be beneficial for groups to illustrate 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 received for this project.
- *Please attach* current financial statements, audited if available.

# COMMUNITY FACILITIES FUNDING GRANT APPLICATION SUBMISSION INSTRUCTIONS

## APPLICATION DEADLINE

- Mailed applications must be postmarked on or before March 31.
- Faxes or emailed applications must be received by midnight March 31.

## HOW TO SUBMIT

- *Mail:* Wheatland County  
Community Services Coordinator  
242006 Range Road 243  
Wheatland County AB T1P 2C4
- *Fax:* Wheatland County  
Attn. Community Services Coordinator  
403-934-4889
- *Email:* [dave.rimes@wheatlandcounty.ca](mailto:dave.rimes@wheatlandcounty.ca)  
Please note that emailed applications must be a signed and scanned version.  
**Unsigned versions will not be accepted.**

## OTHER INFORMATION

- Funds will be allocated after the Wheatland County Annual Budget has been approved.
- Funds must be used by December 31 of the grant application year.
- All recipients receiving funding must submit Final Reporting to Wheatland County by January 31 of year following the grant approval. 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 or would like clarification when filling out your application please contact:  
Dave Rimes, 403-361-2171, [dave.rimes@wheatlandcounty.ca](mailto:dave.rimes@wheatlandcounty.ca)



**Community Facilities Funding Grant Application**

**APPLICANT INFORMATION**

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

Act your group is registered under		
Registration Number	Registration Date	
Contact Person if different from above		
Mailing Address		
Town	Province AB	Postal Code
Telephone	Email	

**PROJECT/EXPENSE OVERVIEW**

Total Funding Requested

*PLEASE PROVIDE BUDGET DETAILS  
ON THE BUDGET FORM*

**PROJECT/EXPENSE DESCRIPTION** - Brief outline of project and or funding requirements

Is this project to be completed within the current year?    Yes       No  

If not, please provide a completion date for the project.

The number of County and non-County residents served by the facility or program.

**PROJECT/PROGRAM BENEFITS** - Benefits for Wheatland County Residents

How do you plan to recognize Wheatland County, and your organization for its support?

Level of sponsorship/support applied for from other partners/community/volunteer sources  
*(Potential donated volunteer labour hours should be described here)*

*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

<b>PROJECT/EXPENSE GRANT APPLICATION BUDGET</b>	
PROJECT EXPENSES	BUDGET AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT EXPENSES	\$

PROJECT REVENUES	BUDGET AMOUNT
Community Facilities Grant Funding Requested	\$
Other Wheatland County Funding	\$
Funding Provided by the Applicant	\$
Other Funding:	\$
TOTAL PROJECT REVENUES	\$

*Total Project 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.*

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

*Please attach current financial statements, audited if available.*