



Community Recreation & Culture Grant

APPLICATION FORM

What is the Culture and Recreation Grant?

The Town of Sundre offers annual funding opportunities to groups and organizations that operate facilities that provide sport, recreation, art and cultural benefits to the citizens of Sundre and surrounding area. The purpose of this grant is:

- To assist in offsetting costs associated with operating facilities;
- To reinforce culture, arts, and amenities within the Sundre area;
- To promote a vibrant and active community;
- To promote the community as a place to visit, live and explore.

Who may apply?

Local organizations and groups operating out of a facility may submit applications. Individuals submitting applications may be requested to provide extra detail. Facilities must:

- Be located within Corporate limits;
- Be owned or operated by a non-profit, not for profit registered society;

If you are unsure if your grant application will qualify for funding or need assistance with filling out this application, please contact the Town Office.

Criteria & eligibility for funding

Applications will be reviewed and funds allocated by the Legislative Department and approved by Council prior to the end of the year. Funds shall be forwarded to groups the following summer, after taxes have been received.

Grants are awarded at the discretion of Town Council, based on the following criteria:

- Maximum request of \$5000 per event or festival.
- Operational expenses submitted (Electricity, Utility Bill, Insurance)



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Application Process

Application forms should be submitted no later than August 1st. Grant applications will be reviewed as received by Reviewing Committee within 30 days. Applications can be submitted to the Town of Sundre in person, via email, by mail or by fax.

Please use the following information for addressing your application package:

Community Recreation and Culture Grant Town of Sundre
Attention: Community Services
#4, 96 – 2nd Avenue NW
P.O. Box 420
Sundre, AB T0M 1X0

Fax: 403.638.2100

Email: facilitybookings@sundre.com

Any questions you may have about this fund can be directed to the Town of Sundre's Community Services Department by calling 403.638.2042

Applicant Information

Name of Applicant / Organization: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

Email Address: _____

Date of Application: _____

Funding amount being applied for: \$ _____



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Organization Details

Target Demographic: _____

Is this a seasonal facility? If so, what is your season? _____

Please provide a Summary of your organization: _____

Please provide an estimate of how many users you typically draw.

Local (within trading area): _____ Outside of Trading Area: _____

How does this facility generate economic activity within the Town of Sundre? Please also list any businesses or organizations you have partnered with for this event / activity.

How do you promote your organization? Be sure to include types of media and scheduled dates

Does your organization receive any other support from the Town of Sundre currently?



Community Recreation & Culture Grant

How will the Community Recreation and Culture Grant Contribution be used?

How will the Community Recreation and Culture Grant Contribution be acknowledged?

A post funding financial report is required. Do you commit to providing this report? YES / NO

Budget

Project Revenue - Please attach full budget if possible or use the form on the following page.

(Please list all projected income/grants/sponsorships/donations – use additional sheet if required.)

Community Recreation and Culture Grant \$ _____

_____ \$ _____

_____ \$ _____

Total Revenue \$ _____

Project Expenditures

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ _____



Community Recreation & Culture Grant

Applicant Agreement

I declare that:

1. I am a duly authorized representative having legal and/or financial signing authority for the following organization: _____
or
I am an individual working alone and/or with a group of interested individuals, and I am the lead representative of this group, and I confirm that the information contained within this application is true and accurate to the best of my knowledge.
2. The information contained in this application is true and accurate and endorsed by the above noted organization.
3. Any grant awarded shall be used solely for the facility as stated in this application. If funding is not used as specifically intended, or if no post financial report is submitted, I understand that I / our group may not be eligible to submit funding applications for any future events.

Signature

Please Print Name

Date

OFFICE USE

Date Application Received: _____

Date Approved: _____

Amount Requested: _____

Amount Allocated: _____

Date Funds Dispersal Form submitted to Accounts Payable: _____

Funds Dispersal Form submitted by: _____

Town Logos Supplied: YES / NO

Date Post Event Report Received: _____