



City of Camrose Community Grants Application for Funding

Things to Know Before you Apply for a Community Grant

Discretionary Grants are evaluated by three Council members appointed to the Discretionary Grant Committee. These members *only have the information supplied in your application* to evaluate and award the grants.

The more information you provide the better! Any details you provide regarding the specific program, project, event, or initiative makes it easier for the committee members to understand what the money will be used for and why it's important for the community. (If there's not enough room on the form please don't hesitate to provide attachments with additional information and a detailed budget for the initiative.)

GUIDELINES FOR ASSESSING APPLICATIONS

The committee will be considering the following when assessing applications:

- The funding is not for general operational costs
- The funding is not for an organization or event that would generally be funded by other levels of government (provincial or federal)
- The funding will bring people to Camrose
- If the applicant has previously received a grant, they have provided a final report to Council about those previous grants received
- The applicant has not received funding for more than 2 consecutive years
- The request will benefit a large number of residents
- The request demonstrated that the activity has significant community involvement and volunteerism
- The request demonstrates that other funding options have been explored
- The applicant is in significant financial need for the funds to complete the project

If you're part of an arts and culture organization, please apply to the Arts and Culture Grant instead.



City of Camrose Community Grants Application for Funding

SECTION A – ORGANIZATIONAL INFORMATION

Name of Applicant or Organization: _____

Mailing Address: _____

Contact Name/Title: _____ / _____

Telephone: _____

Email: _____

Canada Revenue Agency (CRA) Charitable Number: _____

a) Are you raising funds for another group? Yes No

If so, whom _____

SECTION B - ELIGIBILITY INQUIRIES

a) Are you located within the City of Camrose? Yes No

b) Are you a registered political party, registered constituency association or registered candidate? Yes No

c) Are you a for-profit organization? Yes No

d) If awarded, are you willing to acknowledge the City of Camrose's contribution publicly?
 Yes No

e) If awarded, are you willing to enter into the Community Grants - Grant Agreement with the City of Camrose including reporting on the results of the program, service or event?
 Yes No

The applicant does not qualify for the Community Grants Program if questions a), d) or e) have been answered "NO" or if questions b) or c) have been answered "YES".

- f) Have you received grant funding from the City of Camrose in the past?
 Yes No

If yes, provide the name of the Project, Program, Event or Special Initiative, the grant funding amount received, and the year you received the funds.

| <u>Name</u> | <u>Amount</u> | <u>Year</u> |
|-------------|---------------|-------------|
| | | |
| | | |
| | | |

- g) Have you provided a Community Grants Accountability Statement? Yes No

If no, why not?

SECTION C – PROJECT, PROGRAM, EVENT OR SPECIAL INITIATIVE INFORMATION

- a) Provide the funding amount requested for the Project, Program, Event or Special Initiative program service or event \$_____

- b) Provide the date funding required for the Project, Program, Event or Special Initiative

Date: _____
 (mm /dd /yy)

- c) Describe and outline the objectives of the applicant.

d) When will the Project, Program, Event or Special Initiative be completed and operational?

Dated: _____
(mm /dd /yy)

e) Will the Project, Program, Event or Special Initiative benefit the City of Camrose and its residents? Yes No

If yes, describe who will benefit, how many will benefit, and how they will benefit.

f) Describe any long-term benefits for the City of Camrose and its residents.

g) Describe how it is currently being funded.

h) List all additional sources from which funding has been requested to date and sources which will be requested prior to the date funding is required.

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- i) If you are unsuccessful in receiving a grant from the City of Camrose, what will be the effect on the Project, Program, Event or Special Initiative you provide?

SECTION D - OTHER INFORMATION

Will the Project, Program, Event or Special Initiative:

- a) Require liability insurance coverage? Yes No

If yes, please provide the following information:

Insurance Company: _____

Policy Number: _____

Amount of Coverage: \$ _____

- b) Require municipal licensing? Yes No

- c) Require a road closure? Yes No

- d) Require any additional assistance or service in-kind from the City? Yes No

If yes, please describe:

SECTION E – ATTACHMENTS

a) Provide the following additional information if applicable:

- Mission Statement or Statement of Purpose for your organization
- List of Board Members
- Detailed budget for the event, project or program
- Copy of financial statements for the most recent year

SECTION F – SUBMISSION OF APPLICATION FOR FUNDING

a) Submit completed Application for Funding with attachments to:

City of Camrose
City Hall c/o Financial Services
5204 – 50 Avenue
Camrose, AB T4V 0S8
For more information contact: 780.672.4426, Extension 1015

Form Completed By:

Signature of Applicant or Organization: _____

Signature of Applicant or Organization (printed): _____

Dated: _____
(mm /dd /yy)

The personal information collected through this application is required to assess eligibility and administer programs offered by the City of Camrose. This collection is authorized under sections 4(a) and (c) of Alberta's Protection of Privacy Act, as it is necessary for an operating program of the City and is expressly permitted by an enactment. The information will be used solely for program administration and may be disclosed as authorized under Alberta's Access to Information Act. If you have any questions about the collection of personal information, please contact the Access to Information Coordinator, City of Camrose, at 780-678-3440, visit 5204 50 Avenue, Camrose, AB T4V 0S8, or email legservices@camrose.ca