

# Events & Sponsorship Grant Application

## Applicant Information

ORGANIZATION NAME:	DATE:
MAILING ADDRESS:	POSTAL CODE:
HAMLET/TOWN:	PROVINCE:
PRIMARY CONTACT NAME(S):	PHONE/FAX NUMBER(S):
EMAIL(S):	
NAME & LOCATION OF FACILITY (IF APPLICABLE):	
VISION/MISSION STATEMENT:	

## Type of Grant

- Roadside Clean-up Grant  Community Event Grant  
 Other Sponsorship: \_\_\_\_\_

## Agreement

I/We understand that:

1. The grant shall be used only for those purposes as outlined in the Events, Sponsorship, & In-Kind Donations section of Big Lakes County Grant Funding Policy.
2. Grant funds not expended for the purposes for which they were provided shall be returned to Big Lakes County.
3. Clean-Up funding requires the completion of a Claim Form before payment. **If you are applying for a Clean-Up grant, you do not have to fill out the budget within this application.**
4. Events & Sponsorship Grant applications are due a minimum of eight (8) days prior to the Council meeting your organization wishes to have the request considered, for sufficient processing time. Funding payments may take up to 2 to 6 weeks after approval for processing.
5. All applications are reviewed on an individual basis by County Council and decisions regarding approval are made by County Council in consideration of potential benefit(s) to the wider community.



6. Organizations requesting funding are welcome to schedule a delegation time during a Council meeting to present funding requests in addition to a completed grant application.
7. Declaration of Financial Contact: the person responsible for finances (a signing authority) must complete the following:

I \_\_\_\_\_, \_\_\_\_\_  
 (PRINT NAME) (PRINT OFFICIAL POSITION)

Solemnly declare to take full responsibility for receiving and facilitating disbursement of monies received from the County, in response to this application, of which this statement forms a part.

Declared on this day/month/year: \_\_\_\_\_

SIGNED: \_\_\_\_\_

WITNESSED: \_\_\_\_\_

## Event/Activity Budget

PLEASE ATTACH ADDITIONAL PAGES AS NEEDED. IF YOU ARE APPLYING FOR A CLEAN-UP EVENT, YOU DO NOT NEED TO FILL OUT THIS PORTION.

### 1. EXPENDITURES (Please attach estimates or quotes)

#### a) MATERIALS/EQUIPMENT/FACILITIES/LABOUR

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

### 2) REVENUES SOURCES

#### a) COUNTY GRANT MONEY REQUESTED

\$ \_\_\_\_\_

#### b) OTHER GRANTS/SPONSORSHIPS/DONATIONS

(Indicate whether grants are planned, applied for, or received)

_____	\$ _____
_____	\$ _____
_____	\$ _____

#### c) APPLICANT'S CONTRIBUTION

\$ \_\_\_\_\_

**TOTAL REVENUE**

\$ \_\_\_\_\_

### 3) BALANCED BUDGET: (= \$0.00)

TOTAL REVENUE	\$ _____
(—)	
TOTAL EXPENDITURES	\$ _____

## Submit Your Application

Applications can be submitted in person, by mail, fax, or email to:

**Attn: Grants Officer**  
**Big Lakes County**  
**P.O. Box 239, 5306-56 St.**  
**High Prairie, AB T0G 1E0**  
**Phone: (780) 523-5955 Fax: (780) 523-4227**  
**Email: Grants@BigLakesCounty.ca**

FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED:	DATE REVIEWED:	REVIEWED BY:
AMMOUNT APPROVED:	COUNCIL MOTION:	

COMMENTS:

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