

# Events & Sponsorship Roadside & Hamlet Clean-up Claim Form

## Applicant Information

EVENT DATE:	ORGANIZATION NAME:
KILOMETRES COMPLETED:	AREA CLEANED:
START TIME OF EVENT:	END TIME OF EVENT:

AMOUNT OF COUNTY GRANT MONEY APPROVED \$ \_\_\_\_\_

TOTAL NUMBER OF VOLUNTEERS: \_\_\_\_\_ CHILDREN/YOUTH: \_\_\_\_\_ # OF SUPERVISORS: \_\_\_\_\_

WAS ALL SIGNAGE PROVIDED BY BIG LAKES COUNTY RETURNED?  YES  NO

WERE THE SAFETY PROTOCOLS PROVIDED TO YOU/YOUR ORGANIZATION?  YES  NO

WERE YOU ABLE TO TAKE THE GARBAGE TO A BIN/TRANSFER STATION/LANDFILL?  YES  NO

ADDITIONAL COMMENTS:

---

---

---

---

## 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. If a Roadside or Hamlet Clean-Up Event Grant Application is approved, County administration shall schedule the event location and date with the approved Community Group and review all safety procedures.
4. Payment of Roadside & Hamlet Clean-Up Grant Funding shall be released upon the submission of:
  - a) Confirmation of review of the Big Lakes County Roadside Clean-Up Safety Checklist
  - b) A completed Roadside & Hamlet Claim Form
  - c) The return of Big Lakes County signage indicated in the Roadside & Hamlet Claim Form
5. Declaration of Financial Contact: the person responsible for finances 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: \_\_\_\_\_

## Submit Your Claim Form

Claim Forms 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:

---

---

---

---

---

---

---

---