

2024 Operating 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):	
YEAR OF REQUESTED FUNDING	
VISION/MISSION STATEMENT:	

Type of Grant

PLEASE CHECK ALL THAT APPLY:

- | | |
|---|--|
| <input type="checkbox"/> Community Hall Grant | <input type="checkbox"/> Museum/Heritage Grant |
| <input type="checkbox"/> Hamlet Recreation/Cultural Grant | <input type="checkbox"/> Seniors Transportation/Facility Grant |
| <input type="checkbox"/> Cemetery Grant | |

Operating Grant Funding Agreement

1. Shall be used only for those purposes as outlined in the Operating Grant section of Big Lakes County Grant Funding Policy. "Operating Grant" shall mean grant funding provided to Community Organizations upon application towards maintaining its operations and programming, including: rent; utilities; insurance; advertising, marketing, and communication expenses; office and program supplies; and other ongoing operating pressures.
2. Grant funds not expended for the purposes for which they were provided shall be returned to Big Lakes County immediately.

3. The Community Organization shall be a registered society, in good standing, with the Province of Alberta, or have charitable status with the Government of Canada.
4. Big Lakes County reserves the right to request an externally prepared audit, by a certified accountant, and any other documentation deemed necessary by the municipality, of any Community Organization receiving operational funding.
5. The application deadline is October 31 of the year prior, so that all applications can be considered by Council during annual budgetary deliberations.
6. Community Organizations shall submit to the Grants Officer, or designate, a complete application form supplying specific information regarding the use of funds, including the documents listed above.
7. Organizations may apply for 30% of their annual budget, up to the maximum listed in each grant funding category.
8. Applicants who have previously received any type of grant funding from Big Lakes County but have not submitted the requisite financial accounting for the grant(s) will not be eligible for funding under this program until all outstanding accounting requirements have been met.
9. 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 Big Lakes County, in response to this application, of which this statement forms a part.

Declared on this day/month/year: _____

SIGNED: _____

WITNESSED: _____

AMOUNT OF COUNTY GRANT MONEY REQUESTED \$ _____

When stating this request for specific funds, please consider:

- Need to provide current services/programming
- Maximum amount per grant funding category

DOES YOUR ORGANIZATION PERFORM STRATEGIC PLANNING? ☐ YES ☐ NO

If your organization does one or more of the following, mark YES. Does your organization have:

- a projected budget for the upcoming year?
- a document with the roles of each board member clearly outlined for the next elected member?
- a Document that lists upcoming Capital Projects for the next five years?
- all documents saved in an accessible location (where new board members can access them)?

DOES YOUR ORGANIZATION PARTNER WITH OTHER LOCAL COMMUNITY GROUPS TO ACCESS/RUN A FACILITY/PROGRAM AT A LOWER COST? ☐ YES ☐ NO

If so, please specify the group: _____

DID YOUR ORGANIZATION APPLY/RECEIVE FUNDS ELSEWHERE IN THE PAST YEAR? ☐ YES ☐ NO

For example, did your organization obtain funds from:

- Working a casino?
- Another grant (from a private organization, or the Federal/Provincial Government)? Funding from another municipality?
- Fundraising?

If so, please specify: _____

DOES YOUR ORGANIZATION MANAGE A CAPITAL ASSET? (Please check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Outdoor Rink/Curling Facility | <input type="checkbox"/> Indoor Rink/Curling Facility | <input type="checkbox"/> Bowling Alley |
| <input type="checkbox"/> Football Field | <input type="checkbox"/> Baseball Diamond | <input type="checkbox"/> Racket-based Courts |
| <input type="checkbox"/> Fitness Centre | <input type="checkbox"/> Community Hall/Facility | <input type="checkbox"/> Campground |
| <input type="checkbox"/> Community Garden | <input type="checkbox"/> Museum | <input type="checkbox"/> Park |
| <input type="checkbox"/> Picnic Area | <input type="checkbox"/> Hiking/Biking Trails | <input type="checkbox"/> Other: _____ |

WHAT WILL THE PROPOSED FUNDS BE USED TOWARDS? (Please check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Holiday-related Events | <input type="checkbox"/> Grass-cutting Services |
| <input type="checkbox"/> Seniors Programming | <input type="checkbox"/> Hookup/Service Fees (power, heat, & water) | <input type="checkbox"/> Snow Plowing Services |
| <input type="checkbox"/> Children/Youth Programming | <input type="checkbox"/> Facility Maintenance | <input type="checkbox"/> Other: _____ |

PROVIDE A BREAKDOWN OF HOW FUNDS WILL BE SPENT:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENDITURES	\$ _____

Documentation

PLEASE ATTACH THE FOLLOWING DOCUMENTS/INFORMATION TO YOUR APPLICATION

- ☐ MINUTES OF MOST RECENT ANNUAL GENERAL MEETING: DATED: _____
(For example, if a group has applied for Operating grant funding from the County's 2024 budget, minutes from 2023 must be provided.)
- ☐ MOST RECENT FINANCIAL STATEMENTS: DATED: _____
(Including two (2) Executive Officer signatures)
- ☐ CURRENT YEAR ASSOCIATION BUDGET DATED: _____
- ☐ LIST OF EXECUTIVE OFFICERS
- ☐ MOST RECENT PROOF OF FILING FROM ANNUAL RETURN DATED: _____
If a society does not provide proof of filing for more than one year, then the County cannot approve the request.

CORPORATE ACCESS NO.: _____

Please note: If a community organization plans to hold its Annual General Meeting past the October 31 deadline (in either November or December), Big Lakes County will accept the previous year AGM minutes and corresponding documents as an interim submission until final documents are available.

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:
AMOUNT APPROVED:	COUNCIL MOTION:	

COMMENTS:
