



# Community Grant Program

## Application Form

### **Submission deadlines for applications**

**Spring intake: 10 a.m. on Apr. 1**

**Fall intake: 10 a.m. on Oct. 1**

Note: if a deadline falls on a weekend, applications are due the following Monday.

Please read the application guide thoroughly before applying.  
Submit a separate application for each project requesting funds.

The personal information being requested on this form is for the purpose of administering funding under the Community Grant Program, and being collected under the authority of section 4(c) of the Protection of Privacy Act (POPA). If you have questions about the collection, use, or disclosure of this personal information provided, please contact the City of Wetaskiwin's ATIA Coordinator at 780.361.4456, [legislative@wetaskiwin.ca](mailto:legislative@wetaskiwin.ca), or in-person at Wetaskiwin City Hall (4705 50 Avenue, Wetaskiwin, Alberta, T9A 0R8).

# Part A | Applicant Information

Organization name: \_\_\_\_\_

Fiscal year end: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact person: \_\_\_\_\_

*Full name and position/title*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Charitable No.: \_\_\_\_\_ Incorporation No.: \_\_\_\_\_

*If applicable*

*If applicable*

Organization is registered and in good standing under the following legislation  
(select applicable options):

## Provincial Legislation

- Agriculture Societies Act
- Part 21 of the Business Corporations Act (extra-provincial corporations)
- Cemeteries Act or Cemetery Companies Act
- Companies Act, Part 9 (non-profit companies)
- Libraries Act
- Societies of Alberta Act
- Special Act of the Alberta Legislature

## Federal Legislation

- Special Act of the Parliament of Canada
- Income Tax Act of Canada and operating in the province of Alberta (charities)
- Canada Not-for-Profit Corporations Act
- Must be registered in Alberta under the Business Corporations Act*

## Other Legislation

- Community First Nations, Inuit and Metis organizations, associations, or settlements
- Foundations established/regulated under Alberta's Regional Health Authorities Act
- Universities, colleges, and institutes under Alberta's Post-Secondary Learning Act

Has your organization received previous financial support from the City of Wetaskiwin?

Yes

No

**If yes**, please list previous project(s), amount(s), and year(s) your organization has received funding from the City of Wetaskiwin within the past four years:

Project	Amount	Year
	\$	
	\$	
	\$	
	\$	
Have final reports been submitted for these projects? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Part B | Project Information

Project name: \_\_\_\_\_

Funding amount requested: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

### Project summary

Please include a clear overview of what your project will achieve, how it will be achieved, who will benefit, and why it is important.

## Part C | Community Benefit / Financial Need / Ability to Manage Project

15 points

Linkages to 50-Year Vision and Council Strategic Plan

15 points

Needs assessment, analysis, and planned evaluation with measurable targets/outcomes

**15 points**

**Cost benefit value**

Empty response area for Cost benefit value.

**20 points**

**Degree of financial need of applicant (how much self-help)**

Empty response area for Degree of financial need of applicant (how much self-help).

**10 points**

**Demonstration of thorough project planning**

Empty response area for the first question.

**10 points**

**Number of people impacted and how (includes special considerations)**

Empty response area for the second question.

**10 points**

**Financial stability (how will resources/revenue be secured)**

Empty response area for Financial stability.

**5 points**

**Credible previous management of project/activity/organization**

Empty response area for Credible previous management of project/activity/organization.

**Total**

**/ 100 points**

## Part D | Project Budget

Please include details regarding project expenses and funding sources. If there is not enough room below, you can submit your project budget as a separate attachment.

Do your **total anticipated expenses** balance with your **total anticipated revenue**?  Yes  No

**Note:** It is expected that your expenditures and revenues will balance. If they do not balance, please explain why below:

### Project funding sources

Examples of sources of funding/revenue include: club contributions, event registration/participation fees/ticket sales, other grants, sponsorships, gifts-in-kind, etc.

Anticipated revenue	Amount
City of Wetaskiwin Community Grant Funding Request	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total anticipated revenue</b>	\$

### Project expenditures

Costs for materials and/or activities directly related to carrying out the proposed project.

Anticipated expense	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total anticipated expenses</b>	\$

## Part E | Supporting Documentation

Please submit the following up-to-date information and documentation along with your completed Community Grant Funding Application Form:

- financial statements
- list of executive/board members
- last filed annual general return

If you are applying as a non-registered ineligible group, you must also submit:

- minutes from a meeting of the registered eligible group with a carried motion indicating approval to sponsor your project application

### Final checklist

Please ensure you have completed and/or included the following:

- Reviewed the application guide
- Part A: Applicant information
- Part B: Project information
- Part C: Community benefit / financial need / ability to manage project
- Part D: Project budget
- Part E: Supporting documentation
- Declaration
- Optional:** Consulted the City of Wetaskiwin with any questions  
*All applicants are welcome to contact the program administrator at [administration@wetaskiwin.ca](mailto:administration@wetaskiwin.ca) or 780.361.4400 for more information or help with accessing and/or completing the application form.*

### Reminder of funding conditions and reporting

If funding is awarded and accepted, your organization will be required to submit a final report within 60 days of project completion (including a financial summary).

# Declaration

## I declare that:

- **I am a duly authorized representative having legal and/or financial signing authority for the above-mentioned organization**
- The information contained in this application and supporting documents is true and accurate, and is endorsed by the above-mentioned organization
- Funds are not being applied for:
  - Debt retirement, deficit reduction and/or retroactive grant funding
  - Operating (core) costs not linked to measurable targets and outcomes
  - For-profit commercial ventures or private organizations
  - Endowments
  - Projects/activities whose beneficiaries are solely/primarily outside the City of Wetaskiwin
- An accounting of spending, showing compliance with conditions of the grant shall be provided (including a project assessment and financial accounting summary) no later than 12 months following the formal funding decision
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with the monies received from the City is hereby granted to City of Wetaskiwin administration
- I consent to information about my grant application and any resulting events or initiatives being used and/or shared as per the discretion of the City of Wetaskiwin.

## Person having legal and/or financial signing authority on behalf of the organization:

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

Deliver one (1) copy of the completed application to [recreation@wetaskiwin.ca](mailto:recreation@wetaskiwin.ca)

**OR**

City of Wetaskiwin – Manluk Centre  
Attn: Community Grant Program  
Box 6210, 4714 50 Avenue, Wetaskiwin, Alberta T9A 2E9