Wetaskiwin

THE CITY WE SHARE.

Community Grant Program

Application Guide

These guidelines have been updated as of January 2026 (previous versions no longer apply). Submit a separate application for each project requesting funds.

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Introduction

The Wetaskiwin Community Grant Funding Program offers grants to local non-profits and community organizations. Funding through this program assists with operating expenses and/or costs incurred to deliver events, projects, programs, and initiatives that benefit the residents and community of Wetaskiwin, Alberta. There are two intakes per year (April 1 and October 1). This program is competitive, and eligibility does not guarantee funding. Grants will be awarded based on the number of eligible applicants and available funding in each year.

Section 1: How to Apply

A complete application for funding requires the submission of the application form as well as the submission of additional materials by the deadline. Submit a separate application for each project requesting funds.

- **Application deadline:** October 1 at 10 a.m. for the fall intake, and April 1 at 10 a.m. for the spring intake.
  (If a deadline falls on the weekend, applications are due the following Monday).
- **Application form:** access the application form on the City of Wetaskiwin's website at wetaskiwin.ca/funding-requests
  (The PDF application form is fillable, and applicants can type directly into the form or print and handwrite the required information. If you choose to type into the form, remember to save your work).
- **Additional materials:** submit the following materials along with the completed application form
  - List of executive / board members
  - Financial statements
  - Last filed annual general return
  - Meeting minutes that indicate approval to sponsor the application by a non-registered group (only required if applicable)

Submit applications (application form and supporting documentation) by email to recreation@wetaskiwin.ca or mailed/dropped off to:

Manluk Centre
4514 50 Avenue
Box 6210
Wetaskiwin, Alberta
T9A 2E9

The Manluk Centre (4514 50 Ave) is open Monday to Friday from 6:00 a.m. to 8:00 p.m.

Contact us for assistance

For more information to help with accessing/completing the application form, applicants are welcome to contact the Community Grant Program Administrator at 780.361.4445 or recreation@wetaskiwin.ca.

Section 2: Application process and timelines

Step 1:

- Review the Community Grant Funding Program's guidelines to determine whether your organization and its projects meet eligibility requirements.
  - o In order for your application to be eligible, your organization cannot have overdue or incomplete accounting or reporting relating to any grant previously awarded by the City of Wetaskiwin.
  - o All prospective applicants are welcome and encouraged to contact the Community Grant Program Administrator to discuss their application.

Step 2:

- Complete and submit the application form along with supporting documentation by the deadline.

Step 3:

- Administration reviews applications for completeness and eligibility compliance. Incomplete and/or ineligible applications will not be evaluated. Incomplete applications received well before the deadline will be returned to the applicant and may be resubmitted before the deadline. Extensions to deadlines will not be granted. Applicants may resubmit for the next intake.

Step 4:

- All complete and eligible applications are presented to City Administration to review and rank. Applicants have the option to participate in a 10-minute question and answer session with Administration.

Step 5:

- Administration awards funding to successful applicants. Applications may be awarded full funding, partial funding, or no funding. There is no appeal of Administration's decision under this program. Unsuccessful applicants may revise and resubmit applications for the next intake cycle.

Step 6:

- Administration sends official correspondence to all applicants advising them on the status of their funding request.

- The City of Wetaskiwin disburses funds to successful applicants as follows:
  - 80 percent of the approved amount will be provided upon Administration approval.
  - The remaining 20 percent will be provided upon project completion, project assessment, and final reporting (project must be completed within 12 months).

Timelines

Intake 1 (2026) For projects taking place between May 1, 2026 to May 30, 2027.	Intake 2 (2026) For projects taking place between November 1, 2026 and November 30, 2027.
February 1 to April 1, 2026: Applications open	August 1 to October 1, 2026: Applications open
April 2026: Administration reviews applications	October 2026: Administration reviews applications
Late April / Early May 2026: Administration makes final decisions.	Late October / Early November 2026: Administration makes final decisions.
May 2026: City Administration informs all applicants of results and distributes funds to successful applicants.	November 2026: City Administration informs all applicants of results and distributes funds to successful applicants.
May 2026 to May 2027: Projects executed, and final reporting submitted. Final payments issued.	November 2026 to November 2027: Projects executed, and final reporting submitted. Final payments issued.

Section 3: Program goals and objectives

The purpose of the Community Grant Program is to fund:

- One-time projects and initiatives
- Events primarily designed and delivered for the general public that attract visitors, significantly contribute to the local economy, promote volunteerism and add value to the community of Wetaskiwin

* Operating/core support is only available up to three (3) times within the first five (5) years of operation or where an organization has had a significant mandate change (see Appendix A: Glossary) and requires: a sound business plan linking to measurable targets and outcomes, financial statements indicating organizational stability, and

demonstrated qualifications of the managing personnel or volunteers.

Funds will be allocated from the Community Grant Program for activities that best meet program eligibility and priority criteria, as well as build efficiency and sustainability through measurable outcomes.

Section 4: Eligibility

4.1 Eligible Organizations

The following organizations are eligible to apply for funding under the Community Grant Program:

- Community non-profit organizations who are registered and are in good standing under one of the following Acts:
    - 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

- Canada Not-for-Profit Corporations Act and must be registered in Alberta under the Business Corporations Act
- Income Tax Act of Canada and operating in the province of Alberta (Charities)
- Community First Nations, Inuit and Metis organizations, associations, and settlements
- Foundations established and regulated under Alberta's Regional Health Authorities Act
- Universities, colleges, and institutes as defined under Alberta's Post-Secondary Learning Act

4.2 Ineligible organizations / applicants

The following organizations are not eligible to apply for funding under the Community Grant Program:

- For-profit organizations
- Any other organizations **not registered*** under one of the above-mentioned Acts
- Organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by the City of Wetaskiwin including, but not limited to, the Community Grant Program

* If your group is non-registered, you can still apply through an eligible group. The sponsoring organization must provide their explicit board approval to apply for grant funding, assist with submitting the application, oversee the project/activity, and ensure accounting requirements are met. The sponsoring group will provide mentoring of the entire process which will help new groups build their capacity for future applications.

4.3 Eligible projects and expenses

To be considered, applications must meet the following stipulations:

- The funding request is a minimum of $500 and a maximum of $10,000
- Funds support eligible expenditures (see Section 4.3.1)
- Previous monies received from the City of Wetaskiwin have met reporting requirements
- Applications must clearly demonstrate how requested funding will:
  - Benefit the general public and specifically the residents of Wetaskiwin
  - Link to measurable targets (service and/or facilities delivered as a result of the grant funding) and outcomes (changes that occur as a result of services and/or facilities provided)

- Eligible and ineligible expenditures are outlined on page 8-9 of the Community Grant Program Application Guide.
- Project commencement and completion dates:
  - Projects are to commence after funding decisions have been finalized by Administration, which is normally May 1 for the spring intake and November 1 for the autumn intake
  - Projects are to be completed within twelve (12) months of project approval, which is normally May of the following year for the spring intake and November of the following year for the autumn intake

An organization may submit more than one application per intake and/or per year, provided that the projects are not directly related financially or otherwise. Each application must meet eligibility requirements.

4.3.1 Eligible expenses

Eligible expenses are costs for materials and/or activities that are directly related to carrying out the proposed project and include (but are not limited to):

- Event/project materials and/or supplies
- Equipment (purchase, lease, or rent) i.e. *lighting; sound.*
- Insurance for project/event activities
- One time staff wage contract (cannot be ongoing)
- Honorariums *i.e. speakers and performers*
- Marketing and advertising *i.e. newspaper ads, graphic design fees, etc*
- Venue rental *i.e. any identified programming space*
- Technology costs *i.e. Zoom, audio and visual technician services, etc*
- Volunteer expenses *i.e. T-shirts (for identification purposes ony), refreshments while working, etc*
- Food and beverages *(Note: alcoholic beverages and bar services are not eligible)*
- Cultural and other expenses related to protocols and gift giving, such as:
  - Mentorship costs, such as honoraria and protocol
  - Fees for mentors and Elders
  - Associated travel and accommodation costs for mentors and Elders

4.4 Ineligible projects and expenses

The following projects and/or expenses are not eligible:

- Operating (core) costs
- Debt retirement
- Deficit reduction

- Retroactive grant funding (refer to Section 4.3)
- For-profit commercial ventures or private organizations
- Endowments
- Projects/activities whose beneficiaries are solely/primarily outside Wetaskiwin (the project/activity may occur outside Wetaskiwin's boundaries, however, the majority of the project/activity benefit must be to Wetaskiwin residents)
- Wages for workers *i.e. professionals, consultants, contractors, etc*
- Donations made by the applicant to outside organizations that are not listed on the application form
- Any project or activity that advances religious or political points of view while ensuring protection of the Alberta Human Rights
- Funding for programs or services considered to be a duplication of services already provided
- Project/activities where surplus will be awarded to a beneficiary other than the recipient of these dollars

Section 5: Evaluation and assessment

Only those applications meeting grant program eligibility requirements shall be considered for funding. Applications are assessed by City Administration. Once eligibility is established, the following Council-approved ranking criteria and weighting system will be used by Administration to evaluate applications and award funding to successful applicants.

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	15 Points
Degree of financial need of applicant (how much self-help)	20 Points
Demonstration of thorough project plan	10 Points
Number of people impacted and how (includes special considerations)	10 Points
Financial stability	10 Points
Credible previous management of project/activity/organization	5 Points
Total	**100 Points**

City Administration assesses the merit of each application both on its own terms and in relation to all other applications received for a given deadline.

Section 6: Funding conditions

Successful grant recipients are required to:

- Expend funds as specified in the application.
  - If grant funds were not used for the purpose they were awarded, the applicant will be required to return the funding
  - If an eligible project is cancelled or not completed within the specified time frame, unexpended funds shall be returned
  - Any unused portions of the grant must be returned along with the Final Report
- Obtain insurance coverage appropriate to the proposed activity and indemnify the City from claims related to such activities (minimum of $2M, naming the City of Wetaskiwin as an additional insured).
- Publicly acknowledge the receipt of funding from the City of Wetaskiwin to the project in all related public information, printed material, and media coverage — and include the City logo where appropriate.
  - A copy of the City of Wetaskiwin's logo will be provided
  - Any projects occurring on City-owned land are required to discuss signage requirements with the City of Wetaskiwin's planning and development department
  - As the cost of signage is to be covered by the grant recipient, it is advisable to discuss the requirements prior to applying for funding
- Submit a final report within sixty (60) days of project completion (see Section 7). Failure to submit may result in a disqualification/rejection for future applications.

Section 7: Reporting

Successful grant applicants must complete their projects within twelve (12) months of approval. Additionally, within sixty (60) days of project completion, applicants must submit the following as their final report:

- Financial report of actual revenue and expenses
- Copies of receipts
- Project results/outcomes
- Examples of how marketing materials used the City of Wetaskiwin logo

Failure to submit may result in a disqualification/rejection for future applications.

Section 8: Completing the application form

Once completed, the application form, along with the additional documents requested, will constitute your complete funding application. Instructions and helpful tips to complete the application form are provided below. For more information or for help with accessing and/or completing the application form, applicants are encouraged to contact the Community Grant Program Administrator at recreation@wetaskiwin.ca or 780.361.4445.

General tips

- Strong applications tell a compelling story about the need your project is addressing and the positive impact it will have.
- Strive to find a balance between being detailed while also being concise.
- Write out acronyms the first time they are used and avoid jargon.
- Get feedback from outside your group to confirm the information you provided within the application is clearly understood.

Completing Part A: Applicant information

Complete all required fields. The '*contact person*' is the person who is the head of the project. For '*previous financial support from the City of Wetaskiwin*' list all grant monies (from the Community Grant Program or otherwise) that your organization has received in the last four (4) years from the City of Wetaskiwin.

Completing Part B: Project summary

This section is a key element of your funding application as it provides an overview describing what your project will achieve, how it will be achieved, who will benefit, and why it is important. The merit and viability of the project must be evident throughout.

Completing Part C: Community benefit / financial need / ability to manage project

The following provides the applicant with some guiding questions when filling out this part of the application form.

Linkages to the 50-Year Community Vision and Council Strategic Plan	15 Points

- Does your event or project support one or more of the five pillars in the 50-year vision. Please explain.

Needs assessment, analysis, and planned evaluation with measurable targets/outcomes	15 Points

- Have you completed a needs assessment for the project?
- If not, how was the need determined? Why is this project needed?

- How will your proposal address this need?
- Who supports this proposal?
- What are the goals and desired outcomes of the project?
- How will you assess how well your goals/targets have been met?

Cost benefit value — 15 Points

- How does the project demonstrate an appropriate use of municipal funds?
- What are the anticipated benefits to the community (short-term, long-term)?
- How does the benefit outweigh the cost?

Degree of financial need of the applicant (how much self-help?) — 20 Points

- Is your organization new? Is the organization's overall sustainability affected by the success of this project?
- Have you received funding from the City in the past for this project (or others)?
- Will funds be used to leverage other grants or revenue sources? Have other sources of support, such as sponsors, donations, volunteer labour, or gifts-in-kind been sought?
- Have you applied for/received other grants?
- Is your self-help evident and appropriate?

Demonstration of thorough project planning — 10 Points

- How does the project goals and desired outcomes align with your organization's overall mission, vision, objectives, and short-term/long-term strategies?
- Are costs linked to measurable targets and outcomes? Will the grant funds significantly contribute to the business plan? Are they linked?
- Who will participate/be impacted? Have they been involved in the planning?
- Is the project a standalone project?
- Project viability:
    - Provide a timeline for the project indicating a starting date and completion date. Are actions outlined with enough detail and appropriate timelines?
    - What risks could negatively impact the project? How will you manage these risks?
    - Will the project be in phases or stages? If so, how many? Will each phase function on its own or rely on additional funding for the next phase to be operational?

Number of people impacted and how (includes special considerations) — 10 Points

- Is there a specific demographic that will benefit from this project? How many people will be positively impacted? Consider the number of people impacted as well as the quality of impact (i.e. the proposed project has a high impact on a small number of people, etc.).
- To what extent does this benefit the broader community of Wetaskiwin?
- What conditions are being improved? How will the improvement be measured?

- When will people benefit? Immediately? For the duration of the project? Beyond?
- How will the benefits be sustained?

Financial stability	10 Points

- How long has your organization been operating?
- Do you have a fundraising strategy?
- Is there a solid volunteer/membership base?
- What do your organization's financial statements indicate about the health of your organization?

Credible previous management of project/activity/organization	5 Points

- Is there a history of successfully completed projects?
- Are past projects similar in scale to the current project?
- What are the qualifications, skills, and experience of the managing personnel or volunteers?

Completing Part D: Project budget

When completing Part D, ensure your budget is balanced (the projected total expenses are equal to the projected revenue). See Section 4.3 for eligible/ineligible expenses and how to value donated labour, materials, and equipment.

Your proposed budget (expenses and revenue) will be evaluated:

- Is it complete and realistic?
- Has funding or support from other sources been pursued/secured?

Completing Part E: Supporting documentation

Up-to-date information is required when submitting financial statements and list of executives. Society documentation must include your last filed Annual General Return that states your society is in good standing. In the event that your group is registered and you are sponsoring a non-registered (and therefore non-eligible) group, a motion from your board indicating approval to sponsor the non-registered group is required.

Appendix A: Glossary

City Administration:

The people in the municipal organization who are responsible for making sure policies and decisions of council are carried out for the day-to-day operations.

Administration for the City of Wetaskiwin shall:

- Review, rank, and approve funding on eligible applications under the Community Grant Program using Council approved eligibility requirements and ranking criteria and weighting;
- Make recommendations to Council related, but not limited to, Community Grant Program annual budget allocations, processes, and program guidelines.

Developmental stage:
The first five years of incorporation or where a significant mandate change has occurred causing similar vulnerabilities.

Fiscal year:
A 12-month period used by an organization as an accounting period. For example, the provincial government's fiscal year runs from April 1 to March 31 of the following year.

Goal:
The primary purpose of a project. A goal is a statement of desired outcomes to be achieved over a specified period.

Ineligible funding requests:
Includes items such as debt retirement, deficit reduction and/or retroactive grant funding, operating (core) costs, for-profit commercial ventures or private organizations, endowments, projects/activities whose beneficiaries are solely/primarily outside Wetaskiwin (the project/activity may occur outside Wetaskiwin's boundaries, however, the majority of the project/activity benefit must be to Wetaskiwin residents).

In-kind contribution:
Goods or services donated to a project (by the recipient or third party) without expectation of compensation. In-kind contributions are considered real contributions to the cost of the proposed activities but are not reimbursable. Donated goods and services may be considered as in-kind contributions if they are essential to a project's success; if they would otherwise have to be purchased by the recipient; if they can be measured at fair market value (i.e. in relation to similar goods and services); and if they are balanced by an equal expense in the project budget.

Operating costs:
Expenses such as rent, utilities, telephone(s), office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements.