

FN-24-098 RECREATIONAL/CULTURAL OPERATING PROGRAM

APPLICATION FORM



Directions for completing the grant application:

- Read the Recreational/Cultural Operating Program Guidelines.
- Answer all questions on the form.
- Include all required attachments.
- Return completed applications to:
Town of Bonnyville
Bag 1006
Bonnyville, AB T9N 2J7
or by email at admin@town.bonnyville.ab.ca
- For information on completing this application visit our website at www.town.bonnyville.ab.ca
- For questions, contact the Town Administration Office at 780-826-3496 or by email at admin@town.bonnyville.ab.ca

Applications must be submitted by August 31st for requests for the following year, unless otherwise directed.

Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name):
2. Act your group is registered under (e.g. Societies Act, Agricultural Societies Act):
3. Location of Organization's Facilities:
4. Organization Phone Number:
5. Organization Email:

Applicant Contact Information

Primary Contact Person:

6. Contact Person:	
7. Contact Email:	
8. Contact Phone:	9. Primary Contact Phone (cell):

Secondary Contact Person

10. Contact Person:	
11. Contact Email:	
12. Contact Phone:	13. Secondary Contact Phone (cell):

Organization Information Checklist

Does your Organization:	(Yes/No)
14. Operate for the purpose of providing cultural or recreational services to the residents of the Town of Bonnyville?	
15. Own a facility in the Town of Bonnyville and/or have a long-term lease for a facility in the Town of Bonnyville, whereby the organization is responsible for the overall costs of operating that facility?	
16. Is this facility a museum, community hall, agricultural hall, senior's club, outdoor recreation or sports grounds, or other similar indoor or outdoor space?	
17. Deliver its programming and service out of the facility referred to in the previous question?	
18. Incur the majority of its operational expenses through the delivery of cultural or recreational services?	
19. Offer membership and services to members of the public?	

Organization Background

20. What is your organization's primary purpose and objectives?
21. Please provide a brief description of any day-to-day programming and services offered by your organization.

22. Please provide a brief description of the amenities and features of your organization's facilities (for example, dance hall, kitchen, curling rink, seniors centre, baseball diamonds, etc).

23. Does your organization intend to hire or purchase goods and services from persons who are, or are related to, members of your board or the organization's employees? If yes, what steps will your organization take to ensure it is procuring goods and services in a fair and transparent manner?

Funding Request

<p>24. How much funding is your organization requesting? Please specify the dollar amount in the adjacent cell. <i>(This must be the same amount identified in the attached Operating Budget)</i></p>	
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Submission Attachment Checklist

Required Attachments

Please include the following attachments:

1. Operating Budget (using the provided budget template)
2. Reserve Funding Sheet (using the provided template)
3. Organization’s most recent financial statements (if not previously provided)
4. List of the organization’s officers and directors, and their contact information
5. Board Approved Motion Supporting the Application
6. Copy of your organization’s Insurance Certificates

Recreational/Cultural Operating Program

Application Certification

I Certify that:

1. The information contained in this application and supporting documents is true and accurate.
2. That the required attachments are true copies and have been included with the application, or have been previously provided. The required attachments form part of this application.
3. That I am duly authorized on behalf of the applicant organization to submit this application, and that the organization is in support of this application.
4. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.
5. I have read the Recreational/Cultural Operational Grant Program Guidelines and understand that any approved funding will be subject to those guidelines, unless otherwise stated.
6. I acknowledge that, should funding be approved, the organization will be required to enter into a grant funding agreement with the Town of Bonnyville.

Organization Name	
Signature of Authorized Representative	
Name of Authorized Representative	
Title of Authorized Representative	
Phone Number	
Email	

Please keep a copy of this application for your records

FOIP Statement

The personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the Town's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the Town's FOIP Coordinator at (780) 826-3496.