

# 20\_\_ Grant Application

**DEADLINE:** \_\_\_\_\_

## Community Grant Application Instructions

### Overview

Grant requests directed to the Town of Bonnyville must meet several criteria to be successful. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

The Town of Bonnyville is committed to supporting sustainable activities that positively impact the social well-being of the Town of Bonnyville community and the Town is faced with allocating a limited amount of resources among an ever-growing list of applicants. This process is intended to help make the best use of limited funds.

You are ineligible to receive a grant if any of the following conditions exist:

- 1) You are not a registered charity or a registered not-for-profit society in active status.
- 2) The grant application is not complete.
- 3) A current financial statement is not included.
- 4) A detailed budget for the grant expenditure is not included.
- 5) A final report remains outstanding from a previous grant application.

### Name of Organization:

Full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

### Mailing Address of Organization:

This should include full address and postal code.

### Contact Name(s):

Please include both first and last name(s).

### Contact Telephone Number(s):

Please include a phone number with message capabilities, cell phone or work number if possible since most calls from the Town will come during the day.

### Position Held:

The person making the application should normally be a member of the executive of the organization or be specially appointed by way of motion.

### Purpose of the Organization:

Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

### Purpose of Application:

Outline in a few sentences what these specific funds would be used for and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied.

**Past Financial Statements:**

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.

**Funding Sources that Denied this Application:**

List other funding sources applied to that denied this application.

**Previous Grant and Reporting History (if applicable):**

List the last two grants received from the Town of Bonnyville, including purpose and amount. Please note per 22-FN-085 – Community Grants, final reports MUST be filed with the Town within 90 days of the completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

**Final Report Content:**

Within 90 days of completion of the grant expenditure, a report must be filed with the Town verifying expenditure of the grant. This report should include:

- 1) Name of Organization.
- 2) A summary of actual expenditures of grant funds compared to submitted budget.
- 3) The method used to recognize the Town of Bonnyville for their contribution.
- 4) A short-written description of activities, number of participants, successes, etc.
- 5) Signatures of two members of the organization’s executive.

**Grant Application Checklist**

- 1) Have all final reports from previous grant applications been filed?
- 2) Has the application been fully completed and signed?
- 3) Have you attached an overall budget for your organization for the next year?
- 4) Have you attached a detailed budget for the grant application?
- 5) Have you attached your approved financial statements for the last year available?
- 6) Have you attached other supporting documentation if applicable?
- 7) Is everything you provided clearly written and easy to understand?

**Organization Information**

**Name of Organization**

[Empty text box for Name of Organization]

**Address of Organization**

[Empty text box for Address of Organization]

**Contact Name**

[Empty text box for Contact Name]

**Position of Contact Person**

[Empty text box for Position of Contact Person]

<b>Email:</b>	<b>Phone Number:</b>
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<b>Purpose of Organization:</b>
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<b>What Act are you registered under?</b>	<b>Registration No.</b>
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### **Grant Information**

<b>Grant Type being Requested</b> <input type="radio"/> Operating Grant <input type="radio"/> Capital Grant	<b>Total Amount Requested:</b>
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<b>Proposed Project:</b>
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**Have you previously applied for a grant from the Town of Bonnyville?**

No       Yes

<b>If awarded, please list how you plan to recognize the Town of Bonnyville.</b> i.e., Social Media, Posters, Signs, Website
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### Town of Bonnyville Logo Permission Requirements

Please contact the Chief Administration Officer or their delegate at [brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca) for all use of Town of Bonnyville Logos as well as advertising, signs and imaging which require authorization by Town of Bonnyville Employees.

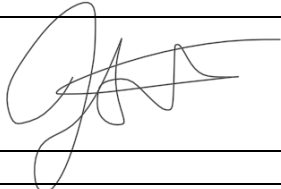
### Financial Statement

Please submit a copy of your organization's most recent financial statement (based on your organization's legislated requirements). A financial statement template is provided for your convenience should you wish to submit that instead.

### By signing your name below, you are agreeing with the following statements:

1. The organization applying for the grants is registered with Corporate Registries or under the Societies Act.
2. The grant application is complete and includes all supporting documenting, including most recent financial statement (based on legislative requirements of your organization), balance sheet, current bank balances and current year detailed operating budget.
3. The grant shall be used for only those purposes for which the application was made.
4. If the original grant application or purposes for which the grant requested have been varied by the Town of Bonnyville Council, the grant will be used for those varied purposes only.
5. The organization will provide a written report to the Town of Bonnyville within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditures verified.
6. The organization agrees to submit to an evaluation of the project related to the grant.
7. The organization will return any unused portion of the grant funds to the Town of Bonnyville or to request approval from the municipality to use the funds for an optional project.

Signature:



Date Submitted (dd/mm/yyyy)

### FOIP Disclosure

Any personal information that the Town of Bonnyville may collect on this form is in compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality. If you have any questions about the collection of information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-826-3496.