



# Community Recreation & Culture Grant

## APPLICATION FORM

### What is the Culture and Recreation Grant?

The Town of Sundre offers annual funding opportunities to groups and organizations that operate facilities that provide sport, recreation, art and cultural benefits to the citizens of Sundre and surrounding area. The purpose of this grant is:

- To assist in offsetting costs associated with operating facilities;
- To reinforce culture, arts, and amenities within the Sundre area;
- To promote a vibrant and active community;
- To promote the community as a place to visit, live and explore.

### Who may apply?

Local organizations and groups operating out of a facility may submit applications. Individuals submitting applications may be requested to provide extra detail. Facilities must:

- Be located within Corporate limits;
- Be owned or operated by a non-profit, not for profit registered society;

If you are unsure if your grant application will qualify for funding or need assistance with filling out this application, please contact the Town Office.

### Criteria & eligibility for funding

Applications will be reviewed and funds allocated by the Legislative Department and approved by Council prior to the end of the year. Funds shall be forwarded to groups the following summer, after taxes have been received.

Grants are awarded at the discretion of Town Council, based on the following criteria:

- Maximum request of \$5000 per event or festival.
- Operational expenses submitted (Electricity, Utility Bill, Insurance)



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## Application Process

Application forms should be submitted no later than August 1<sup>st</sup>. Grant applications will be reviewed as received by Reviewing Committee within 30 days. Applications can be submitted to the Town of Sundre in person, via email, by mail or by fax.

Please use the following information for addressing your application package:

Community Recreation and Culture Grant Town of Sundre  
Attention Legislative Services  
717 Main Ave West  
P.O. Box 420  
Sundre, AB T0M 1X0

Fax: 403.638.2100

Email: town.mail@sundre.com

*Any questions you may have about this fund can be directed to the Town of Sundre's Legislative Department by calling 403.638.3551 ext. 114.*

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## Applicant Information

Name of Applicant / Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Funding amount being applied for: \$ \_\_\_\_\_



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## Organization Details

Target Demographic: \_\_\_\_\_

Is this a seasonal facility? If so, what is your season? \_\_\_\_\_

Please provide a Summary of your organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide an estimate of how many users you typically draw.

Local (within trading area): \_\_\_\_\_ Outside of Trading Area: \_\_\_\_\_

How does this facility generate economic activity within the Town of Sundre? Please also list any businesses or organizations you have partnered with for this event / activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you promote your organization? Be sure to include types of media and scheduled dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your organization receive any other support from the Town of Sundre currently?

\_\_\_\_\_  
\_\_\_\_\_



## Community Recreation & Culture Grant

How will the Community Recreation and Culture Grant Contribution be used?

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How will the Community Recreation and Culture Grant Contribution be acknowledged?

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A post funding financial report is required. Do you commit to providing this report? YES / NO

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### Budget

*Project Revenue - Please attach full budget if possible or use the form on the following page.*

(Please list all projected income/grants/sponsorships/donations – use additional sheet if required.)

Community Recreation and Culture Grant	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
	<i>Total Revenue</i>	\$ _____

*Project Expenditures*

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____



## Community Recreation & Culture Grant

\_\_\_\_\_ \$ \_\_\_\_\_  
*Total Expenditures* \$ \_\_\_\_\_

### Applicant Agreement

I declare that:

1. I am a duly authorized representative having legal and/or financial signing authority for the following organization: \_\_\_\_\_  
or  
I am an individual working alone and/or with a group of interested individuals, and I am the lead representative of this group, and I confirm that the information contained within this application is true and accurate to the best of my knowledge.
2. The information contained in this application is true and accurate and endorsed by the above noted organization.
3. Any grant awarded shall be used solely for the facility as stated in this application. If funding is not used as specifically intended, or if no post financial report is submitted, I understand that I / our group may not be eligible to submit funding applications for any future events.

\_\_\_\_\_

Signature

\_\_\_\_\_

Please Print Name

\_\_\_\_\_

Date

#### OFFICE USE

Date Application Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Amount Allocated: \_\_\_\_\_

Date Funds Dispersal Form submitted to Accounts Payable: \_\_\_\_\_

Funds Dispersal Form submitted by: \_\_\_\_\_

Town Logos Supplied: YES / NO

Date Post Event Report Received: \_\_\_\_\_