



Community Engagement Sites Operational Assistance Grant Information and Application Package

Red Deer County has grant funding for three years (2012 to 2014) available to Community Engagement Sites in the County. Grant funds provided may be used for general operational expenses such as insurance costs, utilities, staffing, and maintenance expenses etc. Applications for the purchase of capital items **will not** be considered under this program.

The communities listed below are eligible for the following funding amounts:

Bowden	Up to maximum of \$5,000.00
Delburne	Up to maximum of \$5,000.00
Elnora	Up to maximum of \$5,000.00
Innisfail	Up to maximum of \$5,000.00
Penhold	Up to maximum of \$5,000.00
Spruce View	Up to maximum of \$10,000.00
Sylvan Lake	Up to maximum of \$5,000.00

Red Deer County Policy 5.010 includes the following criteria:

- Each Community Engagement Site must provide access to learning opportunities for students, the business community, and the general public. Sites must be open and available to all County residents, businesses, and staff.
- Sites must provide on-site support for persons or businesses wishing to access video conferencing and other broad band learning applications.
- Programs accessible at the Community Engagement sites shall include but not be limited to the following: Science and Technology; Health; Educational Professional Development; Business; Community Development; and Arts.

Complete written applications for funding are to be forwarded to the Community Services Department prior to **March 31st** each calendar year. Processing of applications may take up to **45 days**. Applicants will be notified through written correspondence regarding the status of their application.

Each year Council will confirm, through the budget process, the allocated amount for the grants. Funding for this program will be available for a three-year period; prior to end of the grant funding program a review will be completed.

If you have any questions about this application, please contact the Community Services Department at 403.350.2150 or by e-mail at sbolkowy@rdcounty.ca

Please send or fax the complete application to:

Community Engagement Sites Annual Basic Operational Assistance Grant

Red Deer County

38106 Rge. Rd. 275

Red Deer County, AB T4S 2L9

Fax: 403.342.8655



Community Engagement Sites Operational Assistance Grant

Date: _____

Application Form

Grant Application Form

Red Deer County's objective in creating an Application form for the **Community Engagement Sites Operational Assistance Grant** is to simplify and standardize the granting process. When applying for this grant, please provide the information requested below.

ORGANIZATION INFORMATION

Organization Legal Name: _____

Mailing Address: _____
(All correspondence and cheques will be mailed to this address)

Contact Person: _____

Telephone: (W) _____ (H) _____ (Fax) _____

Cell: _____

E-Mail: _____

SITE

Name of Site: _____

Legal Description / Address: _____

Is your site receiving any financial assistance from other agencies, level of governments or other sources?

Yes _____ No _____

(If yes – please explain) _____

Hours and Days of Operation: _____

COURSES and PROGRAMS OFFERED TO COUNTY

Course / Program	Dates and Times

COURSES and PROGRAMS OFFERED TO GENERAL PUBLIC

Course / Program	Dates and Times

FINANCIAL REPORTING – 2012

FACILITY BUDGET

EXPENSES:

Wages: _____
 Benefits and Vacation Pay: _____

Mileage: _____
 Professional Development: _____

Communications:
 (Telephone, postage, internet,
 newsletters, fax bills) _____

Insurance (equipment and liability) _____

Office Lease _____

Maintenance: Equipment _____
 Janitorial _____

Supplies: Office _____
 Janitorial _____
 Computers/Printer _____
 Membership Fees _____
 Marketing _____
 Program Materials _____
 Accountant Fees _____
 Hosting _____

Utility Costs
 (Natural gas, water, power, septic systems) _____

Other Expenses: _____

TOTAL EXPENSES: _____

REVENUE:

Revenue Sources _____

Projected Surplus or deficit _____

SITE USAGE – Prior Year

Total hours of use for site _____
 Hours of use by your organization _____
 Hours of use by other organizations,
 rentals, etc. _____

Amount requested from Red Deer County? _____

Describe what the operating funds will be utilized for?

DECLARATION STATEMENT

We, the undersigned representative (s) certify that this application is complete and accurate.

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

Date: _____

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403.350.2150.

Obligations Upon Receiving Grant

Grant recipients will receive a Grant Agreement outlining the approved grant amount if applicable, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project / programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of Red Deer County to examine records to determine whether the grant funding has been used as intended and approved.

Please be aware that upon approval and receipt of this grant, your organization will be required to complete the attached accounting form.

For Office Use Only:	Meets Criteria ____ Yes ____ No
Approval:	Date: _____ Date Paid: _____

