



Rural Community Annual Basic Operational Assistance Grant Information and Application Package

Red Deer County has grant funding available to community organizations in the County who are operating a rural community facility (i.e. hall). Applicants must be a community organization, or hall board in operation for a period of at least one year. Grant funds provided should be used for facilities that provide recreation, cultural and community functions that are open for the use and enjoyment of **all County residents**.

This grant may be used for general operational expenses such as insurance costs, utilities and maintenance expenses, etc.

Applications for the purchase of capital items, repair, enhancement of existing facilities or the purchase of new facilities **will not** be considered under this program.

Eligible applicants should have status under the Societies Act. Applicants that do not have status shall indicate so on their application. Complete written applications for funding are to be forwarded to the Community Services Department prior to **October 1st** each calendar year.

A Financial Statement and complete list of board members must be attached to this application package.

Processing of applications may take up to **45 days**. Applicants will be notified through written correspondence regarding the status of their application.

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:

Rural Annual Basic Operational Assistance Grant

Red Deer County
38106 Rge. Rd. 275
Red Deer County, AB T4S 2L9

Fax: 403.342.8655



Rural Community Annual Basic Operational Assistance Grant

Application Form

DATE: _____

Grant Application Form

Red Deer County's objective in creating an Application form for the **Rural Community Annual Basic 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: _____ Postal Code: _____
(All correspondence and cheques will be mailed to this address)

Contact Person: _____

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

E-Mail: _____

Incorporation Act Registered Under (If Applicable): _____

Incorporation Number: _____

FACILITY

Name of Facility: _____

Legal Description / Address: _____

Registered Holder of Land Title: _____

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

Yes _____ No _____

(If yes – please explain) _____

Are there any months when this facility is closed for the entire Month?

Yes No

If YES, mark the months when this facility is closed for the entire month:

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

FINANCIAL REPORTING – Prior Year (2011):

FACILITY BUDGET

EXPENSES:

Bank Charges: _____

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

Insurance _____

Maintenance: Building _____
 Parking Lot _____
 Yard _____
 Equipment _____
 Janitorial _____

Supplies: Office _____
 Hall _____
 Janitorial _____
 Computers/Printer _____

Utility Costs

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

Other Expenses: _____

TOTAL EXPENSES: _____

REVENUE: (List all revenue sources)

Grants (provincial funding) _____

Donations _____

Other (e.g. Rentals) _____

TOTAL REVENUE: _____

NET OPERATING COSTS: _____

AMOUNT REQUESTED FROM RED DEER COUNTY: _____

FACILITY USAGE – Prior Year (2011)

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

Describe what the operating funds will be utilized for?

MANDATORY ATTACHMENTS

- Financial Statement
- Complete listing of board members along with a daytime phone number and e-mail

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:



Rural Community Annual Basic Operational Assistance Grant

Accounting of Funds

Grant Accounting Form

This accounting form has been designed to assist Red Deer County in ensuring the grant funds are used according to the guidelines, and that all funds distributed are accounted for accordingly. Red Deer County requires that accounting forms be submitted by **December 31, 2012**.

Accounting Instructions:

The following information **must** be provided:

- List and **attach copies of all receipts** for maintenance work completed
- Signature of two board members

Community Hall Name: _____

Community Hall Legal Land Location: _____

Community Hall Board Contact Name: _____

Contact Address: _____

Contact Phone Number: _____

Community Hall Board Contact E-mail: _____

List of Expenses:	Amount \$

Signature of Community Hall Board Contact: _____

Signature of Community Hall Board Chairperson: _____

Note: Accounting Forms must be received by **December 31, 2012** at Red Deer County, 38106 Rge Rd 275, Red Deer, AB T4S 2L9 Tel: (403) 350-2150 Fax: (403) 342-8655