



Rural Community Annual Basic Operational Assistance Grant Information and Application Package

Red Deer County has grant funding available to **non-profit** community organizations in the County who are operating a rural community facility (i.e. hall or Ag. Society). 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**.

Please refer to the memo which has been posted along with this form on the website. The memo has additional information on deadlines and saving the application form.

Important Changes to Operational Grant Applications!

To lessen some volunteer paperwork and time, this application is now in a three-year funding cycle (2019 to 2021). Budget expenses will be projected for years 2019, 2020, and 2021. Once this application, 2018 Accounting Form, and/or financial statements have been received and reviewed, 2019 funds will be forwarded. Funding for years 2020 and 2021 will be based on your previous year's Accounting Form, receipts, and/or financial statements. Accounting Forms and Contact Information will be required annually.

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 this on their application. **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 email to sbolkowy@rdcounty.ca, mail or send via 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:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

PROJECTED BUDGETS--Years 2019, 2020, 2021

FACILITY BUDGET

EXPENSES:		<u>2019</u>	<u>2020</u>	<u>2021</u>
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)		<u>2019</u>	<u>2020</u>	<u>2021</u>
Grants: (DO NOT INCLUDE RED DEER COUNTY GRANTS)				
Donations:				
Other: (e.g. Rentals)				
TOTAL REVENUE:				
NET OPERATING COSTS:				

**AMOUNT REQUESTED FROM
RED DEER COUNTY:**

FACILITY USAGE – Projected for Years 2019, 2020, 2021

	2019	2020	2021
Total hours of use for facility			
Hours of use by your organization			
Hours of use by other organizations, rentals, etc.			
Volunteer Hours to operate facility			

Describe what the operating funds will be utilized for?

MANDATORY ATTACHMENTS

- Financial Statement
- Complete listing of board members along with daytime phone numbers and e-mails.

DECLARATION STATEMENT

We, the two representatives certify that this application is complete and accurate.

Name _____

Title _____

Date _____

Name _____

Title _____

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.

A financial accounting statement of expenditures shall be required by Red Deer County after receiving the funds.