

# 2017

# COMMUNITY RECREATION ENHANCEMENT GRANT

## GRANT APPLICATION FORM FORM A

---

### APPLICATION REQUIREMENTS:

Applications will be received two times per year. Application deadlines:

1. **April 1, 2017 – funding available by May 31, 2017**
2. **October 1, 2017 – funding available by November 30, 2017**

Maximum application amount: \$5,000 per application.

Organizations may submit multiple applications per deadline.

For this application to be considered, the following attachments must be included:

- Completed Grant Application - Form A
- Completed Budget - Form B

Incomplete or late applications may not be considered.

Forms can be submitted by the deadline in one of three ways:

**COURIER OR MAIL:**

ATTN: Community Recreation Enhancement Grant  
City of Red Deer  
Recreation Parks and Culture  
Box 5008

Red Deer, Alberta T4N 3T4

**EMAIL:**

If signed and scanned, [recreation@reddeer.ca](mailto:recreation@reddeer.ca)

**COURIER OR HAND-DELIVERY IN A SEALED ENVELOPE:**

ATTN: Community Recreation Enhancement Grant  
and delivered to:  
The Recreation Centre  
4501 47A Ave,  
Red Deer, AB T4N 6Z6

It is the responsibility of the applicant to ensure that the submitted application is in the hands of Recreation Parks and Culture regardless of the submission method chosen.

To confirm receipt of the application, call 403-309-8537.

**Important!** Please ensure that you have read the Grant Application Guide prior to completing and submitting your application.

This grant program has an appeal process which will be available to applicants who believe their application has experienced an error in process or an error in fact. See the Appeal Process section in the Grant Application Guide.

## PART A

---

### ORGANIZATION CONTACT INFORMATION

Name of Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Contact (one person only): \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

A.1. **Mission or Mandate:** What is the overall purpose of your organization?

\_\_\_\_\_

A.2. **Programs and Services:** What programs or services does your organization currently offer to Red Deer residents?

\_\_\_\_\_

A.3. **Current Plans:** What does your organization plan to accomplish in the next 6 months to 2 years?

\_\_\_\_\_

A.4. **Organization State:** Does your organization currently have the following? Mark all the boxes that apply and provide proof by attaching a copy to your application.

- Current Bylaws
- Up to date Society's Act filing
- Full slate of board members
- Current certificate of insurance
- Planning documents that address:
  - Attracting participants
  - Attracting sponsors
  - Priorities
  - Other documents: \_\_\_\_\_

## PART B

---

### PROJECT INFORMATION

Name of Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

B.1. **What is the Project?** What is the project you plan to complete with this grant? Describe the project.  
(Maximum 100 words.)

---

B.2. **Why are you doing this Project?** How does this project fit with this your organization's goals and priorities?  
(Maximum 250 words.)

## PART B

---

B.3. **How much money are you requesting from this grant?** \_\_\_\_\_

Maximum \$5,000 (the amount requested must match Line 14 on Budget - Form B).

B.4. **When will the project start?** \_\_\_\_\_

**And finish?** \_\_\_\_\_

B.5. **Project Success:** How will you know your project has been successful? What measurement will you use (e.g. number of attendees, number of sessions held, training hosted, quality of equipment, organizational effectiveness, etc.)?

---

What positive change or impact will this project have on our community once completed?

---

## PART B

---

- B.6. **Community Goals:** The Grant Application Guide identifies nine Community Goals listed in the Social Policy Framework. Referring to Pages 5 & 6 of the Grant Application Guide. Which of these community goals does your project contribute to?

Please check the ones which relate to this project. Briefly describe how your project contributes to the goal(s) you have selected by providing one sentence per community goal.

- Community Cohesion and Engagement:

---

- Educational Opportunity and Attainment:

---

- Equitable Services and Access:

---

- Health and Basic Needs:

---

- Jobs and Wages:

---

- Poverty Prevention and Reduction:

---

- Resilience:

---

- Safety:

---

- Social and Cultural Diversity:

---

- B.7. **Budget:** Has your organization sought out funding from other sources for this project? Please describe your approaches (Be sure to complete Form B – Budget as a part of your submission)

## PART C

---

**Authorization for Application:** as established through a resolution / motion of the organization's Board of Directors, the following signatures indicate that the information provided in Part A and Part B of this application is accurate and they acknowledge that an Applicant Agreement will be entered into prior to funds being released.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Deadline of Application:** check one.

- By April 1, 2017 at 4:30 p.m.** – funding available by May 31, 2017
- By October 1, 2017 at 4:30 p.m.** – funding available by November 30, 2017