

GUIDELINES

Purpose

The Community Initiatives Grant provides financial support to groups/organizations to deliver art, culture, heritage, sport, and recreation initiatives within Blackfalds. The grant will assist groups/organizations to create diverse cultural activities, engage residents, strengthen community partnerships, and develop safe and accessible initiatives to provide a positive and lasting impact on the community.

Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity. Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must serve the community of Blackfalds.
- For-profit organizations eligible to apply provided that any proceeds from their initiative go toward a community initiative, program, or project deemed worthy. A copy of the budget must be included in the application and in the final report.

The following groups will be considered ineligible:

- Grants to individuals
- Political based organizations/events

The following expenses will be considered ineligible to receive grant funding:

- Liquor expenses (including a liquor license)
- Retroactive funding for programs/projects
- Items for resale (including food)

Application Review

Applications are reviewed by Administration and the Recreation, Culture and Parks Board and ultimately considered by Council. Applications will be reviewed up until the deadline on the second Friday of April.

Funding Availability

The maximum amount a group/organization can apply for is \$2,500 per application. Total funding varies per year based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. Due to limited funding, all application requests meeting the assessment criteria may not receive funding.

Assessment Criteria

Applications will be assessed based on the ability to meet the criteria listed below:

- Fulfill a need within the community
- Encourage community participation
- The initiative is free to attend
- Will the initiative provide a positive and lasting impact on the community?

Requirements of Grant Applicants

Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. Grant amount requests (as a part of revenues) should not exceed the total expense incurred, thus providing a surplus for the initiative. A final report will be required as outlined below.

Outcomes

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

Funding Requirements

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

Final Report

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include event details, actual financial numbers, attendance, and overall event summary.

Contact Information & Support

Blackfalds Community Initiative Grant Information
Community Services Department

Town of Blackfalds

Box 220

Blackfalds, Alberta T0M 0J0

403.885.4677

info@blackfalds.ca

COMMUNITY INITIATIVES GRANT APPLICATION

**Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

APPLICANT INFORMATION

Organization/
Group Name:

Contact Person:

Phone
Number:

Mailing Address
& Postal Code:

Email
Address:

Website
(if applicable):

Social Media
(if applicable):

Brief Organization Description:

INITIATIVE INFORMATION

Dates/Times:

Location(s):

Please provide a brief description of the initiative?

How does the initiative fulfill a need with the community?

Personal information on this form will be used strictly for obtaining the prescribed consent. This information is collected under the authority of Section 4(c) of the Protection of Privacy Act and will be protected under Part 1 of the Act. Questions regarding the collection and use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

COMMUNITY IMPACT

How does the initiative encourage community participation?

What is the cost to attend your program or event?

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

How will the initiative provide a positive and lasting impact on the community?

INITIATIVE BUDGET

**Please fill in the anticipated budget for your program/event or provide an attached budget*

Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships		
Other Revenues		
Grant Amount Requested		
Total Revenues:		
Expenditures:		
Materials		
Artist/Instructor/Performance Fees		
Promotional Expenses		
Administrative Costs		
Insurance, Licencing		
Other Costs		
Total Expenditures:		
Deficit:		

Additional Information:

Name of Applicant (please print)

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature: