



Grants to Organizations Application Form

Submission Deadlines

Deadline for the annual Community Development grants are due by November 15.

Deadline for the quarterly Community Development or Recreation/Sport Development grants are due by February 15, May 15, August 15, and November 15.

Submit completed applications to: Town of Peace River, Corporate Services Department
 Box 6600, 9911 – 100 Street
 Peace River, AB T8S 1S4
 phone: (780) 624-2574 fax: (780) 624-4664
 email: info@peacriver.ca

For assistance with completing your application, please contact the Corporate Services department at (780) 624-2574.

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the Director of Corporate Services and Economic Development at the address noted above.

Late or incomplete applications will NOT be accepted.

Name of Organization
Event

Grant Checklist: application must include (please check boxes)

- A completed and signed original application form (Parts A, B and C).
- A completed proposed budget showing all income sources and expenses.
- Additional materials to support your application have been submitted (if any.)
- Application meets the criteria of the Policy.
- I understand that personal information on the application (names, phone numbers, emails) will be part of the public information provided to Council.
- I understand that the Applicant must complete the Final Report within sixty days of the project/event.

For office use only

Date received	Time	Received by
Reviewed by		

Part A • Applicant Information

Name of Organization	
Name of President/Chair	
Mailing Address of Organization	
Phone No	Email

Is your organization a registered charity of non-profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alberta Registry No	Date of Incorporation

Contact person for application	Position
Telephone No	Email

Preference of communication: <input type="checkbox"/> Email <input type="checkbox"/> Phone	
--	--

Secondary contact person	Position
Telephone No	Email

Preference of communication: <input type="checkbox"/> Email <input type="checkbox"/> Phone	
--	--

Are you able to attend or present your application at a Council meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Attendance at a meeting to answer questions will greatly assist Council's decision in providing funding for your organization, event or activity.</i>	
---	--

Part B • Project Plan

Name of Project	
Date of event	Anticipated number of participants
Target Population: <input type="checkbox"/> Children/Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Families <input type="checkbox"/> Other	

Funding Category (please refer to Section 3.2 for categories)

Community Development:	Annual <input type="checkbox"/> due November 15 th
	Quarterly <input type="checkbox"/> February 15 th <input type="checkbox"/> May 15 th
	<input type="checkbox"/> August 15 th <input type="checkbox"/> November 15 th
Recreation/Sport Development:	<input type="checkbox"/> February 15 th <input type="checkbox"/> May 15 th
	<input type="checkbox"/> August 15 th <input type="checkbox"/> November 15 th

Is this the first time the organization has requested funding for this project/event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will your project/event require road closures? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require in-kind support from the town? <input type="checkbox"/> Yes <input type="checkbox"/> No
The Town may be able to provide in-kind support (materials, personnel, equipment, etc) based on availability, location and other factors. Please contact Town Staff at (780) 624-2574 to discuss options around these resources. The financial request of these in-kind services must be identified on Part C of this application.
Location of event in the community

Goals

Please describe what you would like to achieve overall with this event/project. If more space is required, attach documentation to this application.

Financial Sustainability

Please explain how your organization plans to be sustainable after funding.

Marketing of your project/event

What publication and media tools will you be using to promote the event/project?

- Brochures
- Posters/Flyers
- Information Booklets
- Social Media
- Local Newspapers
- Website
- Radio
- Other

Peace River logo to be clearly displayed on marketing materials meeting corporate identity standards. For logo information contact the Communication Coordinator at (780) 624-2574 once grant approval has been given.

Final approval of logo on marketing material must be approved before printing has started.

Community Impact

Please describe how your program/event significantly impacts the ratepayers of the community.

Community Partnerships

Please list community partnerships for this program/event, and their role.

Declaration

I certify to the best of my knowledge the information provided in this application is accurate and complete.

Applicant Signature (Chairperson) Date

Applicant Signature (Chairperson) Date

