



Grants to Organizations Application Form

Submission Deadlines

Deadline for the grant intake dates: by March 15, July 15, and September 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		
FOR OFFICE USE ONLY		
Date received	Time	Received by
Reviewed by		

Council Strategic Plan Goals: application must identify which goal applies to your project (please check all that apply)

- Foster a safe community.
- Building a socially connected community.
- Building a physically connected community.
- Expand relationships with local Indigenous Partners
- Grow investment in Peace River.
- Enhance a downtown that people want to visit.
- Ensure that everyone who wants to can find a home in Peace River.
- Reduce the Town’s impact on the environment.
- Ensure that the Town of Peace River remains a sustainable and vibrant municipality.

Please explain how your project will achieve the goal identified above.

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Part A • Applicant Information

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

Is your organization a registered charity or 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? Yes No
Attendance at a meeting to answer questions will greatly assist Council's decision in providing funding for your organization, event or activity.

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:	Quarterly <input type="checkbox"/> March 15 th <input type="checkbox"/> June 15 th <input type="checkbox"/> September 15 th
Recreation/Sport Development:	<input type="checkbox"/> March 15 th <input type="checkbox"/> June 15 th <input type="checkbox"/> September 15 th
<u>Is your project a capital request:</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is this the first time the organization has requested funding for this project/event? <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, 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 if applicable.
Location of event/activity or project 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.

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Financial Sustainability

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

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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. A logo will be provided, once grant approval has been confirmed. For logo information contact the Communication Coordinator at (780) 624-2574.

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

- 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.
- Organization's Financial Statements from current year.
- Listing of current board members.

Part D • Evaluation Criteria, Scoring and Ratios

This section to be completed by staff.

	Evaluation Criteria	Scoring	Score
1. Council Strategic Goals	Vital – fundamental to Council’s Goals or key result areas Notable – solid fit within Council Strategic Goals Non-Critical – some relevance to Council Goals not strategic	High • 3 Medium • 2 Low • 1	
2. Public Need	Community at Large – general need, broad-based Multiple Interests – some need, a number of areas/communities Vested Interest – special interest group(s), localized	High • 3 Medium • 2 Low • 1	
3. Public Benefit	Public Interest – all residents/communities may derive benefit Mixed Interest – some residents/communities derive benefit Private Interest – specific residents/communities benefit	High • 5 Medium • 3 Low • 1	
4. Human Development & Inclusion – Volunteer & Participant	High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	High • 5 Medium • 3 Low • 1	
5. Quality of Life	Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	High • 3 Medium • 2 Low • 1	
6. Funding – Actual or Attempted	High – applicant has secured or demonstrated attempt to secure other funding Some – some success securing or demonstrated attempt to secure other funding Low – limited success securing or demonstrated attempt to secure other funding	High • 5 Medium • 3 Low • 1	
7. Financial Dependence	High – applicant is dependant on town funding on an ongoing basis (2+ yrs)), or has reserve balance(s) deemed adequate to internally fund request Moderate – request is dependent on town funding, at a low percent of expenses Low – new or intermittent request	High • 1 Medium • 3 Low • 5	
8. Promotional	High – Town receives significant promotional or other benefit of event Moderate – Town receives some promotional or other benefit of event None – Town receives no promotional benefit of event	High • 4 Medium • 2 None • 0	
9. Accountability (“Track Record”)	Yes (or New Org.) – annual report and/or financial statements of prior year rec’d No – no annual report and/or financial statements received	Yes • 3 No • 0	
10. Economic Benefit	High – economic benefit, direct impact to the community as a local event. Moderate – economic benefit to the community is limited. Low – very little economic benefit to the community	High • 5 Medium • 3 Low • 1	

Total Score:

