

Description

The City of Grande Prairie provides financial support to various community groups or agencies who provide programs and services that enhance and enrich the City and its residents. The funding will be based on approved budget resources.

Enhancement refers to groups/agencies that contribute to quality of life and enhance the livability of the community. Community groups or agencies who have received Community Group Funding for the same year will not be eligible for this grant.

In determining the allocation to various community groups or agencies, administration will make recommendations based upon community need and the ability of community groups or agencies to respond to that need. It is expected that community groups or agencies will meet established criteria, provide supporting documentation, and show outcomes and results of the funding. In some cases, Provincial criteria must also be met.

Event sponsorship will be considered separately from community groups or agencies grants, according to [Policy 112 \(Corporate Sponsorship\)](#).

Guidelines

1. The City may provide funding for programs or projects which enhance and enrich the community.
2. Applications must be based on community needs.
3. Grants will be provided on a one year budget cycle only and shall not exceed \$14,999.
4. Applications will be received by no later than April 22nd.
5. Administration will review the applications, based on the agency's ability to meet established criteria, priority outcomes, and will consider past performance.
6. Administration will make recommendations to the Corporate Leadership Team (CLT), as to the funding allocation.
7. Administration, from liaison departments, will notify the applicant on the status and outcome of the application.
8. Applicants may appeal the funding allocation to Council Committee of the Whole budget deliberations.
9. CLT will then recommend to Council Committee of the Whole, who may refer the funding recommendations to the next budget deliberations.
10. The agency will provide a Statement of Accountability and Financial Statements or Notice to Reader for funds received in the amount of \$5,000–\$14,999.

Submission Information

Complete applications may be submitted electronically to grants@cityofgp.com. If you do not receive a confirmation email when you submit your application, please contact us directly by phone at **780-538-0453**.

FOIP Act Policy

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act), and will be used to administer the applications brought forward for consideration for funding from the City of Grande Prairie. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. Please forward any questions or concerns to grants@cityofgp.com.

Clear Form

Print Form

Applicant's Information

Registered Name of Organization

Mailing Address

City

Province

Postal Code

Society Number

Local Contact Information of Person Completing Application Form / Questions

Contact Name

Phone (Main)

Phone (Cell)

Email

Is the organization run by volunteers, paid staff or a combination of both?

the number of volunteers, and

the number of volunteer hours worked per year.

the number of paid staff, and

the number of paid hours per year.

Type of Grant Application (Check and fill out both sections below if applying for both)

Grant Status

☐

New Grant Application

☐

Existing Grant Recipient

All applications must include your most recent Financial Statements and current budget

Note: Applications submitted without all the accompanying documentation will be considered incomplete and may not be eligible for funding.

New Applicants

☐

Provide a copy of your organization's incorporation certificate.

☐

Provide a copy of your most recent proof of tax filing.

☐

Attach EFT document (if not already set up for EFT or if banking information has changed).

Clear Form

Print Form

Please describe the core services and programs your organization provides to the residents of Grande Prairie. If there is duplication of programs / services within other organizations in the City, please describe what makes your programs/services unique.

Describe how your organization's core services and programs aligns with *Council's strategic priorities*.

What impact will this funding / project have on the City of Grande Prairie? Please describe your expected outcomes, benefits, impacts, and how they will be measured.

Provide allocation estimates on how you intend to use City operational funding for your organization.

% Program or Services:

% Staffing Costs (salaries, benefits, etc.):

% Equipment & Supplies:

% Other (please specify):

% **Total % Spent**

Clear Form

Print Form

Summary of estimated projected annual revenue streams and sources.

Revenue Streams	Year 1 Revenue (\$)	Explanation of Funding Source
Government — City of Grande Prairie	\$	
Government — Other Municipal	\$	
Government — Federal	\$	
Government — Provincial	\$	
Fundraising	\$	
Gift in Kind	\$	
Sponsorship	\$	
Other Internally Generated	\$	
Other	\$	
Total	\$	

Gift in Kind (GIK) Contributions Received This Year

Examples of GIK include: insurance, rent/lease payments, maintenance including security monitoring, snow removal, and other services provided, sponsorship/memberships/donations for prize baskets, staff/administrative support to your organization, etc.

GIK Provided By	Type of GIK	Value (\$ Amount)

Clear Form

Print Form

Please list any other resources the City of Grande Prairie can provide that would assist your operations (i.e. Gift in Kind). Describe how you would use these resources and how they would help your operations.

Please provide a summary of challenges you anticipate facing in the funding year you are applying for?

Disclosure

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The use of the your / your organization's name, photos, videos and comments in the City of Grande Prairie newsletter, website pages, social media, and other media publications.

☐ Yes

☐ No

The use of your / your organization's name and / or photograph collected for the purpose of recognizing grants, bursaries, awards or prizes you may be eligible for.

☐ Yes

☐ No

I understand that I can withdraw/revoke my consent to the uses listed above at any time, in writing, to the Sports Development, Wellness and Culture department at grants@cityofgp.com.

Applicant's Signature

Signature

Date

For Office Use Only

Application Date

Date Received