

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. Community group or agency has the meaning of a “non-profit organization” as defined in section 241(f) of the Municipal Government Act. The funding will be based on approved budget resources.

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 operational/capital funding for programs or projects which enhance and enrich the community.
2. Applications must be based on community needs.
3. Agencies must provide a business case for the funding, including indication of financial need (including financial statements).
4. Grants will be provided on a two (2) year budget cycle. Grants for the Enhancement category will be provided on an annual basis.
5. Applications will be received by no later than April 30.
6. Administration will review the applications, based on the agency’s ability to meet established criteria, priority outcomes, and will consider past performance.
7. Administration will make recommendations to the Corporate Leadership Team (CLT), as to the funding allocation.
8. Administration, from liaison departments, will notify the applicant on the status and outcome of the application.
9. CLT will then recommend to Council Committee of the Whole, who may refer the funding recommendations to the next budget deliberations.
10. Applicants may appeal the funding allocation to Council Committee of the Whole budget deliberations.
11. Funds will be disbursed to successful applicants upon execution of a Funding Agreement with the City.
12. The agency will report annually to Administration the outcomes of the program, including a financial account of the funds expended.
13. Community groups or agencies that receive \$100,000.00 or more in annual grant funding will present this report to the appropriate Standing Committee of Council.

Funding Categories

- **Community** – groups/agencies that foster connections among people through socially inclusive programs and services with a diverse offering of cultural and recreational opportunities.
- **Economy** – groups/agencies that contribute to a healthy economy and advance economic growth for business and the community.
- **Safety** – groups/agencies that undertake protective measures to respond and protect the community from harm and provide a safe and healthy community.
- **Enhancement** – groups/agencies that directly contribute to quality of life and enhance the livability of the community.

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.

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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.
the number of members.	

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

Grant Status	<input type="checkbox"/> New Grant Application	<input type="checkbox"/> Existing Grant Recipient
Grant Type	<input type="checkbox"/> Operational Grant	<input type="checkbox"/> Capital Grant

Existing Recipients of Community Group Funding:

- Provide Financial Statements (if available) or income statement and balance sheet for most recent year end.

New Applicants:

Financial and Document Requirements

Note: The following information must accompany your application or it will be considered incomplete and may not be eligible for funding.

- Provide a copy of your organization's incorporation certificate.
- Provide a copy of your most recent proof of tax filing/tax return.
- If you are a new organization or have not submitted your proof of filing for the last fiscal year, then please attach a year-to-date with your most recent bank reconciliation. Income Statement and Balance Sheet from your accounting software, and a copy of your most recent operating Bank Statement.
- Attach a copy of your business plan for the year(s) you are applying for funding.
- Attach EFT document (if not already set up for EFT).
- Attach your most recent year end financial statements from an Independent Chartered Professional Accountant.

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Organization Name					
Operational Grant Funding Amount Requested	2024:	2025:	Capital Grant Funding Amount Requested	2024:	2025:
	The number of persons served by your organization annually				
The number of persons served who are residents of the City of Grande Prairie					
Category of Funding (descriptions can be found in the guidelines section)	<input type="checkbox"/> Community <input type="checkbox"/> Safety <input type="checkbox"/> Economy <input type="checkbox"/> Enhancement (Max. \$14,999)				

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. (ex. economic impact, social impact, key performance indicators, etc.)

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Provide allocation estimates on how you intend to use City operational funding for your organization in the funding year(s) you are applying for.

%	Program or Services:
%	Staffing Costs (salaries, benefits, etc.):
%	Equipment & Supplies:
%	Other (please specify):
%	Total % Spent

Summary of estimated projected annual revenue streams and sources.

Revenue Streams	2024 Revenue (\$)	2025 Revenue (\$)	Explanation of Funding Source
Government — City of Grande Prairie	\$	\$	
Government — County of Grande Prairie	\$	\$	
Government — MD of Greenview	\$	\$	
Government — Federal	\$	\$	
Government — Provincial	\$	\$	
Fundraising	\$	\$	
Gift in Kind	\$	\$	
Sponsorship	\$	\$	
Internal Revenue Generation (ex. programs, rentals, etc.)	\$	\$	
Other	\$	\$	
Total	\$	\$	

For capital grant requests, please provide information about your capital project, including budget and timelines.

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Gift in Kind (GIK) Contributions Expected 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)

Please list any reserves/endowment funds/retained earnings and how they will be utilized, and identify and restrictions for use.

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.

Applicant's Signature

Signature	Date
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For Office Use Only

Application Date	Date Received
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