

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.

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 129](#).

Guidelines

- The City may provide funding for programs or projects which enhance and enrich the community.
- Applications must be based on community needs.
- Grants will be provided on a one year budget cycle only and shall not exceed \$14,999.
- Applications will be received by no later than April 30, 2024.
- Administration will review the applications, based on the agency's ability to meet established criteria, priority outcomes, and will consider past performance.
- Administration will make recommendations to the Corporate Leadership Team (CLT), as to the funding allocation.
- Administration, from liaison departments, will notify the applicant on the status and outcome of the application.
- Applicants may appeal the funding allocation to Council Committee of the Whole budget deliberations.
- CLT will then recommend to Council Committee of the Whole, who may refer the funding recommendations to the next budget deliberations.
- 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 the FOIP Coordinator at FOIP@cityofgp.com.

Section 1: Applicant's Information

Registered Name of Organization:	
Mailing Address:	City:
Province:	Postal Code:
Society Number:	

Section 2: Local Contact Information of Person Completing Application Form / Questions

1. Local Contact Information

Contact Name:	
Phone (Main):	Phone (Cell):
Email:	

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

Volunteers Per Year:	Volunteers Hours Per Year:
Paid Staff Per Year:	Paid Hours Per Year:
How many years has your organization been funded by the City?	

Section 3: Grant Funding Application Information & Questions

1. 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).

Section 3: Grant Funding Application Information & Questions (Continued)

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.

2. Allocated Estimates on How You Intend to Use Funding

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

Section 3: Grant Funding Application Information & Questions (Continued)

3. Summary of Estimated Projected Annual Revenue Streams and Sources

Revenue Streams	Amount of 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		

4. Gift in Kind (GIK) Contributions Provided Last Year

Examples of GIK: 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)

Section 3: Grant Funding Application Information & Questions (Continued)

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.

Section 4: 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, social media, and other media publications.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that I can withdraw / revoke my consent to the uses listed above at any time, in writing, to grants@cityofgp.com.	<input type="checkbox"/> Yes	

Section 5: Applicant's Signature

Signature:		Date Received:	
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Office Use Only

Application Date:		Date Received:	
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