



2017 RECREATION BOARD GRANT APPLICATION

PLEASE COMPLETE AND FORWARD TO:

BIRCH HILLS COUNTY RECREATION BOARD
4601 50th STREET BOX 157
WANHAM, ALBERTA
T0H 3P0

ORGANIZATION NAME: _____
ADDRESS: _____ _____
PRESIDENT: _____
PHONE NO. _____
SECRETARY TREASURER: _____
PHONE NO. _____

AMOUNT OF GRANT APPLIED FOR: _____

IF THE GRANT APPLIED FOR IS APPROVED IN WHOLE OR IN PART, WE UNDERSTAND THAT:

- A. The grant shall be used for those purposes for which the proposal was approved by the Recreation Board or for the purposes subsequently approved by the Recreation Board in consultation with the applicant.
- B. Grant funds not expended for the purposes for which they were provided shall be returned to the Recreation Board.
- C. The grant recipient will be required upon request, to produce evidence satisfactory to the Recreation Board of the manner in which the grant funds were used.
- D. The Recreation Board may require that an evaluation or audit of the project related to the grant be undertaken.

APPLICANTS SIGNATURE: _____ DATE: _____

PLEASE USE THE SPACE PROVIDED OR INCLUDE ATTACHMENTS WITH THE GRANT APPLICATION FORM.

1. ALL APPLICANTS MUST SHOW PROOF OF NON-PROFIT STATUS.
PLEASE PROVIDE A COPY OF YOUR SOCIETIES ACT NUMBER.
/5 points

2. AUDITED FINANCIAL STATEMENTS – 2016
/15 points

3. ITEMIZED BREAKDOWN OF HOW THE FUNDS APPLIED FOR ARE
TO BE SPENT – 2017.
/10 points

4. OUTLINE OF FUND RAISING PLANS FOR THE UPCOMING YEAR 2017.
/10 points

5. PROPOSED BUDGET FOR UPCOMING OPERATIONAL YEAR 2017.
An **operating budget** is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operation. The operating budget is used to keep track of things like; maintenance operations, utility bills and interest payments. (Reference: http://en.wikipedia.org/wiki/Operating_budget)
/10 points

6. STATEMENT INDICATING THE NUMBER OF MEMBERS, USAGE OF FACILITY, PURPOSE OF THE ORGANIZATION OR HOW THE GROUP SERVES THE AREA. **/10 points**

7. RESERVE FUNDING - PLEASE INDICATE THE AMOUNT OF RESERVE FUNDING YOUR GROUP HAS IN THE BANK AND THE PURPOSE IT IS INTENDED FOR. **/10 points**

8. OVERALL GRANT APPLICATION (FOR RECREATION BOARD USE ONLY). **/10 points**

9. PLEASE PROVIDE A VISION FOR YOUR ORGANIZATION. WHERE DO YOU SEE YOURSELVES IN FIVE YEARS? (IE WHERE DO YOU SEE YOUR ORGANIZATION - HAS IT GROWN OR DECLINED? PLEASE EXPLAIN. THIS IS CONSIDERED A VISION STATEMENT FOR THE FUTURE. **/10 points**

10. DID YOU MEET YOUR PREVIOUS YEAR ORGANIZATIONAL VISION AND OBJECTIVES? **/10 points**

Please provide dates and times and events of your organization. Birch Hills County will develop a yearly calendar and share with all organizations to ensure events are not scheduled on the same date.

<u>Event</u>	<u>Date</u>	<u>Time</u>
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Total of Page 2, 3, 4 & 5 = **/100 points**

Please take a few minutes to read application to insure it is complete prior to submitting

If you encounter any problems completing the form, please contact any of the Recreation Board Members listed below:

WARD 6 Eaglesham	Vacant	ANDREA FARRELL	864-8418
BETTY BOHNKE	694-2139	NAIDA SATHER	694-2181
RAE-ANN BOLSTER	359-2781	LISA PIEROG	694-2366
WARD 2 Belloy Area	Vacant		

It is imperative that all the requested information be included with the Grant Application Form. **ANY INCOMPLETE APPLICATIONS RECEIVED BY THE RECREATION BOARD WILL NOT BE CONSIDERED FOR FUNDING.**

ALL APPLICANTS MUST SHOW PROOF OF CURRENT NON-PROFIT STATUS.

This grant is not for the use of Wages or Capital Expenditures.

Your Organization must reside in Birch Hills County in order to receive funds from this grant.

All applications and supporting documentation must be submitted to the Board in English or include an English translation.

For your convenience and to ensure all information required is submitted with the application we have included the following checklist:

- Audited Financial Statement
- Current income/expense summary
- Itemized breakdown of how funds are to be spent
- Outline of fundraising plans
- Proposed budget for the upcoming year
- Statement of the number of members, usage of facility, purpose of the organization or how the group serves your area
- Reserve funding and its intended purpose
- Proof of current Non-Profit status

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE BIRCH HILLS COUNTY OFFICE BY 4:30 pm on **WEDNESDAY, MARCH 15, 2017.**