



Community Events Grant Program 2021 Application for AD Hoc Community Events

2021 Application Deadlines:
Spring Intake: April 6, 2021
Fall Intake: September 8, 2021

Community Group Name

COMMUNITY EVENTS GRANT PROGRAM APPLICATION

PART 1: GENERAL INFORMATION

1. Registered name and mailing address of Organization:

2. Society Registration Number:

3. Officers of the Organization:

Name of Chairperson/President:

Telephone / Cell Number:

Email Address:

Name of Secretary/Treasurer:

Telephone / Cell Number:

Email Address:

4. Name of Primary Contact Person:

Telephone / Cell Number:

Email Address:

5. Type of Event: Recreation/Amateur Sport Cultural
 Provincial/National Holiday Festival

6. Name of Event: _____ Date of Event: _____

7. Anticipated Attendance: _____ Past Year Attendance: _____

8. Provide a brief description/outline of the Event for which funding is requested:

9. Provide a brief summary of the purpose of your organization including any identified short-term goals you may have for the coming 2-3 years.

10. The City of St. Albert is branded as the “Botanical Arts City”. The key message within the logo to support this brand is “Cultivate Life”. Organizations and individuals receiving grant funding from the City must acknowledge receipt of the grant in event promotion and advertising; and are encouraged to promote the brand where possible. Describe how your organization and/or event are planning to support the brand.

11. One of the requirements within the grant policy which governs this program is that the Event must be open and accessible to the public regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. What actions will your organization be taking to ensure that your event is accessible and welcoming to all?

12. Has your Organization received a Community Events Grant or any other grant funding from the City of St. Albert in the past two years?

Yes No If yes, complete the following:

Grant Program:

Funding Received:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

THE GRANTING OF FUNDS IN ANY ONE YEAR SHALL NOT PRESUPPOSE AN AUTOMATIC CONTINUATION OF SUCH ASSISTANCE IN FUTURE YEARS.

13. Please attach the following support information:

- ✓ A copy of your Organization's current financial statement.
- ✓ A copy of your Organization's budget for the forthcoming year.
- ✓ A listing of your Board of Directors.

Incomplete Applications will not be processed.

14. Event Budget, please fill out Revenue and Expense tables below.

REVENUE	
<i>Examples of Sources of Revenue:</i>	
Club contribution, grants, cash donations, gifts in kind, registration/participant fees, requested funds from Community Events Grant Program or other specific sources.	
<i>List your group's sources of revenue below for this event only: please be specific</i>	Amount
TOTAL REVENUE	

EXPENSES	
<i>Examples of Expenses:</i>	
Adjudication fees, officials, facility rentals, equipment rentals, printing, publicity, advertisements, catering, trophies, medals, volunteer costs, signage, operating supplies, etc.	
<i>List your group's expenses below for this event only: please be specific.</i>	Amount
TOTAL EXPENSES	

15. Requested Funding:

<i>Requested funding from the St. Albert Community Events Grant Program.</i>	\$
--	----

Incomplete Applications will not be processed.

DECLARATION BY ORGANIZATION

We the undersigned do hereby declare that to the best of our knowledge this application:

- a) contains a full, current and accurate account of all matters stated herein,
- b) is made for and on behalf of the Organization by the undersigned,
- c) is in respect of a project which is in the best interests of the Organization and which has been officially approved by a majority vote as defined by the constitution of the Organization.

We further declare and agree:

- d) that the monies will be used for the purpose the application was approved within one year of application approval. If the event is not undertaken, the grant money will be returned, and
- e) if the event realizes a surplus, the surplus in excess of \$100 will be returned to the City of St. Albert, and
- f) to fulfill the commitments of this grant, which include submitting the required expenditure report within sixty days following completion of the event with a brief description of the project outcome and an evaluation of the project in relation to its objectives, and
- g) to obtain appropriate insurance coverage in relation to the proposed event and indemnify the City from claims related to such events.

Signature of Chairperson/President

Signature of Vice-Chair or Treasurer

Date

Forward Application to:
Anna Royer, Senior Advisor, Grants and Partnerships
Recreation & Parks
#100, 110 Carleton Drive
St. Albert, Alberta T8N 3Y4

Or submit via e-mail to aroyer@stalbert.ca

FREEDOM OF INFORMATION AND PRIVACY ACT: The City of St. Albert operates under the Freedom of Information and Protection of Privacy Act. All records in its custody or under its control are subject to the provisions of this Act.