



Grant funding application

Community Association Grant

Operating Assistance

Parks and Recreation
101-1101 5 St., Nisku, AB T9E 2X3
p: 780-770-9264 f: 780-955-4765
recgrants@leduc-county.com

Community group/non-profit organization

Organization/group name		Phone	
Mailing address		Website	
Physical address (if different)		Email	
Town/City		Province	
		Postal code	
☐ Non-profit	Non-profit or Society registration number		
☐ For profit	☐ Other (Affiliated Group, Committee, Network, etc):		

Contact information

Contact name		Phone	
Contact title		Email	
Alternate contact			

Grant funding request

Please choose the Community Association Grant stream you are requesting funding from:

- ☐ [Arts and Culture](#) - Funding for the development of low-cost, sustainable, arts and cultural-related events, programs and services.
- ☐ [Recreation and Sport](#) – Funding for projects, programs and special events to support physical and social environments, affordable access to physical activity, and increased inclusion to participants who may face recreation constraints.

Note: Applicants may apply for the Arts and Culture grant (suggested up to \$2,000), or the Recreation and Sport grant (suggested up to \$2,000). Applications to both grant streams (combined suggested up to \$4,000) may be considered. Please submit a separate application for each grant stream.

- ☐ [Operating Assistance](#) – Funding for the ongoing operations of affiliated community groups that provide membership based recreational, art, cultural, social and/or sport programs and services accessible to the broader community (e.g., 4-H Clubs, Pickleball Clubs, Girl Guides, etc.).

Note: Applicants for the Operating Assistance grant (suggested up to \$1,000) will not be eligible for the Arts and Culture or the Recreation and Sport grant streams.

Organizations or community groups must be in good standing and meet all eligibility criteria as outlined in the [Community Association Grant Funding Guidelines](#).

Application process

Application intake period:	September 1 to September 30
Organization/Community Group eligibility assessment:	October
Funding notification and grant funds awarded:	November
Acknowledgement of funding conditions due:	January
Funding period:	January to December
Financial Accountability report due:	February (following the funding period)

Operating assistance summary

Provide details of your project(s) and how you plan to use your operating assistance funds.

Describe the overall operating goal(s) and objective(s).

How does your operating goal(s) meet the communities need?

Community participation, engagement and reach

How many people in the community do you estimate will participate or be impacted by your project(s)?

- ☐ Under 5
- ☐ 5-10
- ☐ 10-15
- ☐ 15-20
- ☐ Other (please explain):

How will you measure the success of your project(s) (e.g., track how many people attended an event, how many participated in programs)?

What promotional methods will you use to ensure a wide reach of participants and how do you plan on recognizing Leduc County as a funder for your project(s)?

- ☐ Website
- ☐ Annual report
- ☐ Newspaper/local media
- ☐ Newsletter
- ☐ Social Media
- ☐ Program brochure
- ☐ Other (please explain):
- ☐ None (please explain):



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Project budget

Please provide budget information.

Revenue	Amount (\$)
Association's reserved funds for the proposed project(s)	
Grant amount requested from Leduc County	
Fundraising received	
Other grants received or will be receiving during the funding year. Please provide name(s) of funding agencies:	
Municipal operating funding assistance received or will be receiving (Cities of Leduc or Beaumont, Towns of Calmar, Devon or Thorsby, or the Village of Warburg) during the funding year? Please provide funding amount:	
Total revenue	
Expenditures (e.g. food, entertainment, rentals, professional fees, advertising, etc.)	Amount (\$)
Total expenditures	

Please attach additional budget or expenditure information as needed

Additional information and supporting documents

Please attach or email the following documents at recgrants@leduc-county.com:

- Financial statement (may include an audited statement, Societies Act annual return, or Board approved statement).
- Current list of board or committee members.
- Signed meeting minutes with a motion to apply.

Note: Applications submitted without all required information and documentation will be considered incomplete and will not be eligible.

Funding Conditions

Successful applicants must agree to the following funding conditions.

- Project(s) must be held within Leduc region and accessible to all residents. ☐ Yes ☐ No
- The project(s) is not already receiving, and will not receive, funding through another granting agencies. ☐ Yes ☐ No
- Funds must be used within 12 months (January to December) of the funding year. ☐ Yes ☐ No
- Project(s) must be publicly advertised and recognize Leduc County as a funding agency prior to, during and upon completion of the project (refer to Leduc County's [sponsorship recognition guidelines](#)). ☐ Yes ☐ No
- Grant funding (cheque or direct deposit) will only be issued to the official bank account of the organization or community group, or that of an affiliated or partner organization. ☐ Yes ☐ No
- Any changes to the approved project scope must be submitted to and approved by Administration. ☐ Yes ☐ No
- A Financial Accountability report can be completed at anytime once the project(s) is finished. It must be submitted no later than two months after the the funding year ends (by February). ☐ Yes ☐ No

Applicants who are not successful will be informed of the reasons for the funding denial, and Administration will continue to work with the organization or community group to support preparation for the next grant cycle.

Applicant agreement

By signing below, I declare that:

- I am a duly authorized representative having legal and/or signing authority for the above-listed organization.
- Information received in this application is accurate to the best of my knowledge and funding will be used for the operating assistance, special event or programs as intended.
- Leduc County will be recognized as a funding agency prior to, during and upon completion of the project, following the County's [sponsorship recognition guidelines](#).

Applicant Name

Title

Applicant signature

Date

Your personal information is collected by Leduc County under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purposes for which it is collected. Questions concerning the collection and use of this information can be directed to the Leduc County's FOIP coordinator at FOIP@leduc-county.com.