



Application Form

Grant Funding for North Saskatchewan and Raven Recreation Boards

Section 1 – Organization Name and Contact Information	
Recreation Board to Which you are Applying:	
Organization Name:	
Mailing Address:	
Contact Name:	
Organizational Position Title:	
Contact Phone Number:	
Contact Email Address:	
Are you an incorporated non-profit group? If so, please state under which Act and your incorporation number (i.e. Societies Act)	
Date of Application:	
Section 2 - Organization Background	
<p>Describe the purpose of the organization and how it benefits the community.</p> <hr/> <hr/> <hr/>	

Collection and use of personal information

Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to process your request. If you have any questions about the collection of your personal information, contact the FOIP Coordinator.



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Section 4 – Financial Information	
Projected Budget for Project:	
Please include an itemized accounting of all estimated project costs, including materials and labour. Attach quotes wherever possible.	
For cost reference please use the approved Equipment and Machinery Rates, Labour Rates and Donated Materials form found in Schedule 1.	
Expense Description	Amount
Project Total Estimated Costs:	\$

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Section 4 - Financial Information Continued	
Please include an itemized accounting of all sources of funding for the project and how much each source is providing. This includes monetary donations, in-kind contributions and other grants. For in-kind contributions you may use the rates found in Schedule 1.	
Contributor Description	Amount
Total Available Funding:	\$

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Section 5 – Funding Request

Please bear in mind when requesting funds that a limited amount has been allocated for all projects for the entire recreation area. Therefore, a portion of requested funds only may be approved depending on the number of applications.

Estimated Project Cost	Other Available Funding	Funding Needed
_____	- _____	= _____

Section 6 – Financial and Background Information

(please ensure to include the information on the following checklist. Note that your funding application may not be reviewed until you have submitted all the requested information.)

Projected Budget for Project

Previous year's financials – Community groups only

Letters of support for the project (up to three (3))

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Section 7 – Signature		
<i>(Please ensure that this section is signed by an authorized representative for your organization)</i>		
The funds will be used for costs associated with the project listed above for the ultimate benefit of the community.		
I certify that the above information is complete and accurate and that any funds received are to be expended as described in the application submitted for the grant.		
I am a duly authorized representative having legal and/or financial signing authority.		
Signature	Contact Name	Date
Position/Title	Daytime Phone Number	
Registered Mailing Address	Email Address	

Instructions:

Please forward complete application with all supporting documentation to abertagnolli@clearwatercounty.ca or submit a hard copy at the County’s Agriculture and Community Services building.

Deadline: Application deadline is January 15 of the respective year. If any funds remain after the initial grant run, a second deadline for applications will be June 1 of the respective year.

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Schedule 1

Equipment and Machinery Rates:

Donated heavy equipment (including operator costs) at up to \$60.00/hour

Labour Rates: (Valuation of volunteerism)

Unskilled Labour – up to \$20.00/hour

Skilled Labour – up to \$30.00/hour (Certified Trades or Professionals)

Donated Materials:

Fair Market Value.

Donated labour/services/material/equipment MUST be directly related to the project. This excludes time spent in planning meetings or on fund raising activities for the project.

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