



**2018 RECREATION OPERATING ASSISTANCE GRANT APPLICATION**  
(YYYY)

**PLEASE COMPLETE AND FORWARD TO:**

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

ORGANIZATION NAME:	
ADDRESS:	
PRESIDENT:	
PHONE #:	
SECRETARY TREASURER:	
PHONE #:	

**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 NAME: \_\_\_\_\_**

**PHONE #: \_\_\_\_\_**

**EMAIL ADDRESS: \_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**CAO's APPLICATION REVIEW**

1. When was the application received at the Birch Hills County Office

Date: \_\_\_\_\_

Time: \_\_\_\_\_

By: \_\_\_\_\_

Was this within the timeframe specified in the advertisement(s) circulated announcing that applications were being sought for the current year's funding?

\_\_\_\_\_  
Yes or No

2. Did the applicant provide proof of their organization's non-profit status?

\_\_\_\_\_  
Yes or No

3. Is the applicant a community group, service club, or organization operating within the boundaries of Birch Hills County?

\_\_\_\_\_  
Yes or No

4. Does the applicant have two complete years of operation?

\_\_\_\_\_  
Yes or No

5. Did the applicant include an audited financial statement for the previous year's operation (audited by a non-associated individual)?

\_\_\_\_\_  
Yes or No

6. Did the applicant include the approved budget for the period of operation in which the grant is being requested for?

\_\_\_\_\_  
Yes or No

7. Did the applicant include a current income and expense statement?

\_\_\_\_\_  
Yes or No

**If the answer to any of the above questions is a no, the application will not be submitted to the Recreation Board for funding consideration.**

8. Does the application provide primarily for the recreational needs or leisure time pursuits of individuals, or offer direct assistance (including money, food, clothing, or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency?

\_\_\_\_\_  
Yes or No

9. Does the application include funding for cultural purposes, expenses that are of a Capital nature, or sums for wages or honourariums?

\_\_\_\_\_  
Yes or No

**If the answer to any of the above questions is a yes, the application will not be submitted to the Recreation Board for funding consideration.**

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

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

**SECTION 1** (Failure to provide the information or document listed will result in the application not being considered for a grant)

1. Please provide proof of your organizations non-profit status (Societies Act Number).	<b>/ 5 points</b>
2. Please provide details regarding the location of your organization and those of any facilities that it may own or operate.	<b>/ 10 points</b>
3. Please provide details as to: a. the date (mm/yy) your organization was initially formed; _____ b. the date (mm/yy) your organization was approved for its current non-profit status: _____	<b>/ 5 points</b>
4. Please provide a copy of your organization's audited (audited by a non-associated individual) annual financial statements including detailed revenue and expense information for the previous year.	<b>/ 10 points</b>
5. Please include a copy of your organization's proposed or approved operational revenue and expense budget for the year that the grant application covers.  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: <a href="http://en.wikipedia.org/wiki/Operating_budget">http://en.wikipedia.org/wiki/Operating_budget</a> )	<b>/15 points</b>
6. Please provide a copy of your organization's current income and expense statement.	<b>/ 5 points</b>

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**Total of Section 1      /50 points**

**SECTION 2**

<p>1. Please provide details regarding the purpose of your organization, usage levels for any facilities that it may operate, and describe how the group serves the residents of the County.</p>	<p style="text-align: right;"><b>/ 15 points</b></p>
<p>2. Please provide details regarding your organization's membership numbers, listing the number of County residents and the number for those that reside outside of the County.</p>	<p style="text-align: right;"><b>/ 10 points</b></p>
<p>3. Please provide an outline of your organization's fund-raising activities planned for the year this grant is being requested for.</p>	<p style="text-align: right;"><b>/15 points</b></p>

<p>4. Will your organization be partnering with other group(s) in or outside of Birch Hills County? Explain in what way.</p>	
	<b>/10 points</b>
<p>5. Please provide details regarding any Reserve Funds your organization has placed on deposit or into investments, and the purpose for those reserves.</p>	
	<b>/ 5 points</b>
<p>6. Please provide information regarding alternate plans should your application not be funded, in whole, or in part.</p>	
	<b>/ 5 points</b>
<p>7. What were your organization's goals and objectives for the previous year, and were you able to meet them? Explain.</p>	
	<b>/10 points</b>

<p>8. Please provide the Vision for your organization. Where do you see yourselves in five (5) years. I.E Where do you see your organization, has it grown or become smaller, have activity levels increased, remained the same, or decreased, have facilities remained the same, increased, declined? Please Explain.</p>	<p style="text-align: right;"><b>/10 points</b></p>
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**Total of Section 2      /80 points**

**SECTION 3**

<p>Overall grant application evaluation (for use by Recreation Board use only)</p>	<p style="text-align: right;"><b>/20 points</b></p>
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**Total of Sections 1, 2, & 3 =      /150 points**

### ADDITIONAL INFORMATION

Please provide dates and times for any events planned by 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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If you encounter any problems completing the form, please contact the County Office at (780) 694 – 3793 and request to speak with either the Chief Administrative Officer or the Director of Corporate Services.

It is imperative that all the requested information be included with the Grant Application Form. **ANY INCOMPLETE APPLICATIONS RECEIVED 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 COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE BIRCH HILLS COUNTY OFFICE BY 4:30 pm on Friday, April 6, 2018.  
Day Month Date Year