



Grants to Groups Funding Application
EVENTS

The Town of Fox Creek (the Town) shall consider requests for funding in accordance with Policy No. PO84-2022, given that;

- applications for funding shall be received by September 30th to be considered as eligible to receive funds from the annual budget account in the following year's budget and will be payable on July 1st;
- applications are received in writing, including verification that the request has been made by virtue of a motion duly passed at a general or board meeting of the organization;
- if the group is a corporation the application should also note the incorporation number on the request;
- the organizations granted funding agree to provide the Town upon request, copies of receipts verifying the use of the funds and, that where the funds are to be used for more than one purpose the organization must agree to provide the Town with a financial statement within sixty (60) days of the conclusion of the organization's fiscal year;
- funding must be used specifically for the project or purposes for which they were applied for.

Part A – Applicant Information

Registered Name of Organization / Society (cheque payable to)	
Mailing Address of Organization	
Name of President / Chair	
Phone Number(s) (C) (H)	Email Address
Board of Directors	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Is your organization a registered charity of non-profit Yes No	
Alberta Registry No.	Date of Incorporation
Contact person for application	Position

Phone Number(s) (C) (H)	Email Address
Please provide the motion that was made by your board to approve this request for funding.	
Briefly describe your organization/society's purpose, function and the service it provides to the community.	
Are you able to attend or present your application at a Council meeting? Yes No Attendance at a meeting to answer questions will greatly assist Council's decision in providing funding for your organization, event or activity.	
Have you ever received funding from the Town of Fox Creek prior to this application? Yes No If yes, when & why?	

Part B – Project Plan

Name of Event				
Date of Event		Anticipated number of participants		
Target Population				
Children/Youth	Adults	Seniors	Families	Other
Number of volunteers involved		Is the event open to the public?		
		Yes	No	
Briefly describe and summarize your event. If more space is required, attach documentation to this application.				
What are the direct goals/objectives of the event?				

Please describe how the event will benefit Fox Creek.

Please indicate the intended purpose for the request for funds and how they will be expended.

Please indicated what publication and media tools you will be using to promote the event

Brochure	Posters/Flyers	Information Booklets	Social Media
Website	Radio	Local Newspaper	Other

Town of Fox Creek logo on marketing material must be approved prior to printing

Please specify the amount of funding that has been requested or granted from other community partnerships, organizations or government sources.

Please describe other fundraising efforts your organization has done to raise funds to support your organization. The grant should not be considered as the primary source of funding for the organization.

Please provide any additional information that will assist to support a funding decision

Please provide how the Town of Fox Creek's funding contribution will be recognized.

Part C – Operating Budget

EXPENSES	DESCRIPTION	AMOUNT
Facility Rental		
Marketing and Promotion		
Materials and Supplies		
Volunteer Expenses		
Equipment		
Other		
TOTAL EXPENSES		

REVENUE	DESCRIPTION	AMOUNT
Membership Income		
Program / Event Fees		
Donations		
In-kind Support		
Provincial Grant Allocations		
Federal Grant Allocations		
Fundraising Income		
TOTAL REVENUE		

Note – if budget shows a surplus (excess of revenue over expenses), a statement of intended use must be included in this application.

Part D - Application Checklist

Description	Attached (please check)
Completed application form	
Most up to date financial statements including: Balance sheet Income statement Recent bank statement	
Most current year end financial statements (AGM Board approved) including: Budget sheet Income statement	
Price quotes or estimates on any expenditures	
Any other information which would assist in the evaluation of your grant request	
A budget for the event	
The grant application is signed by a President/Chairperson and a separate board member	

Declaration: I declare that all of the information in this application is accurate and complete, and that the application is made on behalf of the organization with its full knowledge and consent, and complies with the requirements and conditions set out in Town of Fox Creek Policy No. P051-2014. The current President or Treasurer of the organization must sign this application.

Signature of President or Treasurer

Name (please print)

Signature of Board Member

Name (please print)

Town of Fox Creek, 102 Kaybob Drive, PO Box 149, Fox Creek, AB. T0H 1P0
780-622-3896 (O) 780-622-4247 (F)

Grant Amount requested:	
Grant amount requested represents what % of your total event budget?	%
Will this event proceed without Town grant funds?	Yes No

Town use only	
Grant Amount Awarded	
Motion #	