



Grants to Groups Funding Application  
**OPERATING EXPENSES**

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 30<sup>th</sup> 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 1<sup>st</sup> ;
- 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**

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

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

**Part B – Project Plan**

**Briefly describe and summarize the intended purpose of the grant funds and how they will be expended. If more space is required, attach documentation to this application.**

**What are the direct goals/objectives of your organization?**

**Please describe how the funding will benefit Fox Creek.**

<b>Target Population</b>				
<b>Children/Youth</b>	<b>Adults</b>	<b>Seniors</b>	<b>Families</b>	<b>Other</b>
<b>Number of volunteers involved</b>		<b>Are events open to the public?</b>		
		<b>Yes</b>	<b>No</b>	
<b>Please indicated what publication and media tools you would be using to promote events</b>				
<b>Brochure</b>	<b>Posters/Flyers</b>	<b>Information Booklets</b>	<b>Social Media</b>	
<b>Website</b>	<b>Radio</b>	<b>Local Newspaper</b>	<b>Other</b>	
<b>Town of Fox Creek logo on marketing material must be approved prior to printing</b>				
<b>Please specify the amount of funding that has been requested or granted from other community partnerships, organizations or government sources.</b>				
<b>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.</b>				
<b>Please provide any additional information that will assist to support a funding decision.</b>				

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

**Timeline and estimated completion dates for any projects (Funding is subject to the completion of the projects within the timelines provided unless otherwise granted prior approval).**

**Please explain how your organization plans to be sustainable after funding.**

**Part C – Operating Budget**

<b>EXPENSES</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Facility Rental		
Marketing and Promotion		
Materials and Supplies		
Volunteer Expenses		
Equipment		
Other		
<b>TOTAL EXPENSES</b>		

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

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 any project/events	
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 operating budget?	%

Town use only	
Grant Amount Awarded	\$
Motion #	