

**RECREATION & CULTURE
INITIATIVES
FUND**



GUIDE AND APPLICATION

WHAT IS THE YELLOWHEAD COUNTY RECREATION & CULTURE INITIATIVES FUND ?

Yellowhead County has grant funding available to promote new initiatives in arts, recreation facilities, services and program delivery. Applications for arts and culture, recreation (sport and leisure), healthy living and leadership development within Yellowhead County will be considered.

Although this fund will be offered annually, it is a one-time only grant.

GRANT GUIDELINES

1. Applicants should contact a Yellowhead County Recreation staff person to discuss the project prior to grant application.
2. Applications can be made for either capital and/or operational funding.
3. Grants will be prioritized on the following criteria:
 - a. Initiative result will be new and innovative services;
 - b. Evidence of joint planning between groups;
 - c. Ongoing sustainability of the project;
 - d. Clear and well-organized program / project plan.
4. Applicants must demonstrate that the initiative will have long-term benefits to the community.
5. Applicants must demonstrate community and/or regional partnerships for the initiative.
6. Retroactive funding will not be considered.
7. Grant funding may be less than that sought by the applicant and will not exceed \$7,500 unless a special need is clearly identified.
8. All requests for funding over \$7,500 will be referred to County Council for consideration.
9. Applications are reviewed and grants awarded on a quarterly basis, with application deadlines being on March 31st, June 15th, September 30th and December 31st each year.
10. Applicants can expect a response regarding their grant request 4-6 weeks from the application deadline.
11. Applicants are responsible for completing a Recreation & Culture Initiatives Fund application. All sections of the application must be completed.
12. The application(s) must be accompanied by:
 - a. particulars of the current executive and/or board of directors of the organization,
 - b. evidence that the organization is in good standing under a non-profit societies act,
 - c. proof of liability insurance coverage.
 - d. all estimates received for the project
13. An initiative summary and financial accounting must be submitted within six (6) months from completion of the project.
14. Applicants who have previously received any type of grant funding from Yellowhead County but have not submitted the requisite financial accounting for the grant(s) will not be eligible for funding under this program until all outstanding accounting requirements have been met.
15. Applicants must provide recognition of Yellowhead County's contribution to the project

For further information about the Recreation & Culture Initiatives

Fund, please contact our Parks & Recreation Department:

Phone: 780-723-4800

Toll free: 1-800-665-6030

Additional application forms are available on the

County website: www.yhcounty.ca

Submit completed applications to:

Recreation & Culture Initiatives Fund

Yellowhead County

2716 - 1st Avenue

Edson, Alberta

T7E 1N9

Fax: 780 723-5066

Email: cmcnernie@yhcounty.ca



RECREATION & CULTURE INITIATIVES FUND APPLICATION

Yellowhead County's objective in creating an application for the Recreation & Culture Initiatives Fund Grant is to simplify and standardize the granting process. When applying for this grant, please provide the information requested below.

Applicant Information

Legal Name of Applicant _____

Societies Act Incorporation Number _____

Registered Mailing Address _____

(All correspondence and cheque will be mailed to this address)

Applicant Agreement

I declare that

1. I am a duly authorized representative having legal and/or financial signing authority for the above organization.
2. The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
3. Any grant awarded shall be used solely for the purpose stated in this application and according to grant parameters unless otherwise agreed by Yellowhead County.
4. I have read and understood this Declaration and the information contained in the grant application package.

Dated at _____, Alberta, this _____ day
of _____, 20 _____

Signature of Chairperson Printed Name Phone Email

Signature of Treasurer Printed Name Phone Email

Attachment Checklist

- Current list of Executive and/or Board of Directors, including names, positions/titles, addresses and phone numbers (home, work, email)
- Previous Year's annual financial statement (dated and signed)
- Copy of most recent Annual Return filed with Alberta Registry
- Copy of liability insurance certificate (if not covered through Yellowhead County master policy)
- Copy of all project estimates (if applicable)

1. Description of Initiative:

Please provide a detailed description of the initiative for which grant funding is requested.

2. If your financial statement includes savings of greater than \$25,000, explain how these funds can or cannot be allocated to this initiative.

3. Please provide an explanation of how the project will have long-term benefits to the community and why it should be funded. Also include information regarding how this project will be sustainable without future grant funding.

4. Please identify how community partnerships will contribute to fulfilling this initiative.

5. How will the Yellowhead County grant contribution be acknowledged?

6. Project Budget

Project Revenue

Yellowhead County Grant Request	\$
	\$
	\$
	\$
Total Revenue	\$

Project Expenditures (provide all estimates if applicable)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenditures	\$

Balance (Revenues minus Expenditures) \$0