

**RECREATION PROGRAM /  
EVENT GRANT**



**GUIDE AND APPLICATION**

## **WHAT IS THE YELLOWHEAD COUNTY RECREATION/PROGRAM EVENT GRANT?**

The Yellowhead County Recreation Program / Event Grant Program provides funding to registered not-for-profit community groups and societies that are providing cultural, fitness, sport, or other recreational programs and events that provide a clear benefit to Yellowhead County residents.

Grants will be awarded based on the applicants having met the guidelines and criteria of the Program and on the funds available through the annual Yellowhead County budget.

### **GRANT GUIDELINES**

1. Applicants should contact a Yellowhead County Recreation staff person to discuss the project prior to grant application.
2. Applications are reviewed and grants awarded on a quarterly basis, with application deadlines being on March 31<sup>st</sup>, June 15<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup> each year.
3. Applicants can expect a response to their grant request 4-6 weeks from the application deadline.
4. Applicants are responsible for completing a Program / Event Grant application for each project. All sections of the application must be completed.
5. 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.
6. Community groups that are not registered may have a registered not-for-profit organization apply on their behalf. That organization must be eligible under the guidelines and funding criteria of the Program and must take full legal and financial responsibility for the grant funds approved.
7. A financial accounting and event summary must be submitted within six (6) months from completion of the program / event.

8. 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.
9. Applicants must provide recognition of Yellowhead County's contribution to the project.

### **FUNDING CRITERIA**

Due to limited funds and an anticipated large volume of applications annually, grant funding awarded may be less than that sought by the applicant(s) and not all organizations meeting the established criteria will obtain recreation program / event funding.

In any event:

1. There must be a clearly defined need for financial support.
2. The applicant should be able to demonstrate self-help for the project.
3. Retroactive funding will not be considered.
4. Grant funding will not exceed \$2,200 per application unless the applicant can demonstrate a special need.
5. Ineligible expenses include, but are not limited to:
  - a. Capital purchases
  - b. Utility expenses
  - c. Honorariums
  - d. Food purchases
  - e. Dance bands
6. The program or event is to benefit Yellowhead County residents. These benefits may include, but are not limited to:
  - a. Increased fitness
  - b. Community leadership development
  - c. Community building
  - d. Healthy lifestyle activities for children and youth.

## **WHAT PROJECTS MIGHT BE FUNDED?**

The Recreation Program / Event Grant is intended to support project-based initiatives in the areas of:

1. Recreation and Sport for:
  - ◆ Children
  - ◆ Youth
  - ◆ Adults
  - ◆ Seniors
2. Arts and Culture
3. Healthy Living

For further information about the Recreation Program / Event Grant, please contact our Parks & Recreation Department:

**Phone: (780) 723-4800**

or

**Toll free: 1-800-665-6030**

Additional application forms are available on the County website:

[www.yhcounty.ca](http://www.yhcounty.ca)

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Submit completed grant applications to:

**Recreation Program / Event Grant  
Yellowhead County  
2716 - 1<sup>st</sup> Avenue  
Edson, Alberta  
T7E 1N9**

**Fax: (780) 723-5066**

**Email: [cmcnernie@yhcounty.ca](mailto:cmcnernie@yhcounty.ca)**



## RECREATION PROGRAM / EVENT GRANT APPLICATION

Yellowhead County's objective in creating an application for the Recreation Program/Event 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 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)

**1. Name of Program/Event**

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**2. Date of Program/Event**

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**3. Anticipated number of participants**

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**4. Description of Initiative: Please provide a detailed description of the initiative for which grant funding is being requested.**

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

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**6. Please provide an explanation of how the project will benefit your community.**

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**7. How will the Yellowhead County grant contribution be acknowledged?**

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