LAC LA BICHE COUNTY

FIN 71-002 CAPITAL PROJECTS ASSISTANCE GRANT

APPLICATION FORM

Directions for completing the grant application:

- Read the Capital Projects Assistance Grant Guidelines.
- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
  Lac La Biche County Recreational/Cultural Operating Program
  Box 1679
  Lac La Biche, AB T0A 2C0
  or by email at grants@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Sue Welke, Grants and Community Development Officer at 780-623-6816 or by email at sue.welke@laclabichecounty.com.

Applications must be submitted by October 31 for projects in the coming year, unless otherwise directed.

Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name):
2. Act your group is registered under (e.g. Societies Act, Agricultural Societies Act):
3. Location of Organization's Facilities:
4. Organization Phone Number:
5. Organization Email:

Applicant Contact Information

Primary Contact Person

6. Contact Person:	
7. Contact Email:	
8. Contact Phone:	9. Primary Contact Phone (cell):

Secondary Contact Person:

10. Contact Person:	
11. Contact Email:	
12. Contact Phone:	13. Primary Contact Phone (cell):

Organization Eligibility Checklist

Does your organization:	(Yes/No)
14. Operate for the purpose of providing cultural or recreational services to residents of Lac La Biche County?	
15. Own a facility in Lac La Biche County, or have a long-term lease for a facility in Lac La Biche County and will continue to lease the facility for at least 3 more years?	
16. Is this facility a museum, community hall, agricultural hall, seniors club, outdoor recreation or sports grounds, or other similar indoor or outdoor space?	
17. Offer membership and services to members of the public?	

Project Eligibility Checklist

	(Yes/No)
18. Does your project take place in Lac La Biche County?	
19. Does your project primarily benefit residents of Lac La Biche County?	
20. Does your project help your organization deliver cultural or recreational services?	
21. Does your organization currently have the matching funds or in-kind secured, so that it has all the required resources to complete the project if the County approves your grant request?	

Project Information

22. Please indicate the name of your project:
23. Please indicate the location of your project:
24. Please provide a description of your project:
25. Please indicate the projected project start and completion date. The project start date is the date you start incurring or commit to project expenses.
26. Is your project meant to enhance or preserve your organizations service levels? Please explain your answer. (Projects which enhance service levels are those which build a new asset, expand a facility, create a new service, help expand existing services, or improve existing facility amenities. Projects which preserve service levels are those at repair damage, replace broken or failing equipment, or restore the use of the facility or its equipment to its previous level of functionality)
27. Why is this project needed?

28. How will your project help address this need? Please identify outcomes of the project in relation to the need it is addressing.

29. Does your organization own the land where the project will be constructed/installed/etc? If not, who is the legal owner? A letter of support or other documentation may be required if your organization is not the legal owner.

30. Will this project increase the annual operational costs of your organization? If yes, please explain.

31. Does your organization intend to hire or purchase goods and services from persons who are, or are related to, members of your board or the organization's employees? If yes, what steps will your organization take to ensure it is procuring goods and services in a fair and transparent manner?

32. How has your organization estimated the cost of the project (quotes, pricing research, etc)? If your organization has obtained quotes, have multiple quotes been obtained for the purpose of comparing prices?

Submission Attachment checklist

Required Attachments

1. Project Budget (using the provided budget template)
2. Organization's most recent financial statements (if not previously provided)
3. List of the organization's officers and directors, and their contact information
4. Board Approved Motion Supporting the Application

Other Additional Information that may be Requested

1. Land Owner Approval Letter or other documentation
2. Lease Agreement
3. Feasibility Studies, design drawings, blueprints
4. Quotes
5. Organization 5-year business plan
6. Letters from business confirming in-kind support
7. Other relevant Information

Capital Projects Assistance Grant

Application Certification

I Certify that:

1. I certify that the information contained in the application and supporting documents is true and accurate.

2. I certify that required attachments are true copies and have been included with the application or have been previously provided. The required attachments form part of this application.

3. I certify that am duly authorized on behalf of the applicant organization to submit this application, and that the organization is in support of this application.

4. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.

5. I have read the Capital Projects Assistance Grant Program Guidelines and understand that any approved funding will be subject to these guidelines, unless otherwise stated.

6. I acknowledge that, should funding be approved, the organization will be required to enter into a grant funding agreement with Lac La Biche County.

Organization Name	
Signature of Authorized Representative	
Name of Authorized Representative	
Title of Authorized Representative	
Phone Number	
Email	

Please keep a copy of this application for your records

POPA Statement

The personal information that you provide to Lac La Biche County is being collected under the authority of Alberta's Protection of Privacy Act (POPA), Section 4(c). The information will be used for the purpose of administering the County's grant funding programs. For questions about the collection, use and disclosure of personal information, please contact the Access to Information and Protection of Privacy Act Coordinator at 780-623-1747.