



LAC LA BICHE COUNTY

CM-72-003 COMMUNITY DEVELOPMENT GRANT PROGRAM

PART 1 (ORGANIZATION DETAILS)

The Community Development Grant Program is available to organizations operating in Lac La Biche County to help cover expenses for **programming, projects or annual operating costs.**

Events are not eligible.

Only activities that are of a **social service/community development nature** are eligible for funding. This includes activities involving family wellness, safety, illness, poverty, homelessness, education, crime prevention, literacy and other matter of human welfare. Activities that are eligible for funding under the Lac La Biche County FCSS program are not eligible for funding under this program.

Organizations that do not fit under this policy may be eligible under other funding streams or through other established agreements with the County.

Directions for completing the grant application:

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
Attention: Carl Kurppa
Lac La Biche County Community Development Program
Box 1679
Lac La Biche, AB T0A 2C0
or by email to carl.kurppa@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com
- Complete the corresponding part 2 of the application (there is one for projects, one for programs and one for operating).
- Complete the corresponding part 3 of the application (there is one for projects and programs, and one for operating).

Applications for requests over \$10,000 must be submitted by October 31, 2017. Failure to submit an application by this date may disqualify an organization from funding.

Applications for requests up to \$10,000 may be submitted throughout the year.



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):	
3. Registration Number:	4. Registration Date:
5. Location of Organization's Facilities:	
6. Organization Mailing Address:	
7. Organization Email:	

Contact Information

Primary Contact Person

8. Contact Person:	
9. Contact Email:	
10. Contact Phone:	11. Primary Contact Phone (cell):

Secondary Contact Person:

12. Contact Person:	
13. Contact Email:	
14. Contact Phone:	15. Primary Contact Phone (cell):

Organization: General Information

16. Describe the mission and purpose of your organization. What is the primary type of social service your organization provides?
17. Who are those that primarily access your service? (Describe the demographic)

18. What are the core programs and services your organization provides?

19. Provide a brief description of your organization's programs and services planned for the 2018 year.

Organization Funding

20. Does your organization rely on annual funding from other levels of government to deliver its core services and programming? If yes, what government/department provides this funding?

21. Does your organization have any pending or confirmed grant funding for the coming year from the federal or provincial government, from the County (excluding event sponsorship), or any other external organization? This includes grant funding available for this year that was awarded in previous years as part of a multi-year agreement.

22. If you answered yes to the previous question, please indicate the sources of funding and the amount:

Organization Accountability

23. How does your organization secure goods and services in a competitive and fair manner?



24. Are there any existing or planned contracts for services or goods from board members or their relatives? If yes, what are the purchases or services being provided from these persons?

25. Does your organization have employees who are children, siblings or parents of members of the board?

Organization Financial Information

26. How much does your organization have currently have in savings?

27. Is your organization saving money for a particular project? If yes, what project, and what is the estimated cost of this project?

28. Please describe any major changes in your organization's expenses from the year for which the financial statements were provided and the year for which the application is being made.

29. Please describe any major changes in your organizations revenues from the year for which the financial statement is being provided and the year for which the application is being made.



Funding Request Details

30. Please indicate the nature of your funding request. Funding requests must fit into one of these three categories. Events are not eligible for funding.

Mark with X	Funding Request Category
_____	<p>Programming: This is an ongoing activity administered, delivered and paid for by your organization, that provides a social service program to a set of clients, whether through education, training, provision of resources, or facilitation of activities. Costs must be directly tied to the delivery of the program.</p> <p>Examples are educational classes and services.</p>
_____	<p>Projects: A project is a set of activities with a defined start and end point meant to accomplish a specific goal to create a something lasting or permanent, whether this is a set of effects or a physical thing. Costs must be directly tied to the delivery of the project.</p> <p>Examples are capital projects and initiatives like awareness campaigns.</p>
_____	<p>Operating Costs: These are expenses incurred by an organization in the delivery of their core programming (which must be social service in nature). Costs do not have to be specific to any one activity, but must only be for operating costs that are incurred through social service activities.</p> <p>Examples include office supplies, utility costs, advertising and promotion, security, telephone/internet</p>

Depending on your Funding Category, please complete and submit the additional corresponding application packages (Part 2 and Part 3). These are available on the County website under Community Grants, or upon request.

Submission Attachment checklist

The following information is required as an attachment. Indicate in box if included

1. Proof of Non-Profit Society Status for the current year (annual return)	
2. Proof of Insurance (certificates)	
3. Organization's most recent financial statements (if this has been provided as part of previous accountability reporting, please indicate this, and identify the year-end Provided Previously: _____ Year End: _____	
4. List of the organization's officers and directors, and their contact information	
5. For Projects and Programs, cost estimates (goods, services, contractors, consultants)	
6. Board approved motion supporting the application	

Please Complete Part 2 and Part 3 and then read and sign the Declaration

Recreational/Cultural Operating Program Declaration

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Incorporated (Legal) Name of the Applicant Organization (“Organization”)

The Organization declares that:

1. The information contained in its application and supporting documents (“Application Part 1-3, inclusive)) is true and accurate and endorsed by the Organization.
2. The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to, and form part of, the application.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

1. Lac La Biche County Policy and Procedure Community Development Program CM-72-003, the Application Form, and any guidelines form part of the Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use the awarded grant funding only in a manner which has been approved by the County.
3. The Organization acknowledges that awarded funding may only be used for eligible expenses.
4. The Organization agrees that it will be bound by the final reporting requirements set out by the Policy and/or Guidelines.
5. The Agreement commences the date of the application is approved until the date the final grant reporting has been received and approved.
6. The Organization will submit a copy of the Organization’s financial statements for the grant year.



7. The Organization acknowledges it will be liable for the full amount of the Grant, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
8. Organizations that submit an application agree that the Organizations financial statements, names of directors and officials and their positions, the Organization's bylaws may be made public as part of the Council's review of the application, subject to applicable exceptions under the *Freedom of Information and Protection of Privacy Act (FOIP)*.
9. The Organization acknowledges that *FOIP* applies to records submitted by the Organization to the County in relation to the grant application, including the application and agreement, and final reporting. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
10. The Organization agrees to give the County, or someone formally appointed by the County to audit access to the Organization's operation and/or premises to verify the grant has been used for the purpose provided and will provide full access to all financial statements and records having any connection with the grant or the purpose during the term of the funding year, and three years after the funding year is over.
11. The Society/Organization shall be governed by, subject to, and shall comply with, the *Societies Act of Alberta, R.S.A. 2000, c. S-14*, or other similar statues, as amended, all regulations passed pursuant thereto.
12. Nothing herein contained shall create a relationship of employment, partnership, agency, joint venture or joint enterprise as between the parties. The Society/Organization shall remain fully responsible and liable for its own costs, expenses, benefits and employees. The County shall not have any obligations, liability or responsibility to or for the society/Organization's employees, nor shall the County be required to make any further Contribution or payment to the Society/Organization, the Project, or any other operation or project of the Society/Organization.
13. The Society/Organization hereby indemnifies and saves harmless the County, and its employees, agents, servants, volunteers, elected representatives, officers, officials, and representatives from and against all claims, proceedings, actions, costs, expenses, damages and demands in respect of or related to the construction, maintenance or operation of the Project, or anything arising from or connected to this Agreement,

including, but not limited to, any death, injury, loss or damage to person or property howsoever caused, including legal costs on a solicitor and his own client basis.

14. The Society/Organization shall maintain insurance in regard to its operation, evidence of which shall be provided to the county upon request.

15. Any part of the Grant not spent as set out by the Policy or Guidelines or upon termination of this Agreement must be repaid to Lac La Biche County. The Grant may be terminated upon:

- a. Mutual consent;
- b. 30 days written notice by either party;
- c. Demand by the County for immediate repayment in the event of a breach of any term or condition; or
- d. If the Organization becomes insolvent.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

(Signature of Authorized Representative)

(Date)

(Name of Authorized Representative)

(Title)

(Phone)

(Email)

Please keep a copy of your application for your records