



NOT FOR PROFIT ORGANIZATION FUNDING PROGRAM 2020 APPLICATION FORM

Deadline for Application & Required Documents

Thursday, June 13, 2019 4:30 p.m.

Applications may be submitted by email, mail or in person.

The Not For Profit Grant application is divided into four sections;

- Main application
- Schedule A – Operating
- Schedule B – Minor Capital
- Schedule C- Project

The Main application, which provides information on the Not For Profit organization, must be completed by every organization applying for the Not For Profit grant. The Main application needs to be completed once per grant year. In addition, submit Schedule A, and/or B and/or C for the grant (or grants) that the organization is applying for. When applying for more than one Schedule, only one Main application is required.

Hand written applications and faxes will not be accepted. Applications must be one in one file.

Submissions & Enquiries

PARKLAND COUNTY CONTACT INFORMATION

Mail or In Person:

Attn: Parks, Recreation & Culture
Parkland County
53109A HWY 779
Parkland County, AB
T7Z 1R1

Phone: (780)968-8400

Email: grants@parklandcounty.com (PDF or Word format only)

Office Hours: 8:30am - 4:30 p.m.

Drop Box: Located to the right of the main door entry

Not for Profit Organization Grant Funding General Information

Required documents MUST be included with your application, and be received by the deadline, in order to be eligible for funding (when sending documents by mail, please allow adequate time for delivery). Please submit single sided copies (do not staple or coil bind). **Hand written applications will not be accepted.**

General Eligibility Criteria

The Applicant must satisfy the following minimum standards and must meet the Terms and Conditions set out for the specific grant program being applied for. Additional criteria and conditions may apply as outlined in Schedule A, Schedule B and Schedule C.

1. The Applicant must be a registered Not For Profit organization in existence for more than one year as of the deadline date for filing the grant application.
2. The Applicant shall have an open membership to its organization and programs, except for valid program factors (e.g. geographic location, age).
3. The Applicant's facilities, projects, programs and activities must focus on improving the quality of life for Parkland County residents.
4. The grant applied for shall be intended and used to further the applicant's not-for-profit activities, and must not either directly or indirectly be intended or used to further a profit venture.
5. The applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.
6. Applicants with a mandate to serve a broader region than Parkland County may be considered provided that separate financial information is submitted for Parkland County region based facilities, projects, programs and events.
7. Applications that demonstrate servicing a higher percentage/number of Parkland County residents may receive higher prioritization.
8. Applications that demonstrate the provision of programs, services and/or facilities in partnership with other organizations may receive higher prioritization.
9. The Applicants must have completed a final report and shown recognition to Parkland County for any previous funding received under this program, if applicable.
10. This policy applies to registered Not For Profit organizations serving Parkland County residents except:
 - Community Associations recognized under Policy RP-016 and;
 - Not for profit organizations that receive operational funding, such as an Agricultural Society (funding from the Province), are not eligible to apply for the Operating Grant (Schedule A).

Priorities are given to non profit groups that align with Parkland County's strategic pillars and the following criteria:

- Developing community and community assets;
- Supporting physical activity and healthy lifestyles;
- Building an appreciation for culture, arts, and heritage.

Information on Parkland County's strategic plan can be found at <https://www.parklandcounty.com/en/county-office/Strategic-Plan.aspx>

General Information

- Applicants may receive only one grant per category per year.
- The total grant *requested* may not exceed \$10,000.
- **The maximum combined total amount awarded to any organization under this policy shall not exceed \$10,000 per year.**
- Not all applicants meeting the grant requirements will necessarily receive a grant or the full amount requested.
- Approval of a grant in one year is not to be regarded as an automatic ongoing source of annual funding.
- The amount of funding allocated is contingent upon Council's annual approved operational budget.
- **The granting process is competitive. Submission of application does not guarantee you will receive a grant.**
- **Council's decision is final, there is no appeal process.**
- Grants will not be available to groups that have failed to comply with reporting requirements from previous grants.
- This grant is guided by Parkland County Council Policy C-RP14.

NOT FOR PROFIT ORGANIZATION FUNDING PROGRAM

2020 APPLICATION FORM

Submission Deadline: June 14, 2019 4:30 p.m.

Applications with supporting documents must be received by the submission deadline.

Contact Information & Declaration

REGISTERED ASSOCIATION INFORMATION	
Registered Name	
Date of Incorporation	
Act Incorporated Under	
Mailing Address	
City/Postal Code	

Organizational Information

GOVERNANCE	
Number of board members in 2019	
Minimum number of board members (according to bylaws)	
Date of the latest review of bylaws, as approved by membership	
Number of meetings per year	
Date of Annual General Meeting	
Number of members in your organization	

Using the definitions below, choose the sector that best reflects your organization's primary mandate.

MANDATE	
RECREATION	
All those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but not limited to: sport, physical activities, outdoor activities, and social activities, experiences and programs which enhance County residents quality of life	
CULTURE	
The expression and celebration of the values and aspirations of a community or communities. It includes activities that characterize a community, its people and shape its unique sense of place, including, but not limited to arts and cultural heritage activities	
COMMUNITY ACTIVITIES	
Projects, programs and activities provided by the community organization which help residents of Parkland County to strengthen personal or community life.	
SOCIAL SERVICES	
Social programs and activities that promote human welfare, create more effective organizations, build stronger communities and promote equity and opportunity.	

What is the mandate of your organization?

What difference does your organization make in the lives of participants and volunteers?

LIST OF PROGRAMS AND SERVICES OFFERED

Name of Program (Please attach sheet if additional space is needed)	Indicate Direct (D) or Indirect (I) program/service	Number of times delivered	Average number of participants	% of unique Parkland County residents* in program or service

** Parkland County residents DOES NOT include those living in Spruce Grove, Stony Plain, Village of Spring Lake, the Village of Wabamun, the Village of Seba Beach, or Reserves 133A or 135 and Summer Villages.*

How does your organization determine the percentage of Parkland County residents participating?

How does your organization attract participants to the programs and services it offers?

How does your program/event/activity help fulfill Parkland County's Strategic Plan?

IMPROVING PROGRAMS/SERVICES

What evaluation methods does your organization use for programs and services? How does your organization use information from the evaluations?

FUTURE PLANNING

Do you have a strategic or long term plan in place for your organization? Yes No

If yes, describe how your strategic or long term plan is used and are you are on target?

If no, how do you set future goals?

VOLUNTEER INVOLVEMENT

Number of volunteers in your organization

Total volunteer hours contributed annually (approximate)

Have you Included:	
	Completed Main Application form
	Schedule A – Operating
	Schedule B – Minor Capital
	Schedule C- Project
	Proof of filing on Annual Return from Corporate Registries
	Most recent Annual General Meeting minutes
	Constitutional documents (Certificate of Incorporation, current Bylaws)
	Bylaw amendments since most recent grant application.
	List of board members with position and years on board
	Most recent audited or reviewed financial statements (signed by two board members)
	If applying for Schedule A:
	Expense list or Transaction detail report (accounting software printout) that includes a detailed breakdown of the expenses for the grant request.
	If applying for Schedule B:
	Verification of matching funds - bank statement or detailed list of in kind donations of equipment, supplies and donated labor
	Copies of all project related quotes
	Facility owner support (if applicable)
	If applying for Schedule C:
	Verification of matching funds - bank statement or detailed list of in kind donations of equipment, supplies and donated labor
	Copies of all project related quotes

Reporting forms and a Volunteer Time Tracking Sheet will be provide if successful for Schedules B or C.

Funding Amount Requested

Schedule A - Operating (Maximum \$10,000)	\$
Schedule B - Minor Capital (Maximum \$5000)	\$
Schedule C - Project (Maximum \$5000)	\$
Requested Grant Amount (Maximum combined total \$10,000)	\$

Please ensure that the funding amount requested for each schedule does not exceed maximum request amount for that schedule. The total grant requested may not exceed \$10,000.