



## NOT FOR PROFIT ORGANIZATION FUNDING PROGRAM 2020 Schedule A- OPERATING

### **Deadline for Application & Required Documents**

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

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

Please submit Schedule A with main application.

# Schedule A

## Not For Profit Organization Grant Program –Operating

### 1. GRANT ALLOCATION

The financial assistance available will be in the form of an annual grant for facility and/or organizational operations as follows:

For organizations that operate their own facility:

Up to 50% of eligible facility operating expenditures for:

- i. Sewer servicing (e.g. septic tank servicing, outdoor toilets)
- ii. Electricity
- iii. Natural Gas, Propane, Oil
- iv. Parking lot maintenance (e.g. snow removal, grading, gravel, etc.)
- v. Landscaping maintenance/outdoor amenity costs (e.g. grass cutting, tree removal, etc.)
- vi. Fire suppression system inspection and servicing (e.g. extinguishers, sprinklers, alarms etc.)
- vii. Insurance - facility
- viii. Facility rental/lease costs for operations.

Up to 25% of organizational operating expenditures for:

- i. Insurance - liability, renters etc.
- ii. Supplies and materials
- iii. Printing, Photocopying, postage
- iv. Equipment
- v. Volunteer recognition or training
- vi. Rent
- vii. Rentals (equipment, vehicles)
- viii. Professional and administrative salaries or benefits, consultant services
- ix. Phone

### 2. GRANT AWARDS

- a. The maximum grant awarded for facility operations shall not exceed \$3,500.
- b. The maximum grant award for organizational operations shall not exceed \$10,000.
- c. The total maximum grant award for operating shall not exceed \$10,000 total.

### 3. TERMS

- a. Expenses must have been incurred within the organization's last fiscal year and be included on the most recent audited/reviewed financial statements.
- b. Non-eligible expenses include: debt retirement, fundraising activities, depreciation, amortization, donations, gifts, honorariums, capital costs or project costs where other funding is received from Parkland County, liquor and liquor related expenses.
- c. Receipts may be requested.

**Not for profit organizations that receive operational funding from other sources are not eligible to apply for the Operating Grant (Schedule A).**

## Operational Funding Calculations

*Please attach a summary document (e.g. accounting software report or bank statements).*

Name of Organization			
FACILITY OPERATING EXPENDITURES			
(You must operate a facility to qualify for funding under this section)			
Expense Type	Annual Total		Total Eligible
Sewer servicing (including portable toilets/outhouses)	\$	x 50%	\$
Electricity	\$	x 50%	\$
Heating costs (natural gas, propane, oil)	\$	x 50%	\$
Parking lot maintenance (e.g. snow removal, gravel, grading)	\$	x 50%	\$
Landscaping maintenance/outdoor amenity costs (e.g. grass cutting, tree removal, etc.)	\$	x 50%	\$
Fire suppression system inspection and servicing (e.g. extinguishers, sprinklers, alarms, etc.)	\$	x 50%	\$
Insurance- facility	\$	x 50%	\$
Facility rental/Lease costs for operations	\$	x 50%	\$
<b>Total Expenses</b>	\$	x 50%	
<b>Total Funding Request (up to a max of \$3500.00)</b>			

ORGANIZATIONAL OPERATING EXPENDITURES			
Expense Type	Annual Total		Total Eligible
Insurance – liability, renters etc.	\$	x 25%	\$
Supplies and materials	\$	x 25%	\$
Printing, Photocopying, postage	\$	x 25%	\$
Equipment	\$	x 25%	\$
Volunteer recognition and/or training	\$	x 25%	\$
Rent - facility	\$	x 25%	\$
Rentals (equipment, vehicles)	\$	x 25%	\$
Professional and administrative salaries or benefits, consultant services	\$	x 25%	\$
Phone	\$	x 25%	\$
<b>Total Expenses</b>	\$	x 25%	\$
<b>Total Funding Request (up to a max of \$10,000.00)</b>			\$

REQUESTED GRANT AMOUNT	
FACILITY OPERATING EXPENDITURES Funding Request (up to a max of \$3500.00)	\$
ORGANIZATIONAL OPERATING EXPENDITURES Funding Request (up to a max of \$10,000.00)	\$
<b>Total Funding Request (up to a max of \$10,000.00)</b>	<b>\$</b>

## Required Attachments

DESCRIPTION	ATTACHED (please check)
Expense list or Transaction detail report (accounting software printout) that includes a detailed breakdown of the expenses in each category for the grant request. Please supply reports for only the categories that you are claiming expenses in.	