



## NOT FOR PROFIT ORGANIZATION FUNDING PROGRAM 2020 Schedule C-Project

### **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.

Hand written applications and faxes will not be accepted.

## Not For Profit Organization Grant Program - Project

### 1. GRANT ALLOCATION

The allocation of the Not for Profit Organization Project Grant is based on:

- i. Special event activities
  - ii. New projects or programming (e.g. start-up funds to support new programs, membership drives or equipment for new programs)
  - iii. New component to an existing program (adding some new features to a program that is already successful to attract a greater community awareness/participation)
  - iv. Volunteer training (e.g. workshop attendance fees)
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- i. Each project must provide services that are available for public use/benefit. Eligible expenses include:
    - i. Purchase of program supplies and equipment
    - ii. Payment for program / event staff or instructors
    - iii. Payment for entertainment
    - iv. Publicity costs
    - v. Rental / facility Costs
    - vi. Food or non-alcoholic beverage costs
    - vii. Licensing / permit fees (e.g. SOCAN, Public Performance License)
  - ii. Expenses not covered:
    - i. The purchase of alcohol for program / event and related expenses (i.e. liquor license)
    - ii. Programs already funded by another agency (e.g. FCSS)

### 2. GRANT AWARDS

- a. Funding may be awarded up to 50% of the eligible project costs to a maximum to \$5,000.

### 3. TERMS

- a. The project will occur within the year in which approved funding is being provided.
- b. 50% contribution of eligible costs from the not for profit organization can come in the form of in kind donations, volunteer hours and available funding. Volunteer Time Tracking Sheet will be provided.
- c. Applicants will complete a final report within two months of completion of the project to be eligible for future funding. The forms will be provided by Parkland County.

### 4. VOLUNTEER

Value of volunteerism and donations is based on:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours on volunteer log)
- \$35.00 per hour for skilled labour (must report actual hours on volunteer log)\*  
\*Skilled labour includes qualified trades and professionals' specific to components of a project (e.g. ticketed electrician or plumber).
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours on volunteer log)

Supporting documentation for donated resources should be maintained and include:

- volunteer log sheets\* for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

**Donated labour/services/material/equipment MUST be directly related to the approved project.** This excludes time spent planning, attending meetings, fundraising activities, developing and preparing grant applications, volunteer recognition, promotional material, pre-construction activities such as meetings with contractors and obtaining quotes for the project, volunteer travel time or mileage for picking up materials and equipment and ground breaking, opening and other ceremonial events.

## Project Information

Name of Organization

### EVENT DESCRIPTION

Project Name

Project Date/Time

Project Location

Project open to the public?

Is this a fundraising event?

Y

N

Please provide a brief description of the project: What is the project activity? Who are the participants?

In what ways does your project increase participation in recreation, culture, community activities, or social services for the residents of Parkland County?

What do you wish to achieve with this project? What results/ benefits will the participants receive from this project?

What format will be used for this project? (check all that apply)

registered program   drop-in program   workshop performance   special event

other \_\_\_\_\_

Is there a fee to participate? No Yes N/A If yes: fee/person \$

Please list any partners you have for this event and describe their involvement.

How many volunteers will be involved in the project? What are their roles?

How will you measure and evaluate that your program has achieved your objectives?

Please list your work plan (activities and schedule) proposed to achieve the project.

## Proposed Project Budget

Please provide a detailed breakdown of the budget for the project. Please add extra page for donations and cash expenses if needed.

DONATIONS			
Volunteer Labor Breakdown* (estimated)			
Labor Description	Unskilled 20/hr	Skilled \$35/hr	Total
	\$20    x    =	\$35    x    =	\$
	\$20    x    =	\$35    x    =	\$
	\$20    x    =	\$35    x    =	\$
	\$20    x    =	\$35    x    =	\$
Total In Labour Donations (A)			\$
Donated Equipment/Materials Description			
			\$
			\$
			\$
			\$
Total Equipment/Materials Donations (B)			\$
Total In Kind Donations A+B= (C)			\$
CASH EXPENSES			
Item/Description	Total		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
Total Cash Expenses (D)			\$
TOTAL PROGRAM/EVENT EXPENSES			
Total In Kind Donations (C)			\$
Total Cash Expenses (D)			\$
Total Program/Event Expenses (E)			\$
TOTAL REVENUE			
Admission fees		+	\$
Sales (from food, beverages etc. No not include alcohol sales.)		+	\$
Other Revenue		+	\$
Total Program/Event Revenue (F)		=	\$
CALCULATIONS			
Total Expenses (E)		+	\$
Less Total Revenue (F)		-	\$
Equals Net Expenses (G)		=	\$
(E) x 50% = Total Eligible Funding Amount (may not exceed total cash expenses (D))		=	\$
REQUESTED GRANT AMOUNT			
<b>Total Grant Requested</b> <i>-May not exceed Total Eligible Funding Amount or \$5000.00</i>			\$

\*If approved for the grant, a completed Volunteer Time Sheet and donations sheet will be required with reporting form.

## Required Attachments

DESCRIPTION	CHECK
Copies of all project related quotes	