

PARKLAND COUNTY

NOT-FOR-PROFIT MICRO GRANT

APPLICATION

Deadline for Application & Required Documents

Ongoing

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

Submissions & Enquiries

PARKLAND COUNTY CONTACT INFORMATION

Mail or In Person: <i>Attn: Parks, Recreation & Culture</i> Parkland County 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: (780)968-8400 Email: grants@parklandcounty.com Office Hours: 8:30 a.m. - 4:30 p.m. Drop Box: Located to the right of the main door entry
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Parkland County Micro Grant General Information

Parkland County values the contributions that non profits make to the quality of life of Parkland County residents. The purpose of the Parkland County Micro Grant is to assist organizations with funding for projects that meet the needs of our residents through the benefits of culture, recreation and sport. This funding strives to create opportunities for citizens to engage in:

- Recreational experiences for well-being,
- Cultural and/or creative inquiry projects,
- Sport development projects, and
- Healthy active living and/or physical activity initiatives.

The Parkland County Micro Grant program will support:

- Organizations that exist within Parkland County and serve Parkland County residents.
- Provide Parkland County residents with opportunities to actively participate in recreational, cultural, sport development or healthy active living activities,
- Events and activities that happen in Parkland County.

The allocation of the Micro Grant stream is based on:

1. Special Event Activities (i.e., Family Day, July 1st, Children's Christmas Party)
2. New projects or programming (i.e., start-up funds to support new programs, membership drives or equipment for programs)
3. New component to an existing program (adding some new features to a program that is already successful to attract a greater community awareness/participation)
4. Volunteer training (i.e., workshop attendance fees)

To be eligible for funding under the Parkland County Micro Grant program, proposed projects must provide services that are available for *public use/benefit*.

Examples of eligible projects:

- Community building activities and events.
- Sport and active-living activities and events.
- Exhibits.
- Interpretive programming and tours.
- Workshops.
- Learning materials and activities.
- Leadership/Development/Training.
- Theatrical or musical performances.
- Youth Program Assistance.
- Senior Program Assistance.
- Healthy Eating Assistance.
- Special Event Assistance.

Eligible expenditures:

The Parkland County Micro Grant can be used for reasonable and essential expenditures to undertake and carry out a project. Examples of eligible expenditures include:

- Purchase of program supplies and equipment
- Payment for program / event staff or instructors
- Payment for entertainment
- Publicity costs
- Rental / facility Costs
- Food or non-alcoholic beverage costs
- Licensing / permit fee's (i.e., SOCAN, Public Performance License)

Ineligible Projects:

The following projects will not be eligible for funding under the Parkland County Mini Initiatives Grant program:

- Lobbying or advocacy activities.
- Ongoing activities such as the publication of regular issues of newsletters, magazines and periodicals.
- Projects that are designed for fundraising purposes, or that generate advantage or profit.
- School, religious, boards or trade, or political based projects.

Ineligible expenditures

The following expenditures are considered ineligible, and cannot be covered by Parkland County Micro Grant program:

- Expenditures that have already been incurred at the time of application.
- Project expenditures that have been or are funded by Parkland County (FCSS, Community Leagues, Not for Profit grants);
- Capital expenses or facility improvements.
- Purchase of any illegal substances
- Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit.
- Any legal fees, including traffic fines and penalties.
- Uniforms
- Personal equipment or items
- League fees
- Property taxes, insurance, utilities
- Expendable equipment such as fireworks or bouncy houses
- Subsidization of wages & honorariums for employees or staff
- Per diems
- Out of province activities & travel
- Donations
- Activities based at school that occur during regular school hours.
- Competition events
- Fundraising activities
- Alcohol, cannabis or associated items and expenses

General Eligibility Criteria

1. Applicants must focus on improving the quality of life for Parkland County residents.
2. The Applicant must be a registered non-profit organization in existence for more than one year as of the deadline date for filing the grant application.
3. The Applicant shall have an open membership to its organization and programs, except for valid program factors (e.g. geographic location, age).
4. The Applicant's facilities, projects, programs, and activities must focus on improving the quality of life for Parkland County residents.
5. 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.
6. The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.
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. Not all applicants meeting the grant requirements will necessarily receive a grant.
10. Events must take place within Parkland County.
11. There is no appeal process.
12. Parkland County must be recognized as funders in all publicity associated with an approved event or project.
13. Successful applicants will be required to submit a follow-up report within thirty (30) days of the completion of their project.
14. Follow-up forms will be forwarded to successful applicants. You cannot apply for another grant until your follow-up is returned.
15. Unused grant money, or grant money that is spent incorrectly, must be returned to Parkland County.
16. A detailed listing of actual expenses is a requirement in the follow-up report. Receipts of payment must be included for eligible expenses to cover the total grant amount approved.
17. Funding may be awarded up to a maximum of \$500 per project and up to a maximum of \$2,000/annually.
18. Funding will count towards organizations maximum annual amount.

Additional information in Policy C-RP14

Contact Information & Declaration

REGISTERED ASSOCIATION INFORMATION			
Registered Name of Organization			
Organization Mailing Address			
Email			
Phone			
Address			
City/Town			
Postal Code			
Date of Incorporation			
Act Incorporated Under			
DECLARATION OF OFFICERS			
<i>In making this application, we, the undersigned Officers of the applicant, hereby represent to Parkland County and declare that, to the best of our knowledge and belief the information provided is truthful and accurate; and the application is made on behalf of the organization with the Board's full knowledge and consent.</i>			
Signature of President		Print Name	
	<i>President</i>	Date	
Grant Contact			
Grant contact phone		Grant contact mail	
What is the mission and main activities of your organization? (max. 150 words)			

Project Information

EVENT DESCRIPTION													
Project Name													
Project Date/Time													
Project Location													
Project Open to the Public?		Yes						No					
Expected # of participants													
Expected # of Parkland County residents?													
Expected # of volunteers													
Is the project new or existing?		New						Existing					
How would you classify this project? (check one)		Recreational						Cultural					
		Active living						Sport					
Target Group													
Ages	0-5		6-12		13-17		18-65		66+		All Ages		
Please provide a description of the project:													
What format will be used for this project? (check all that apply)													
registered program				drop-in program				free program					
workshop performance				special event				other					
If other, please specify style.													
Is there a fee to participate?		Yes				No				If yes: fee/person:			
How will the community benefit?													

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

Project Budget

Please provide as much detail as possible.

CASH EXPENSES			DONATED IN-KIND			
Item description	Quotes/ Invoice provider	Cash Cost(A)	Unskilled (B)	Skilled (C)	Equipment (D)	Materials (E)
SUBTOTALS		\$	\$	\$	\$	\$

TOTAL PROJECT COSTS: \$ _____ (Sum of A , B, C, D & E)

PROJECT REVENUE		
Requested Grant Amount		Maximum Parkland County grant request cannot exceed 50% of the cost of the project up to the maximum of \$500.00
Non-Profit Cash Contribution		This represents your matching amount. 50% of the total project.
Donated In-Kind		
Other Grant Funding		
TOTAL REVENUE:		This amount must equal your total project costs

* Completed Volunteer Sign In sheet will be required for all donated labor