



COMMUNITY LEAGUE GRANT FUNDING PROGRAMMING & EVENTS GRANT 2025 REPORTING FORM

The final report with receipts must be submitted within 60 days of the event

Contact Information & Declaration

REGISTERED ASSOCIATION INFORMATION

Community League	
Mailing Address	
Postal Code	

DECLARATION OF OFFICERS

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 that 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.

Signature of President	
Print Name	
Date	

PRIMARY GRANT APPLICATION CONTACT

Primary Contact		Phone	
Email			

Submissions & Inquiries

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
Office Hours: 8:30am - 4:30 p.m.
Drop Box: Located to the right of the main door entry

Required Attachments

DESCRIPTION	ATTACHED (please check)
Verification of matching funds. If applicable include a detailed list of in-kind donations of equipment, supplies, and donated labor.	
Copies of all project-related expenses: copies of invoices paid, receipts, canceled cheques, or financial statements.	
4 JPEG Photos of your project	
Completed volunteer timesheet	
Letters or documentation supporting the value of in-kind donations	
Copy of any promotional material with the Parkland County logo included for the project.	

Final report with receipts must be submitted within 60 days after the event to receive funding.

Programming and Event Grant Funding General Information

- **Applications must be pre-approved to receive funding.**
- The grant may only be used to offset the costs associated with the program or event.
- Funding may be awarded up to 50% of the eligible project costs to the maximum amount specified in the letter of notification.
- A 50% contribution of eligible costs from the non-profit organization can come in the form of in-kind donations, volunteer hours, and available funding.
 - No more than 30% can come from Volunteer hours:
 - Maximum of 10% preparation
 - Maximum of 20% volunteer hours on the day of the event
 - The project must occur within the guidelines in which approved funding is being provided.
 - Grant reporting must be completed and returned within sixty days of completion of the project to receive funding.
 - Copy of promotional project material with Parkland County Logo included (i.e. copies of the event program, other print material, etc.). Not providing the logo on promotional material will make your final report ineligible and risk the loss of funding.
 - Four JPEG photos of the event with permission for Parkland County to use the photos

Each program or event must provide services that are open to the public. Eligible expenses include:

- Purchase of program supplies and equipment
- Payment for entertainment
- Rental/facility costs
- Licensing/Permit fees (i.e. SOCAN, Liquor License, Public Performance License)
- Payment for program/event staff or instructors
- Publicity costs
- Food or non-alcoholic beverage costs – only for items that will not be used for revenue generation

Expenses not covered:

- The purchase of alcohol for the program/event and related expenses (i.e. Liquor license)
- Food or non-alcoholic beverage costs that will be used for revenue generation
- Programs that are closed to the general public (i.e. recognition events)
- Programs already funded by Parkland County or another agency (i.e. FCSS)
- Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit
- Fundraising activities
- Capital or facility improvements

VOLUNTEER

- Value of volunteerism and donations is based on:
 - Up to a maximum of \$20/hour for unskilled labor.
 - Up to a maximum of \$40/hour for skilled labor (e.g. ticketed electrician or plumber)
 - Donated heavy equipment (including operator costs) up to \$120/hour
 - Professional services: Verified fair market value

NOTE: Donated labor/services/materials/equipment MUST be directly related to the approved project.

Donated labor that is NOT eligible as matching funding includes:

- *Volunteer time related to fundraising, preparing grant applications or promotional items, volunteer recognition, attending meetings, or planning activities related to the project or organization.*
- *Volunteer time, travel time, or mileage for picking up materials and equipment.*
- *Pre-construction activities such as meetings with contractors and obtaining quotes for the project.*
- Signed volunteer time sheets will be required for all volunteer time being claimed. Volunteer time submitted without a signed time sheet *will not* be accepted. Volunteer time sheets should include the date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- Any donations will require a letter on company letterhead listing the amount of the donation. This may include donated time or materials or the cost of materials.

Public acknowledgment of Parkland County financial assistance is a condition of receiving a grant.

Program or Event Description

Name of Program/ Event

Date of Program/Event

Project Location

EVENT DESCRIPTION

Please provide a brief description of the project: What was the project activity? Where and when did the project take place? How many people participated in the project?

How many volunteers assisted with the project? What were their roles?

Program & Event Budget

Please provide a detailed breakdown of the budget for this program or event, including your matching funds and all applicable receipts. Add an extra page for donations and cash expenses if needed.

CASH EXPENSES

[illegible]

TOTAL CASH EXPENSES:	\$	(A)
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IN-KIND DONATIONS

[illegible]

DONATED IN-KIND EXPENSES:	\$	(B)
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- Attach a breakdown sheet if more space is needed
- Donation letters on business letterhead or invoices indicating the fair market value of the professional services and materials that have been donated by a business are required for *all* in-kind donations to be considered.

VOLUNTEER HOURS									
Unskilled					Skilled				
Hrs.	x	\$20	=	Total	Hrs.	x	\$ 35	=	Total
	x	\$20	=			x	\$35	=	

Total: Unskilled \$ _____ + Skilled \$ _____ = \$ _____

VOLUNTEER HOURS TOTAL: _____ \$ _____ (C)

Volunteer log sheets* for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value are required for all volunteer hours claimed. Refer to Volunteer Value (page 3) for volunteer hour eligibility.

PROJECT REVENUE		
Admissions fees		
Cash donations		Donations (cash, etc.)
Other revenue		Do not include alcohol or concession sales
Other Grant Funding		
TOTAL REVENUE (D):		

PROJECT COST		
Cash Expenses (A)		
Revenue (D)	-	
Total (G): (A-D)		
In-Kind Donation (B)	+	
Sub Project Cost (B+G)		
Volunteer Hours (C) Cannot be more than 30% of Sub Project cost – see page 2 for eligible volunteer hours.	+	
Total Project Cost (E)	=	
Funding Amount Requested (F) Total Project cost (E) x 50% May not exceed total net cash expenses (A-D) or pre-approved grant amount	=	