



Not-for-Profit Grant



**2027
Application
Guide**

www.parklandcounty.com

Not-for-Profit Grant Guide

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Introduction

Parkland County's Not-for-Profit Grant Program provides financial assistance to registered not-for-profit organizations that deliver valuable programs, services, and activities to residents. The program is designed to enhance quality of life, foster community leadership and volunteerism, and empower citizens to build strong, caring communities. By supporting these organizations, the grant helps ensure they continue to prosper and flourish while making a meaningful impact on the lives of Parkland County residents.

Purpose of the Guide

This guide provides basic information for not-for-profit organizations seeking financial support from Parkland County under Council Policy C-RP14. It outlines the available funding streams, eligibility criteria, application procedures, and reporting obligations. If additional information is required, please contact the Community Development team.



This guidebook is designed to help applicants navigate the Not-for-Profit Grant Program, which operates under the direction of Council Policy C-RP14. If there is any discrepancy between the information in this guidebook and the policy, the terms of the policy will take precedence.



Funding Streams



Parkland County offers **six** distinct funding streams:

Schedule A Operating

Assist with operational costs for organizations managing their own facilities or programs

Combined maximum funding available:
Regional partner: \$10,000
Parkland County based: \$20,000

Schedule B Minor Capital

Support minor capital projects enhancing facility safety, accessibility, or functionality

Maximum funding available:
Regional partner: \$5,000
Parkland County based: \$7,500

Schedule C Project

Fund new or expanded programs and services

Maximum funding available:
Regional partner: \$5,000
Parkland County based: \$7,500

Schedule D Micro

Funds small community projects, events and programming in Parkland County

Maximum funding available:
\$500 per project,
up to \$2,000 annually

Schedule E Emergent Minor Capital

Address unforeseen emergency repairs or replacements critical to operations

Maximum funding available:
\$5,000

Schedule F Events

Funds large events or festivals with local benefit

Maximum funding available:

- Small events (100–299 attendees):
 - up to \$3,000
- Medium events (300–499 attendees):
 - up to \$5,000
- Large events (500+ attendees):
 - up to \$10,000

Annual Maximum Combined Total

Regional partner: \$10,000 annually
Parkland County based: \$20,000 annually

Main Application



What is the Main Application?

The Main Application is the first step for any not-for-profit organization looking to apply for funding through Parkland County's Not-for-Profit Grant Program. This form gives us a snapshot of your organization—who you are, what you do, and how you serve the community. It covers important basics like your registration status, governance structure, and main areas of focus.

You only need to complete the Main Application once per grant year, no matter how many funding streams you're applying for. After that, just submit the relevant schedule(s) that align with the type of funding you need.

Main Application Components

Main Application Form—tells us about your organization, this includes:

- Organization mandate
- Board of Directors
- Programs and services offered
- Financial sustainability
- Participant numbers

All applications must include:

- Most recent annual audited financial statements
- Proof of filing of Annual Return from Corporate Registries
- Most recent Annual General Meeting minutes
- Constitutional documents - Certificate of Incorporation, current Bylaws
- Completed application form, application checklist, and declaration



Schedule A

Operating



What is the Operating Grant For?

The Operating Grant helps local not-for-profits keep their doors open and their programs running. It's here to support everyday costs like keeping the lights on, paying for insurance, or maintaining community spaces. By covering some of these behind-the-scenes expenses, the grant helps organizations focus on what they do best—offering great programs and activities that make life better for people in Parkland County.

What does the Operating Grant Support?

Facility Operating Expenses

Organizations must operate their own facility

- Utilities
 - e.g., sewer/septic, electricity, heating, water
- Contracted operational services
 - e.g., janitorial, snow removal, grass cutting
- Outdoor maintenance
 - e.g., gas for lawn mower, gravel
- Life safety inspections
 - e.g., playground inspections, fire suppression inspections
- Facility insurance
- Facility rental or lease costs for operations

Organizational Operating Expenses

- Insurance
 - e.g., liability, renters
- Office and program supplies
 - non-capital only
- Advertising, marketing, and communication expenses
- Volunteer recognition or training
- Rent
- Professional and administrative salaries or benefits
- Consultant services



Schedule A

Operating



Ineligible Expenses

- Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit
- Fundraising costs
- Purchase of alcohol and related expenses
- Food or non-alcoholic beverage costs used for revenue generation

Terms

- Program supplies cannot be used for individual benefit
 - e.g., uniforms purchased must remain the property of the organization, not the individual athlete
- Expenses must have been incurred within the organization's last fiscal year and be included on the most recent audited or reviewed financial statements
- All expenses must be easily identifiable
- Non-eligible expenses are debt retirement, fundraising activities, depreciation, amortization, capital costs, and project costs where other funding is received from Parkland County
- Facility Operating Grant support is available only to organizations that operate a facility
- All facility-related expenses claimed must meet Facility Operating Expense criteria
- Only organizations without operational funding from other levels of government are eligible

Grant Awards

Up to **50%** of eligible expenses may be awarded

Facility Operating

- Regional partner: \$5,000
- Parkland County based: \$7,500

Organizational Operating

- Regional partner: \$7,500
- Parkland County based: \$15,000



Combined Maximum Total per Organization:

Regional partner: \$10,000
Parkland County based: \$20,000

Schedule B

Minor Capital



What is the Minor Capital Grant For?

This grant helps not-for-profits take care of small-scale upgrades or repairs to their facilities. Whether it's fixing a leaky roof, replacing old windows, or improving accessibility, the Minor Capital Grant supports projects that keep community spaces safe, functional, and welcoming for everyone.

What does the Minor Capital Grant Support?

Allocations under the Minor Capital Grant Stream are based on the assessed priority of the project

Fire, Safety and Health

- Projects required to conform to fire, safety, or health codes

Preventive Maintenance

- Projects that are necessary to prevent deterioration of facility infrastructure
 - furnace replacement, roof repair, wiring or plumbing upgrades

Renovation / Improvements

- Projects that restore existing spaces or add new amenities
 - flooring replacement, updated bathroom, kitchen or amenity fixtures, electrical or facility features

Equipment

- Purchase or repair of capital equipment costing over \$5,000 with useful life of more than 3 years



Schedule B

Minor Capital



Terms

- Projects must be completed within the same calendar year in which the funding is approved
- Professional inspections can be included as eligible project expenses
- Emergent projects *may* be considered retroactively for up to six months prior to the application deadline
- Organizations **must match** a minimum of **25% of eligible expenses**, which may be made through in-kind donations, volunteer hours, or available funding
 - No more than 30% of contribution can come from volunteer hours
 - Maximum of 10% preparation & 20% day of support
- Priority will be given to facilities located in Parkland County, followed by facilities in partner communities where there is no cost-share agreement in place
- Final report required

Grant Awards

Up to **75%** of eligible expenses may be awarded

Maximum Grant Amounts

- Regional Partner: \$5,000
- Parkland County based: \$7,500

**Final report
required**



The percentage supplied by the not-for-profit organization may include cash and/or in-kind donations of equipment, supplies, and donated labor.

Schedule C

Project



What is the Project Grant For?

The Project Grant is here to bring new ideas to life! It supports programs, initiatives, or services that are designed to benefit the community—whether you're starting something new, expanding what you already offer, or testing out a fresh idea. This grant is all about helping organizations create positive, meaningful impact for Parkland County residents. Funded projects must provide services that are available for public use and benefit.

What does the Project Grant Support?

New projects or programming

- e.g., start-up funds for new programs, equipment for program delivery

New component to an existing programs

- Additions that expand or enhance current successful programming to increase community awareness or participation

Volunteer Training

- e.g., volunteer workshop attendance fees, membership drives and recruitment

Eligible Expenses

- Purchase of program supplies and equipment
- Payment for program or event staff or instructors
- Publicity or promotional expenses
- Payment for entertainment
- Rental or facility expenses
- Food or non-alcoholic beverage expenses - only items that will not be used for revenue generation
- Licensing or permit fees
 - e.g., SOCAN, Public Performance License



Schedule C Project



Ineligible Expenses

- Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit
- Fundraising activities and related expenses
- Purchase of alcohol and related expenses
- Food or non-alcoholic beverage costs that will be used for revenue generation
- Capital or facility improvements
- Land or facility purchase
- Vehicles

Terms

- Projects must be completed within the same calendar year in which the funding is approved
- Organizations **must match** a minimum of **50% of eligible expenses**, which may be made through in-kind donations, volunteer hours, or available funding
 - No more than 30% of contribution can come from volunteer hours
 - Maximum of 10% preparation & 20% day of support
- Projects must not duplicate or closely resemble existing event offered in the same geographical area
- Events that generate a profit are not eligible for funding
- Grant funds must not be used to provide a grant, donation, or scholarship to another person, group or organization
- Final report required

Grant Awards

Up to **50%** of the eligible project expenses maybe awarded

Maximum Grant Amounts

- Regional partner: \$5,000
- Parkland County based: \$7,500

**Final report
required**

Schedule D

Micro Grant



What is the Micro Grant For?

Small projects can make a big difference! The Micro Grant helps fund low-cost events or activities like community events, neighbourhood clean-ups, or small workshops. It's perfect for grassroots initiatives that bring people together, build connections, and make Parkland County a more vibrant place to live. Even better—groups can receive more than one Micro Grant per year! So don't hesitate to apply for multiple projects that help strengthen your community.

What does the Micro Grant Support?

Special event activities

- e.g., Family Day, July 1st, Children's Christmas Party

New projects or programming

- e.g., start-up funds to support new programs, equipment for programs

New component to an existing program

- Addition of new features to a program that is already successful to attract a greater community awareness/participation

Volunteer training

- e.g., volunteer workshop attendance fees, membership drives and recruitment

Eligible Expenses

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



Schedule D

Micro Grant



Ineligible Expenses

- Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit
- Fundraising activities and costs
- The purchase of alcohol and related expenses
- Food or non-alcoholic beverage costs that will be used for revenue generation
- Capital or facility improvements
- Land or facility purchase
- Vehicles

Final report required

Terms

- Projects must be completed within the same calendar year in which the funding is approved
- Organizations **must match** a minimum of **50% of eligible expenses**, which may be made through in-kind donations, volunteer hours, or available funding
 - No more than 30% of contribution can come from volunteer hours
 - Maximum of 10% preparation & 20% day of support
- Projects must not duplicate or closely resemble existing event offered in the same geographical area
- Events that generate a profit are not eligible for funding
- Grant funds must not be used to provide a grant, donation, or scholarship to another person, group or organization
- Final report required

Grant Awards

Maximum Grant Amounts

- \$500 per project
- or up to \$2,000 per year



Programs must occur in Parkland County or demonstrate a meaningful impact for Parkland County Residents.

Schedule E

Emergent Minor Capital



What is the Emergent Minor Capital Grant ?

Sometimes things break down when we least expect it – and fixing them quickly is essential to keep things running. This grant is here to help not-for-profits cover urgent, unplanned repairs or replacements that are critical to keeping facilities safe, functional, and open to the community. If something goes wrong and it threatens your ability to deliver programs or services, this grant can step in to help.

What does the Emergent Minor Capital Grant Support?

Expenses eligible for emergency repair or replacement are exclusive to the following list:

Major systems

- Furnace or HVAC system, hot water tank, damaged roof, building foundation, sump pump, flooring, windows, doors, electrical wiring upgrades and plumbing

Accessibility equipment

- Wheelchair ramps, lifts, automated doors, modified bathroom equipment, and modified chairs and tables

Safety equipment

- Fixtures and equipment required by Fire and Safety Regulations (Example: fire alarms, fire doors)

Washrooms

- Fixtures, toilets, sinks, and related skilled labor costs

Terms

- Applications are reviewed on an ongoing basis
- Grant amounts depend on number of applications, project urgency, and impact if not funded
- Organizations **must match** a minimum of **25% of eligible expenses**, which may be made through cash, in-kind donations, supplies, equipment, or labor
- Requests are evaluated individually based on rationale, emergency need, reasonableness, and whether costs exceed routine services
- Funding availability is subject to Council's annually approved operational budget
- Projects must be completed within the same calendar year that funding is approved
- Facilities must be in Parkland County or significantly benefit its residents
- Final report required

Schedule E

Emergent Minor Capital



Ineligible Expenses

- Deferred maintenance items
- Lead-based paint abatement
- Demolition and reconstruction activities (e.g. renovation of a boardroom)
- Any costs or expenses not related to the emergent item. (e.g. painting of a utility room)
- Small and major appliances (e.g. vacuum cleaner, microwave, refrigerator, stove, dishwasher)
- Replacement of outdoor equipment
- Office furniture and equipment (e.g. desks, chairs, cell phone, printers, computers, etc.)
- Security alarm systems
- Installation of fire suppression systems
- Air conditioning units
- Insurance deductibles
- First Aid kits, expired fire and life safety equipment (e.g. fire extinguishers etc.)
- Electronics (e.g., televisions, cameras, stereos, CD players, etc.)
- Vehicles, lawn mowers, garden supplies
- Deposits on leases and rentals
- Staff wages or salaries
- Capital campaigns



Grant Awards

Up to **75%** of the eligible project costs may be awarded

Maximum Grant Amounts

- \$5,000 per year

**Final report
required**

Schedule F

Events



What is the Events Grant For?

The Events Grant supports larger community events that celebrate, connect, and engage residents. From festivals and fairs to cultural gatherings or seasonal celebrations, this grant helps cover the costs of hosting events that bring people together and create lasting memories.

What does the Events Grant Support?

Special Event

- The organized gathering celebrating, cultural, community, or other type of unique occasion or theme, which lasts for a limited or fixed duration, and provides the public with a unique leisure opportunity. This includes entertainment-based events where the festival celebration is the primary goal.

Sporting Event

- A single event or tournament competition comprised of a combination of local and external competitors. Sports events *must* happen in Parkland County or when an amenity is not available in Parkland County (for example: a skating rink), a demonstrated positive impact on Parkland County.

Eligible Expenses

- Purchase of program supplies and equipment
- Payment for program, event staff or instructors
- Payment for entertainment
- Publicity costs
- Rental or facility costs
- Food or non-alcoholic beverage costs
 - only items that will not be used for revenue generation
- Licensing or permit fee's
 - e.g., SOCAN, Public Performance License



Ineligible Events

- Capital projects
- Special interest events
 - e.g., weddings, religious gatherings, demonstrations, marches, or events for commercial purposes
- Events hosted by groups and expenses not supported under the Not-for-profit policy

Schedule F Events



Event Eligibility

- Show strong community support through attendance, participation, volunteers, and contributions
- Not duplicate existing events; preference is given to those held in Parkland County
- Not show a profit or raise funds to provide grants, donations, or scholarships
- Events must be at no cost or charge only a nominal admission fee
- Events must be open and accessible all, regardless of background or personal circumstances
- Events must be secular and non-political

Terms

- Events must expect to draw more than 100 attendees
 - under 100 attendees should apply for Schedule D – Micro Grants
- Events must take place within the same calendar year in which the funding is approved
- Organizations **must match** a minimum of **50% of eligible expenses**, which may be made through in-kind donations, volunteer hours, or available funding
- No more than 30% of contribution can come from volunteer hours
 - Maximum of 10% preparation & 20% day of support
- Retroactive expenses are ineligible
- Organizations can apply for multiple events, but cannot exceed annual combined grant maximums
- Events must be held in Parkland County or, if regional, show a clear benefit to County residents
- Sports events must be in Parkland County unless suitable facilities are unavailable, and positive County impact can be shown
- Events shall adhere to all policies, legislation, bylaws, and regulations; non-compliance may result in loss of current and/or future funding

Grant Awards

Up to **50%** of eligible project expenses may be awarded

Small events (expected attendance 100-299 people)

- Hosted in the Region: \$1,500.00
- Hosted in Parkland County: \$3,000.00

Medium events (expected attendance 300-499 people)

- Hosted in the Region: \$3,000.00
- Hosted in Parkland County: \$6,000.00

Large events (expected attendance over 500 people)

- Hosted in the Region: \$5,000.00
- Hosted in Parkland County: \$10,000.00

**Final report
required**

Grant

Eligibility Criteria



Eligible Organizations

Organizations must

- Be a registered not-for-profit in good standing in Alberta for at least one year
- Operate within or serve residents of Parkland County
- Demonstrate open membership and public access to programs
- Exhibit sound financial management and governance
- Programs or services must provide quality of life for Parkland County residents

Ineligible Organizations

- Community Leagues recognized under Policy RP-016
- Programs, services that are funded by other Parkland County grants or agreements e.g., FCSS grant, cost share agreements
- Not-for-profit organizations whose primary mandate falls into one of the following categories:
 - Political parties
 - Registered constituency association
 - Registered candidate, or organizations with political affiliations
 - Lobbyist groups
 - Government and government agencies
 - For profit organizations
 - Provincial or federal government funded initiatives
 - Organizations that provide services or programs that are the responsibility of another level of government including health, education, libraries, School or school based groups
 - Church or religious activities
 - Organizations that have closed memberships or closed access to the general public,
 - Boards of trade
- Not-for-profit organizations that receive operational funding from other levels of government are not eligible to apply for the Operating grant stream

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

Grant Eligibility Criteria



Eligible Expenses

- Refer to individual grant sections for list of eligible expenses

Ineligible Expenses for all schedules include

- Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit
- Fundraising activities and costs
- The purchase of alcohol, cannabis and related expenses
- Food or non-alcoholic beverage costs that will be used for revenue generation
- Land or facility purchase
- Vehicles
- Debt repayment or deficit reduction

Each grant schedule may also have specific identified ineligible expenses that are in addition to this list

General Grant Criteria

The Applicant must satisfy the following minimum standards and must meet the Terms and Conditions set out for the specific grant stream program for which the application is submitted. Additional criteria and conditions may apply as outlined in Schedule A-F.

- Must be a registered Alberta not-for-profit organization operating for over one year by the application deadline
- Activities must enhance quality of life for Parkland County residents
- Grant funds must support not-for-profit purposes and not benefit any for-profit venture
- Funding cannot be requested for projects that have already received financial assistance from other Parkland County sources, policies, or Council decisions
- Funding cannot be requested for projects that receive financial assistance through a Family and Community Support Services (FCSS) funding partner: Spruce Grove, Stony Plain, Yellowhead, or Drayton Valley
- Must submit all required documents and information by the application deadline
- Show fiscal responsibility and sound financial management
- Offer an open membership to its organization and programs, except for valid program factors (e.g., geographic location)
- Submitted a final report and acknowledged Parkland County for previous funding under this program
- Only one application per schedule is allowed per year

Evaluation Criteria



Evaluation criteria are the key things we look at to decide which projects to fund. They help us make fair decisions by focusing on what matters — like how well the project fits the grant’s goals, benefits the community, and has a solid plan. These guidelines ensure every application gets a fair, consistent review to support ideas that make a real difference in Parkland County.

Annual Grants



Main Application

Technical Review
Organizational Capacity
Participation and Residency
County Priorities Alignment
Location of Organization



Operating

Facility and Operation Expenses
Verified Financials



Minor Capital

Project Description
Project Priority
Budget



Project

Project Description
Budget



Events

Event Description
Location
Budget

Ongoing Grants



Micro

Event happens in Parkland County
Eligible Expenses and Projects



Emergent Minor Capital

Eligible Expenses
Meets Emergent Criteria

Evaluation

EXCELLENT GOOD
 EXCELLENT GOOD
 EXCELLENT GOOD
 EXCELLENT GOOD
 EXCELLENT GOOD

Grant Conditions and Reporting



Deadlines

All final reports are **due within 60 days** of completion or by **October 31** – whichever comes first.

Conditions & Requirements

Applicant responsibilities

It is the sole responsibility of the applicant to ensure that all required documentation and reporting is received by Parkland County by the final report deadline. Failure to submit may result in a disqualification or rejection for future applications.

Final reports may include

- Financial reconciliation - copies of all project-related expenses, itemized receipts, and budget form
- In-kind documentation - volunteer timesheets, valuation letters, or supporting documentation
- Supporting documents - event photos, proof of recognition of Parkland County, promotional materials

Funding conditions

- Funds must be used for approved purposes only
- Recognition of Parkland County's support is required
 - Missing Parkland County logo on promotional material will result in ineligible final report and risk the loss of funding
- Any changes to the project or budget must receive prior approval

Failure to comply may result in

- Repayment of funds
- Ineligibility for future funding
- Withholding of pending grants

Grant Conditions and Reporting



Final Reporting Attachment Checklist

Minor Capital

- Verification of matching funds
- Copies of all project-related expenses
- Completed budget form
- Four (4) JPEG photos with permission for use
- Proof of public acknowledgement of Parkland County
- Completed volunteer timesheet or in-kind donation letter

Project Grant

- Verification of matching funds
- Copies of all project-related expenses
- Completed budget form
- Promotional materials with Parkland County logo
- Proof of public acknowledgement
- Four (4) JPEG photos with permission
- Completed volunteer timesheet or in-kind donation letter

Micro Grant

- Promotional materials with Parkland County logo
- Proof of public acknowledgement
- Four (4) JPEG photos with permission

Emergent Grant

- Receipts or zero-balance invoices
- Proof of payment & vendor details
- Supporting documents (inspections, cash payment proof)
- Completed volunteer timesheet or in-kind donation letter

Event Grant

- Proof funds were used according to approved terms
- Completed final project budget
- Four (4) JPEG photos with permission
- Proof of public acknowledgement of County support
- Completed volunteer timesheet or in-kind donation letter

Volunteer time and In-Kind Values



Volunteer & Donation Value

- \$20/hour for unskilled labor
- \$40/hour for skilled labor (e.g. ticketed electrician or plumber)
- \$120/hour for donated heavy equipment (including operator costs)
- Professional services: Verified fair market value and must have a designation related to the volunteer time
- Donated labor/services/materials/equipment MUST be directly related to the approved project

Ineligible donated labor

- 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 or obtaining quotes for the project

Signed volunteer timesheets will be required for all volunteer time being claimed. Volunteer time submitted without a signed timesheet will not be accepted. Volunteer timesheets should include the date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value of time.

In-Kind Value

Any donations will require a donation letter on business letterhead or invoices clearly indicating the fair market value of the professional services/materials that have been donated by the business



An in-kind donation is where a third party provides goods or services at no real cost to the project or event. In-kind can only be from an external party, not internally by the organization.

Not-for-Profit Grant Application Process

Submit all applications to grants@parklandcounty.com

You may apply to multiple Schedule(s), but total funding can not exceed your annual maximum eligibility

How to Apply - Annual Grants



- Attend mandatory Not-for-Profit Information Session
- Submit completed Main Application
- Complete all applicable Schedule(s) you are applying for
 - Schedule A – Operating
 - Schedule B – Minor Capital
 - Schedule C – Project
 - Schedule F – Events
- Attach all supporting documents for the Main application and applicable Schedule(s)



Handwritten and late applications will not be accepted.

How to Apply - Ongoing Grants



- Complete relative application and attach all supporting documents for the Schedule(s)
 - Schedule D - Micro
 - Schedule E - Emergent Minor Capital

Application Deadlines

Annual Grants

July 9, 2026



Operating
Minor Capital
Project
Events

Ongoing Grants

**Applications
accepted year-round**



Micro
Emergent Minor Capital

Grant Timeline



Annual Grants



Program opens for submissions

May 20, 2026



Application submission

Deadline: July 9, 2026



Municipal staff evaluation

July - August 2026



Review by Community
Sustainability Committee

August 2026



Recommendations presented to Council

September 2026



Council approves recommendations and
amounts added to budget

December 2026



Notification of award, or decline

January 2027

Ongoing Grants



Application submission

Ongoing acceptance



Administration reviews application



Notification of award, or decline

Typically within 3 weeks



Important Reminders



Know your Grant Type

- Make sure you're applying under the correct funding stream (Schedules A–F)
- Review the specific eligibility and funding limits for each stream
- Attend one of mandatory Not-for-Profit Grant Information Sessions, if applying for our annual funding

Prepare Your Documents

- Main Application Form (required for all applicants applying for the annual funding)
- Relevant Schedule(s) A–F
- All required supporting documents
- Submit electronic copies only
- Applications should be submitted in one file/email

Meet the Deadline

- Annual Grant Deadline: July 9, 2026
- Ongoing Grants: Schedule D - Micro & Schedule E - Emergent Minor Capital
 - year-round submission
- Late or handwritten applications will not be accepted

Stay Eligible

- Ensure your organization is in good standing with reporting and compliance
- Use funds only for approved, eligible expenses
- Acknowledge Parkland County's support in your communications and promotions



Attendance at a Not-for-Profit Grant Information Sessions is **mandatory** for our Annual Grant Stream to help reduce errors, streamline the application process, and strengthen applications.

Parkland County

Thank You

Parkland County is proud to support the important work of local not-for-profits that make our communities stronger and more connected. This guide is here to help you understand the grant process and put together a great application. We encourage all eligible organizations to apply and take advantage of this opportunity to make a lasting impact. If you have questions, we're here to help.



Contact Information



Our Phone
780-968-8462



Our Website
www.parklandcounty.com



Our Location
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Our Email
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