



COMMUNITY LEAGUE GRANT FUNDING PROGRAMMING & EVENTS APPLICATION 2025 APPLICATION FORM

Submission Deadlines: Feb 15th, May 15th, August 15th, November 15th

Contact Information & Declaration

REGISTERED ASSOCIATION INFORMATION

Community League	
Mailing Address	
Postal Code	

Application Term	Feb		May		August			
------------------	-----	--	-----	--	--------	--	--	--

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
--	--

Programing and Event Grant Funding General Information

Recognized community leagues may apply for funding for programs and events they are delivering. The intent of this funding is to support groups looking to try new programs, improve on existing ones, or host one-time events. Priority of funding will be given to programs and events that focus on children and families.

- **Applications must be pre-approved to receive funding.**
- The grant may only be used to offset the costs associated with the program or event.
- Each group is eligible for funding up to 50% of the expenses. The 50% supplied by the community association may include cash, in-kind donations of equipment, supplies, and donated labor. No more than 30% of the community association's contribution can be from volunteer hours (10% prep, 20% day of event).
- The number of approved applications depends upon the budget allocated and the number of grant applications.

The allocation of the Community Association Program and Event Grant is based on:

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

Fundraising events do not qualify.

Each program or event must provide services that are open to the public. Eligible expenses 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 – only for items that will not be used for revenue generation |
| • Licensing/Permit fees (i.e. SOCAN, Liquor License, Public Performance License) | |

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

Donated labor/services/material/equipment MUST be directly related to the approved project. Donated materials at fair market value.

When reporting, supporting documentation for donated resources will be required. Volunteer hours and donations will not be accepted without supporting documentation.

- a. Volunteer log sheets* for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value.
- b. 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.

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

Program or Event Description

Name of Program/ Event			
Date of Program/Event			
Type of Program			
Special Event Activity (Example: Family Day, July 1 st , Canada Day, Children's Christmas Party)		Volunteer training. (Example: workshop attendance fees)	
New component to an existing program (Example: adding new features to a program that is already successful to attract a greater community awareness/participation)		New programming Start-up funds to support new programs, membership drives, or equipment for programs	
Please provide a brief description of the program or event.			
Is this program/event new?	Y	N	
Why is the funding needed?			
Is this program/event open to the public?	Y	N	
What are your intended outcomes?			
Anticipated attendance?			

Program & Event Budget

Please provide a detailed breakdown of the *proposed budget* for this program or event, including your plan for matching funds and all applicable receipts and quotes.

[illegible]

ANTICIPATED TOTAL CASH EXPENSES: \$

(A)

[illegible]

ANTICIPATED DONATED IN-KIND EXPENSES: \$

(B)

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

ANTICIPATED PROJECT COST		
Anticipated Cash Expenses		(A)
Donated In-kind		(B)
Total Project Cost		(C) Cash Expenses (A) + Donated In-Kind (B)
Total Revenue		(D)
Equal Net expenses		(E)=Total Project(C) – Total Revenue (D)
Funding amount requested (50% of net expenses)		(E) x 50% This amount may not exceed total cash expenses (A)