



# COMMUNITY GRANT PROGRAM

## Application Form OCTOBER 2022

**DEADLINE FOR SUBMISSION IS 10:00 AM, OCTOBER 3, 2022  
INCOMPLETE APPLICATIONS WILL BE RETURNED**

**THE APPLICATION FORM AND GUIDE HAVE BEEN UPDATED FOR THE  
OCTOBER 2022 INTAKE - PREVIOUS VERSIONS NO LONGER APPLY**

PLEASE READ THE APPLICATION GUIDE THOROUGHLY BEFORE APPLYING  
SUBMIT A SEPARATE APPLICATION FOR EACH PROJECT REQUESTING FUNDS

This personal information is being collected under the authority of Section 33(c) of the *FOIP Act* and will be used to administer funding under the Community Grant Program. All information gathered by the City of Beaumont is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact Legislative Services at 780.929.8782.



## PART A: APPLICANT INFORMATION

Organization Name:	
Fiscal Year End:	
Mailing Address:	
Contact Person (full name and position/title):	
Contact Email:	
Contact Phone:	
Charitable Number (if applicable):	
Incorporation Number (if applicable):	

Organization is registered and in good standing under the following legislation (select the applicable option):	
PROVINCIAL LEGISLATION	FEDERAL LEGISLATION
Agriculture Societies Act	Special Act of the Parliament of Canada
Part 21 of the Business Corporations Act - Extra-Provincial Corporations	Canada Not-for-Profit Corporations Act and must be registered in Alberta under the Business Corporations Act
Cemeteries Act or Cemetery Companies Act	Income Tax Act of Canada and operating in the province of Alberta (Charities)
Companies Act, Part 9 (Non-profit Companies)	<b>OTHER</b>
Libraries Act	First Nations and Metis Settlements
Societies of Alberta Act	Foundations established and regulated under Alberta's Regional Health Authorities Act
Special Act of the Alberta Legislature	Universities, colleges and institutes as defined under Alberta's Post-Secondary Learning Act



Has your organization received previous financial support from the City of Beaumont?	YES	NO
If yes, list previous project(s), amount(s), and year(s) your organization has received funding from the City of Beaumont for the last four years:		
<b>Project</b>	<b>Amount</b>	<b>Year</b>
	\$	
	\$	
	\$	
	\$	
If yes, have final reports been submitted for previous financial support?	YES	NO

Do you wish to appear before the Beaumont Grant Funding Advisory Committee for an optional 10-minute question and answer opportunity?	YES	NO
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## PART B: PROJECT INFORMATION

(For more information on filling out this section please refer to Section 8 of the Application Guide.)

<b>PROJECT DETAILS</b>	
Project Name:	
Funding Amount Requested:	
Project Start Date: (mm/dd/yyyy)	
Project End Date: (mm/dd/yyyy)	



## **PROJECT SUMMARY**

Please include a clear overview of the project describing what your project will achieve, how it will be achieved, who will benefit, and why it is important.

## **PART C: COMMUNITY BENEFIT / FINANCIAL NEED / ABILITY TO MANAGE PROJECT**

(For more information on filling out this section please refer to Section 8 of the Application Guide.)



**Needs assessment, analysis, and planned evaluation with measurable targets/outcomes**

**20 PTS**

**Cost Benefit Value**

**20 PTS**



**Degree of financial need of applicant/how much self help**

**20 PTS**

**Demonstration of thorough project plan**

**15 PTS**



**Number of people impacted and how (includes special considerations)**

**10 PTS**

**Financial stability/demonstrate how matching funds/resources/revenue will be raised**

**10 PTS**



<b>Credible previous management of project/activity/organization</b>	<b>5 PTS</b>
<b>TOTAL</b>	<b>100 PTS</b>

### PART D: PROJECT BUDGET

Please include details regarding project expenses and funding sources. If there is not enough room in the space below you can submit your project budget as a separate document/attachment. (For more information on filling out this section please refer to Sections 4.3 and 8 of the Application Guide.)

Do your TOTAL ANTICIPATED EXPENSES balance with your TOTAL ANTICIPATED REVENUE?	YES	NO
It is expected that your expenditures and revenues will balance. If they do not balance, please explain why below:		





### PROJECT FUNDING SOURCES

Examples of sources of funding/revenue include: club contributions, event registration/participation fees/ticket sales, other grants\*, sponsorships, gifts-in-kind\*\* (value of donated material/equipment/labour), etc.

*\*When listing other grants please specify if funding has been confirmed.*

*\*\*See Section 4.3.3 of the Application Guide for valuing donated resources.*

ANTICIPATED REVENUE	COST
City of Beaumont Community Grant Fund Request (eligible for up to 50% of project costs, to a maximum of \$10,000.00)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>\$</b>





## PART E: SUPPORTING DOCUMENTATION

Please submit along with your completed application form the following up-to-date information and documentation:

- Financial Statements
- List of Executive/Board Members
- Last Filed Annual General Return

If you are applying as a non-registered ineligible group, you must also submit:

- Minutes from a meeting of the registered eligible group with a carried motion indicating approval to sponsor your project application

## FINAL CHECKLIST

<b>PLEASE ENSURE YOU HAVE COMPLETED/INCLUDED THE FOLLOWING</b>	
<b>Reviewed the Application Guide</b> <i>Please note the Application Guide has been updated for the October 2022 intake and previous versions no longer apply.</i>	
<b>OPTIONAL – Consulted the Community Grant Program Administrator</b> <i>All applicants are welcome and encouraged to contact the program administrator for more information or for help with accessing and/or completing the application form</i>	
<b>Part A: Applicant Information</b>	
<b>Part B: Project Information</b>	
<b>Part C: Community Benefit/Financial Need/Ability to Manage Project</b>	
<b>Part D: Project Budget</b>	
<b>Part E: Supporting Documentation</b>	
<b>Declaration</b>	
<b>REMINDER OF FUNDING CONDITIONS AND REPORTING</b>	
If funding is received, your organization will be required to submit a final report (including a financial summary). Please refer to Sections 6 and 7 of the Application Guide for full details on funding conditions and reporting requirements.	



## DECLARATION

### I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION
- The information contained in this application and supporting documents is true and accurate and endorsed by the above-mentioned organization
- Funds are not being applied for:
  - Debt retirement, deficit reduction and/or retroactive grant funding
  - Operating (core) costs that are not linked to measurable targets and outcomes
  - For-profit commercial ventures or private organizations
  - Endowments
  - Projects/activities whose beneficiaries are solely/primarily outside Beaumont (the project/activity may occur outside Beaumont boundaries, however, the majority of the project/activity benefit must be to Beaumont residents)
- An accounting of spending, showing compliance with conditions of the grant shall be provided (including a project assessment and financial accounting summary) no later than 12 months following the formal funding decision
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received from the City is hereby granted to the City of Beaumont Corporate Services Department.

Person having legal and/or financial signing authority signing on behalf of the organization:

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Signature

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Printed Name

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Position/Title

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Phone Number

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Email Address

Deliver one (1) copy of the completed application to:

CommunityGrantApplications@beaumont.ab.ca

**OR**

City of Beaumont  
Attention: Community Grant Program  
5600 49 Street Beaumont AB T4X 1A1

