



COMMUNITY GRANT PROGRAM

Application Form APRIL 2023

Application Deadline: 10:00 AM, APRIL 1, 2023

*If a deadline falls on a weekend, applications are due on the following Monday

**The application and guidelines have been updated for the April 2023
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)	OTHER
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:		
Project	Amount	Year
	\$	
	\$	
	\$	
	\$	
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.)

PROJECT DETAILS	
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



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

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)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL ANTICIPATED REVENUE	\$



PROJECT EXPENDITURES

(Costs for materials and/or activities that are directly related to carrying out the proposed project.
See Section 4.3 of the Application Guide.)

ANTICIPATED EXPENSE	COST
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL ANTICIPATED EXPENSES	\$



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

PLEASE ENSURE YOU HAVE COMPLETED/INCLUDED THE FOLLOWING	
Reviewed the Application Guide <i>Please note the Application Guide has been updated for the October 2022 intake and previous versions no longer apply.</i>	
OPTIONAL – Consulted the Community Grant Program Administrator <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>	
Part A: Applicant Information	
Part B: Project Information	
Part C: Community Benefit/Financial Need/Ability to Manage Project	
Part D: Project Budget	
Part E: Supporting Documentation	
Declaration	
REMINDER OF FUNDING CONDITIONS AND REPORTING	
If funding is awarded and accepted, your organization will be required to submit a final report within 60 days of project completion (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:

Signature

Printed Name

Position/Title

Phone Number

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

