APPLICATION FOR COMMUNITY GRANTS TO NON-PROFIT ORGANIZATIONS FUNDING

Applications are for project based programs only and confirmation of expenditure of funds is required.

Deadline Date: 4:00 p.m. Friday, February 3, 2012.

PART A

Organization Title:_____

Mailing Address: _____

Phone: _____Fax_____

Email Address: _____

Contact Person: _____Position _____

Contact Information (If different than above) _____

_____

PART B

Describe the scope and nature of Project: _____

_____

_____

Total Project Budget: _____

Amount of Funding Requested from Kneehill County Community Grants to Non-Profit Organizations Program: _____

Please describe in what way(s) your project will benefit Kneehill County?

_____

_____

This is to certify that to the best of my knowledge and belief, the information included in this application is accurate and complete.

Signature: _____ Date: _____

Name and Title: _____

Part C

Under separate cover please provide the following:

- Financial statements for the last two years & proposed budget for the current year
- A short description of the project for which funding is being requested along with who the project is intended to serve
- Personal financial contributions or resources
- The level of sponsorship received from other partners
- Unique or innovative techniques being implemented to achieve success
- Options if County funding is not obtained
- Outline the support you have in the community for your project

Part D

- Provide a proposed program/project budget. Include all revenues (fees for service, donations, fundraising, all grants etc.) and all expenses.

Submit 8 copies of entire proposal to:
Community Grants to Non-Profit Organizations Committee
Kneehill County
Box 400
Three Hills, AB
T0M 2A0

If you have any questions, please call:
Office: (403) 443-5541 Fax (403) 443-5115 Email: office@kneehillcounty.com

KNEEHILL COUNTY POLICY

SECTION: Recreation and Culture
POLICY TITLE: Community Grants to Non-Profit Organizations
POLICY NUMBER: **15-3**

Purpose:
To encourage, promote and support creative groups, organizations and individuals that
broad range of enjoyment, benefit and participation to Kneehill County.

Policy Statement
Council recognizes that community organizations and individuals should be supported in principle and with resources. Funding under this Policy is a one time interim measure and is not to be relied on as a continuing source of revenue. Council fully expects community organizations and individuals to be self-sustaining and to develop working relationships with other contributing partners.

The amount and availability of grants will be determined by Council at the annual budget deliberations and shall be accounted for through General Ledger Account #272772.

Policy Guidelines

1. The Community Grants Committee (CGC) will consist of all members of Council.

2. Grants will be limited to non-profit organizations, societies, or associations. Funds will not be granted to individual persons.

3. The CGC reserves the right to establish a cap on the allocation of funds.

4. The grant will be advertised in the Three Hills Capital newspaper at least three (3) times prior to each application deadline.

5. Funds under this Policy will be allocated for project-based initiatives and not operational expenditures.

6. Facilities that receive funding from other County programs are also eligible for funding under this grant program.

7. The CGC will establish an appropriate point system to evaluate the funding requests

8. There will be two (2) application and distribution dates each year:

    a) The first application deadline is the first week of February with the actual deadline date to be selected by administration. The funds to be allocated by April 1st, with Council to determine the method of distribution.

b) The second application deadline is the first week of September with the actual deadline date to be selected by administration. The fund to be allocated by November 1st , with Council to determine the method of distribution.

Note:
September 1, 2003 will be the initial application deadline for implementation of this Policy.

9. Funding requests received after the application deadline will not be accepted and the applicant will be requested to submit an application for the next grant period.

10. The CGC may request presentations from those requesting funds.

11. Kneehill County Council will determine the total amount of money available for grants during the annual budget deliberations.

12. Funding applications are to contain the following information, where applicable:
    - Financial statements for the last two years
    - Proposed budget for the current year
    - Personal financial contributions or resources
    - Level of sponsorship received from other partners
    - Benefit to Kneehill County
    - Unique or innovative techniques to achieve success
    - Options if the County funding is not obtained
    - Confirmation of the expenditure of funds
    - Project budget

13. Organizations receiving funding approval have a one-year period to use the funds and confirm the expenditures to Kneehill County.

14. Any organization that receives more than $1,000 in funding is ineligible to receive funding the next calendar year.

15. Projects that are cost-shared or involve sweat equity will be looked at more favourably than those that do not.

16. Capital projects that have already started or completed shall not be eligible for funding.

Approval Date	June 24, 2003	Approved by:	Regular Council	Resolution #296/03
1. Amendment Date	January 13, 2004		Regular Council	Resolution #04/04
2. Amendment Date	February 10, 2004		Regular Council	Resolution #52/04
3. Amendment Date	July 19, 2005		Regular Council	Resolution #402/05
4. Amendment Date	December 18, 2006		Regular Council	Resolution #606/06
5. Amendment Date	February 26, 2008		Regular Council	Resolution #86/08
6. Amendment Date	October 13, 2009		Regular Council	Resolution # 479/09