



# Community Grants to Non-Profit Organizations Application Form- Schedule "A" POLICY #15-3

## PURPOSE

Kneehill County recognizes that volunteer community associations are vital to the health, well-being and social development of our community. Each year Kneehill County Council allocates a predetermined amount of money towards project based initiatives and non-operational expenditures through a grant process that responds to community need and are community driven. 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 to be self-sustaining and to develop working relationships with other contributing partners.

## ELIGIBILITY

Who can apply?

- Non-Profit Organizations, Societies, or Associations who operate within Kneehill County and have had a society status for a minimum of 2 (two) years and:
  - are able to match the funding request at a minimum of 50% of the total project cost.
  - can complete their project within one year of funding approval.
  - have not received a Kneehill Community Grant in the prior year of more than \$1,000.
  - have projects that haven't already been started or completed.
  - have project-based initiatives and not operational expenditures.
  - are responsible for the financial operation of the project.
  - have projects that do not enhance or create a fully owned municipal asset.

Who is ineligible to apply?

- Municipalities or Individual Persons.
- Organizations that provide services or programs that are the responsibility of another level of government, including Health, Education, Libraries and Social Services
- Religious Organizations or Organizations with political affiliations



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## APPLICATION DEADLINE

1. There are two application deadlines per year they are:
  - The first Wednesday of March at 4:00 p.m.
  - The first Wednesday of October at 4:00 p.m.
2. Funding requests received after the application deadline will not be accepted.
3. If the application is not properly filled out, the grant application will not be considered.

## GENERAL GUIDELINES

1. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain Community Grant funding.
2. Applicants will be notified upon Council's approval of this application.
3. The Kneehill County grant portion will be forwarded to the applicant once Council has approved the grant by resolution during a regular Council meeting.
4. Organizations receiving funding will have a one-year period to use the funds and submit a final report to the County that includes copies of all receipts and full accounting. The Accountability Form will be mailed with the cheque.
5. This application form is a brief summary of the policy requirements. For more details on the Community Grant Program, please refer to Kneehill County's Policy #15-3, Community Grants to Non-Profit Organizations.

## SEND YOUR COMPLETED APPLICATION TO:

Kneehill County  
Grant Program  
PO Box 400  
Three Hills, AB  
T0M 2A0

Or alternatively via email:  
[execassist@kneehillcounty.com](mailto:execassist@kneehillcounty.com)

*Please direct all application inquiries to:  
Carolyn Van der Kuil at 403-443-5541.*



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**ORGANIZATION INFORMATION**

Date: \_\_\_\_\_

Organization Legal Name: \_\_\_\_\_

Society Registration Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

(All correspondence and cheques will be mailed to this address)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Cheques made payable to: \_\_\_\_\_

**PROJECT INFORMATION**

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

\_\_\_\_\_

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
  - An indication of how this project will benefit our community.
  - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
  - location of the project
  
- If this project involves land and/or facilities, a Certificate of Title must be included with application.
  
- Yes  No Will this project be completed within the current year?
  
- Yes  No Would you like to present to Council? (This is not mandatory)
  
- Yes  No If you do not receive this grant, will the project take place?



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PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request (up to 50% of project cost and Min of \$250)			\$
<b>Additional revenues to complete the project:</b> Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.	<b>Confirmed Amount</b>	<b>Pending Amount</b>	
Organization's cash contribution to the project			\$
Other grants applied for			\$
Volunteer Labour*			\$
Donated In-Kind (including equipment and material)*			\$
Other Funding Sources			\$
<b>Total Project Funding (This amount must equal the Total Project Cost)</b>			<b>\$</b>

\* Rates are: \$10/hr for unskilled labour, \$25/hr for skilled labour and \$50/hr for equipment including operator  
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT
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I DECLARE THAT: (application must be signed by two members of the Society's Executive Committee.)

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature: \_\_\_\_\_  
 Name Printed: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name Printed: \_\_\_\_\_  
 Date: \_\_\_\_\_

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-443-5541.