Community Initiatives Grant Program

For more information, please contact:

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TOWN OF STONY PLAIN

Community Initiatives Grant Program

Purpose

The Town of Stony Plain offers annual funding opportunities to groups and organizations that provide benefit to the citizens of Stony Plain and that encourage the development of events, programs and activities in the areas of:

- Arts & culture;
- Sports & recreation and;
- Community support & development

Eligibility

- Applicants must be a charitable, not-for-profit, or volunteer-based group or organization or be applying to host a not-for-profit or charitable event.
- The event, program or activity must take place in Stony Plain.
- Applicants must provide event, program or activity budget information.
- A detailed budget must be included with all applications.
- All revenues must be included.
- Event must not fall under the primary mandate of other levels of government. (i.e. Health Care, Social Services, housing, training and education.)
- Any organization or group that is not in good standing with the Town of Stony Plain may be ineligible for consideration
- Events showing a profit will still be considered for funding.

Assessment Criteria

All eligible applications to the Community Initiatives Grant Program will be reviewed and allocated by the Community Services Department.

The evaluation of applications will be reviewed using, but not limited to, the following criteria:

- Completeness and clarity of application.
- Responsible financial management.
- The impact on, and/or benefit to the citizens of Stony Plain.
- New or expanded opportunities for local residents to participate in programs and/or services.
- Contribution to quality of life, community engagement and community development.
- Innovation and uniqueness.
- Repeat organizations must be able to show trend in decrease in grant money requested to overall event, program or activity cost.
- Other funding/revenue sources applied for and/or received.
- Applications may not receive full funding amounts requested.

Application Process

Submissions for the Community Initiatives Grant Program will be accepted throughout the year. Full funding may not be awarded for every application.

- Applications must be received no less than eight (8) weeks prior to the scheduled event date.
- Applications will be reviewed as submitted and may take up to four (8) weeks to process.
- Application forms are available online at www.stonyplain.com or at the Town Office, 4905-51 Avenue.
- Completed applications will be accepted by mail, e-mail or in person at the Community Services Department. E-mail: kmaluta@stonyplain.com
- Successful applicants will be required to complete a final report no later than two (2) months following completion of the event, program or activity and must contain the following:
    - A statement of the revenues and expenditures related to the project.
    - Copies of any printed materials related to the project that recognizes the contribution from the Town of Stony Plain.
- A written evaluation and final accounting documentation must be signed by an individual with financial signing authority for your organization. This signature indicates the organization's understanding of, and commitment to, the funding terms and conditions.

Community Initiatives Grant Program
Application Form

Applications must be received no less than eight (8) weeks prior to the scheduled event date. Applications will be processed as submitted and can take up to four (4) weeks to process.

Organization Information

Name of Organization:	
Organization Address:	
Telephone Number:	**Fax:**
Email Address:	**Website:**
Contact Name and Title:	
Contact No:	**Contact Fax:**
Contact Email:	**Not for Profit #:**

☐A list of Board of Directors/Organization Committee is attached.

Event, Program or Activity Information

1. Date of Event/Program: _____

2. For what type of initiative are you seeking funding?
   ☐Special Event
   ☐Program
   ☐Other _____

3. Please select the categories that best describe the event or program's mandate from the list below:
   ☐Recreation
   ☐Culture and Heritage
   ☐Economic Development and Tourism
   ☐Sport
   ☐Youth
   ☐Senior
   ☐Other _____

4. What percentage of impact will your event have in the following areas:
   _____ Youth
   _____ Adult
   _____ Seniors

5. Please describe the initiative for which you are requesting funding. Include how the initiative will impact the Town of Stony Plain. What needs are being met by the initiative?

6. Please explain how the initiative is unique to the Town of Stony Plain.

7. Please explain where the majority of the funding from this grant will be directed.
   ☐Programming/Service Costs
   ☐Facility Rental
   ☐Operational
   ☐Marketing
   ☐Other (please explain)

8. Please explain how the initiative's goals will be measured.

9. Is the initiative being offered in partnership with any organizations? If so please list.

10. Does your organization currently receive funding from the Town of Stony Plain or another Municipality?

11. Do you require additional support from the Town for your event? Additional support may be charged at the current labor and material rate.
    ☐ Yes (if yes, please provide a list of additional services required)
    ☐ No

Financial Information:

Please provide as much detail as possible.

Proposed Budget		
Anticipated Direct Costs of Event, Program or Activity.		
Expenses	**Amount**	**Description**
Facility Rental	$	
Marketing and Promotion	$	
Materials and Supplies	$	
Volunteer Expenses	$	
Equipment	$	
Other	$	
Total	$	
Earned Revenue, Contributions, Gifts, Grants and In-Kind Support		
Revenues	**Amount**	**Description**
Membership Income	$	
Program/Event Fee	$	
Donations	$	
In-kind support	$	
Provincial Grant Allocations	$	
Federal Grant Allocations	$	
Fundraising Income	$	
Total	$	

_____ **Total Expense** - _____ **Total Revenue** = _____ **Grant Request**

Maximum grant amount per organization is $2,000

Financial Responsibility Declaration:

Should our organization be successful in obtaining funding, on behalf of

_____ I, _____

Organization Print Name

declare that we will complete a written evaluation of the project within sixty (60) days of the project completion. I further understand that should our organization fail to complete the written evaluation or comply with all grant requirements, we would then be obligated to return the full amount of the grant.

We agree that all advertising will recognize the financial support from the Town of Stony Plain.

_____ _____

Signature Date