



Applications are accepted throughout the year. To request funding, groups must submit a fully completed application form and provide the required support documents a **minimum of 8 weeks** before the proposed event date.

**Before completing, please ensure that you have read Policy 6803- New Events Grant as your event may not qualify.**

**\*All applications are presented to Council at a Regular Council Meeting, for Councils consideration.**

**Applicant information:**

Event name \_\_\_\_\_

Legal name of applicant \_\_\_\_\_

Act incorporated under \_\_\_\_\_ Incorporation Number \_\_\_\_\_

Registered mailing address (all correspondence and cheque will be mailed to this address)

\_\_\_\_\_

Phone: \_\_\_\_\_ Email address \_\_\_\_\_

If you are applying on behalf of another organization, identify that group.

\_\_\_\_\_

**Required Attachments:**

- List of current executive and/or board of directors, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for your organization.
- Most recent annual financial statements.
- Copy of the minutes of the meeting that include the motion by your organization’s governing Board authorizing this application.
- If you are applying on behalf of another organization, attach a list of the key individuals involved in that group, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for that organization.

**Declaration**

We, the undersigned officers for the organization, certify that this application contains a full and accurate account of all matters stated herein:

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date (yyyy-mm-dd) \_\_\_\_\_

Date (yyyy-mm-dd) \_\_\_\_\_

- **To your knowledge has this Event occurred within the last 5 years?**
- **If yes?** (Refer to Policy 6803 – New Event Grant (Section 1. Purpose)
- **Describe your event.**  
Provide as much detail as possible to give a clear idea of what your event will include. List any other groups that will be collaborating with you (if any). How will the grant funds be used?
- **Community need**  
What service gap has been identified that shows the need for this event in our community? Are others in the community offering a similar service?
- **Purpose and objectives of the event**  
Describe the purpose of your event. How will your event enhance and encourage the development of arts, culture and heritage in our community.
- **Fitting your mission/mandate**  
How does this event fit your organization's mandate and how does it relate to your organization's goals? Or, if this is an application on behalf of another organization, how does the event fit their mandate and goals?
- **What are the proposed dates and times for your event?**

• **Community participation**

Who will be served by your event? Is the event available to all Clear Hills County residents? How many people participate in your event? How are volunteers and the general public involved?

• **Funding sources**

List other sources of funding applied for to fund this event (even if you were not successful). Are there fees/charges for participating in the event?

• **Marketing strategies**

How will you promote your event to participants and/or the public? How will you engage the community to participate in your event?

**SPECIAL EVENT BUDGET**

**INSTRUCTIONS**

1. In order for the most informed decisions to be made regarding your application, provide the most complete information possible.
2. You should include as much detail as available in the Expenditure section of the budget. For example, list the names of the artists/professionals and their fees. If you do not have the names, provide an estimate and how you arrived at the figure (i.e., 4 instructors @ \$750 each = \$3000 or 2 individual musicians @ \$500 each plus one quartet at \$1750=\$2750).
3. Volunteer support refers to expenditures to purchase items such as: t-shirts, badges, name tags and other items to recognize/identify volunteers and not remuneration.  
List the supplies and materials you plan to buy and the equipment and facilities you plan to rent. Provide details on the types of marketing strategies you plan to use and the costs.

Please note, the following are ineligible for funding:

- Travel costs
- Food
- Liquor & liquor licenses
- Capital equipment purchase.

4. The Revenue sections should identify the various source(s) of funding for the project.

How much funding are you seeking from the New Event Grant?

\$ \_\_\_\_\_  
(Include this number in the revenue section below)

| <b>EXPENDITURES</b>  | <b>Current Application</b> | <b>Previous Application</b> |
|--|----------------------------|-----------------------------|
| Professional fees  |                            |                             |
| Supplies and materials (non-capital)                             |                            |                             |
| Administrative – specific to the event                           |                            |                             |
| Equipment rentals (i.e.. Tables, sound equipment, tents, easels) |                            |                             |
| Facility rentals   |                            |                             |
| Marketing/promotion  |                            |                             |
| Volunteer support  |                            |                             |
| Other (specify)  |                            |                             |
| <b>Total Expenditures</b>  |                            |                             |
| <b>REVENUES</b>  |                            |                             |
| New Event Grant  |                            |                             |
| Provincial grants (specify)                                      |                            |                             |
| Federal grants (specify)   |                            |                             |
| Recreation Board(s) support (specify)                            |                            |                             |
| Other Clear Hills County grants (specify)                        |                            |                             |
| Corporate support  |                            |                             |
| Fundraising  |                            |                             |
| Ticket sales/registrations/participant fees                      |                            |                             |
| Cash donations   |                            |                             |
| Other (specify)  |                            |                             |
| <b>Total Revenues</b>  |                            |                             |
| <b>NET</b>   |                            |                             |

You may submit your application using one of these three ways:

|  |
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| <p><b>EMAIL:</b> Signed applications can be scanned and emailed to:<br/> <a href="mailto:bonnie@clearhillscounty.ab.ca">bonnie@clearhillscounty.ab.ca</a><br/>                 when submitting by email if you have not received a response within 4 business days please follow up via telephone.</p> |
| <p><b>DROP OFF:</b> Clear Hills County Administration Building<br/>                 313 Alberta Avenue<br/>                 Worsley, AB<br/>                 Monday – Friday from 8:00 a.m.-noon, 1:00 p.m. – 4:30 p.m. except on Statutory Holidays.</p>  |
| <p><b>MAIL IN:</b> Clear Hills County<br/>                 Executive Assistant<br/>                 Box 240<br/>                 Worsley, AB T0H 3W0</p>   |

If you have any questions please direct them to Bonnie Morgan, Executive Assistant– either by telephone at 780-685-3925 extension 120 or email [bonnie@clearhillscounty.ab.ca](mailto:bonnie@clearhillscounty.ab.ca).

