



# Community Event Grant Application

## ORGANIZATION INFORMATION

Please type or print legibly. Applicants must be a district organization serving Brazeau County residents.

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

Organization's Name: \_\_\_\_\_

Alberta Registry Number: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

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

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

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

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

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

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

## DECLARATION

In making this application, we, the undersigned Officers of the applicant, hereby represent to Brazeau County and declare that, to the best of our knowledge and belief,

- The information provided is truthful and accurate, and
- The application is made on behalf of the organization formally named with the Officer's full knowledge and consent.
- Failure to adhere to the guidelines set out in this application or to accurately disclose information will result in the disqualification of the organization's funding.

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**ANNUAL APPLICATION DEADLINES: JANUARY 1, APRIL 1, JULY 1, OCTOBER 1**

## SUPPORTING DOCUMENTS REQUIRED

The following documents **MUST** be attached to this grant application:

- List of organization's officers and directors (if applicable)
- Last year's financial statements
- Budget for operating year of financial request
- Societies act registration number
- Event liability insurance coverage documentation

The following documents **MUST** be attached to this grant application:

- Recipients must submit a final report, with a Financial Statement, to the Director of Community Services within sixty (60) days of the event. No subsequent grant applications will be considered until the report has been received by the County.

NOTE: Other documents may be requested by Brazeau County for further clarification.

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the FIN-7 Community Event Grant Application is being collected under authority of Section 33© of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. Brazeau County will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the FOIP Act. If you have any questions about the Grant or questions about the collection, use or disclosure of your personal information, please contact the FOIP Coordinator at Brazeau County at 780-542-7777.

**Applications can be mailed to or dropped off at the below address:**

**Grants  
Brazeau County**  
Box 77 – 7401 Twp Rd 494  
Drayton Valley, Alberta  
T7A 1R1

**Signed and scanned applications can be emailed to:**

communityservices@brazeau.ab.ca

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Location(s): \_\_\_\_\_

Website: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Number of year's event has occurred: \_\_\_\_\_

Grant Amount Request: \_\_\_\_\_ *Maximum amount \$1,000*

*\*Refer to FIN-7 Community Funding Policy for further information*

Have you received funding in the past the County's Community Event Grant? If so, please include the event.

	Yes	No
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Are you seeking an in-kind donation from the County? If so, please provide a detailed description.

Why is this event important to your community?

What activities will the event include?

How will the event have long-term benefits to the community and why it should be funded?

How will the County grant contribution be acknowledged?

**BUDGET**

**ESTIMATED EXPENDITURES**

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**TOTAL ANNUAL EXPENSES**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL EXPENDITURES**

**ESTIMATED REVENUE *(list all sources separately)***

**GRANTS: *(include grants applied for)***

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\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL GRANT REVENUE**

**DONATIONS (including in-kind) OR FUNDRAISING:**

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\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL DONATION AND FUNDRAISING REVENUE**

**TOTAL AMOUNT REQUESTED *(must match application)***

\$ \_\_\_\_\_