



# Operating Grant Application Community Halls

## 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 formerly 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 DEADLINE: NOVEMBER 30**  
**QUARTERLY APPLICATION DEADLINES: JANUARY 1, APRIL 1, JULY 1, OCTOBER 1**

## APPLICATION TYPE

Annual Application    Initial Quarterly Application    Subsequent Quarterly Application

## SUPPORTING DOCUMENTS REQUIRED

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

- Completed signed application form
- Proof of Non-Profit Society Status for current year
- Proof of Insurance
- Organization's most recent Annual Financial Statements **OR** receipts of core operating costs for the entire fiscal year
- Requested funding details
- Organization's Proposed Operating Budget – include funding contributions from other sources and detailed expenditures
- List of organization's officers and directors (if applicable)
- Completed Electronic Fund Transfer Form (if interested)

### SUBSEQUENT APPLICATIONS:

- Completed signed application form
- Receipts of core operating costs for the quarter

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

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY STATEMENT

The personal information on the FIN-7 Community Halls Operating 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 Roxanne Carriere, 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](mailto:communityservices@brazeau.ab.ca)

**OPERATING GRANT INFORMATION**

Community Hall Operating Funding Policy:

- i. Assistance is available for Community Hall core operating costs. Operating costs will be refunded 100% based on the previous year’s submitted receipts or financial statements. Allowable core operating costs will be limited to: office supplies (max \$100 per year), fire suppression system servicing (max \$2,000 per year), septic servicing (max \$600 per year), heating, electricity, internet (max \$1,200 per year), telephone (max \$600 per year), security monitoring (max \$1,200 per year), and insurance.
- ii. Quarterly or annual grant payments are based on previous submitted receipts or financial statements multiplied by the Consumer Price Index, by province (annually) (Albert) (Source: Statistics Canada, CANSIM) (“CPI”) for the period of October to October of the previous year.
- iii. Maximum annual funding available for Community Hall core operating costs is established by Council during the budget process (9 Community Halls). The Community Halls noted are: Whitby, Rocky Rapids, Violet Grove, Lodgepole, Berrymoor, Lindale, Carnwood, Funnell, Buck Creek.

**REQUESTED FUNDIN**

**Your operating expenses MUST match the expenses listed on the financials you submit with your application.**

<u>EXPENSE CATEGORY</u>	<u>REQUESTED FUNDING</u>
ELECTRICITY	\$ _____
FIRE SUPPRESSION SYSTEM SERVICING	\$ _____
HEATING	\$ _____
INSURANCE	\$ _____
INTERNET	\$ _____
OFFICE SUPPLIES	\$ _____
SECURITY MONITORING	\$ _____
SEPTIC SERVICING	\$ _____
TELEPHONE	\$ _____
<b>TOTAL REQUESTED FUNDING</b>	<b>\$ _____</b>

**PROPOSED OPERATING BUDGET**

If budget is provided separately, please check this box.

<u>EXPENSES</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ _____</b>
 <b>ESTIMATED REVENUE <i>(list all sources separately)</i></b>	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL REVENUE</b>	<b>\$ _____</b>
<b>NET INCOME</b>	<b>\$ _____</b>

**ELECTRONIC FUNDS TRANSFER (EFT)**

**As a way to streamline applications, community organizations have the option to request funds be received via an EFT.**

Please send funding as an EFT                      Yes                      No

If yes, a separate form will be sent to you for completion. This only needs to be completed once; unless changes to your banking have occurred.