

# EDGERTON RECREATION BOARD GRANT APPLICATION

All applicants must read and complete Section A, D, E, F & G. Complete Section D for capital purchases and complete Section E for operating expenses.

## **A. GROUP INFORMATION**

Name of Applicant		
Address		
Contact Name		
Telephone	Fax	Email
Society Registration Number or Equivalent		
Registration Year		

**Total Grant Applied For \$ \_\_\_\_\_**

Organizations submitting grant applications over \$10,000 are encouraged to contact the Recreation Board Secretary to schedule a 15-minute presentation to the Recreation Board at a regular meeting, where they are invited to provide clarity and answer any arising questions pertaining to the grant application.

**The Recreation Board shall:**

- (a) At its discretion decide whether to allocate a grant and the amount to be given based upon this application.**
- (b) Inform the Village of Edgerton the amount of the grant recommended to be approved and then paid.**
- (c) Have the right to conduct an evaluation or audit of the project at any time.**
- (d) Have the right to publish and distribute any report submitted to the Board by the Group.**

**B. GENERAL PROVISIONS**

1. If the Group does not meet all of its obligations under this agreement or uses the grant for any unauthorized purpose the Board will notify the Group of such a breach in writing and the group will have 20 days to remedy such a breach. If, in the opinion of the board, the Group does not remedy the breach, the Board may terminate this Agreement without further notice to the Group and demand the return of the Grant or such lesser amount as the Board may determine.
2. This agreement comes into effect on the date that the Recreation Board signs the agreement.
3. Amendments to this agreement may be initiated by either party in writing and if accepted approval will be given in writing.
4. Any notice under this agreement shall be deemed to be given to either party if in writing and either personally delivered, sent by mail, sent by fax or emailed to the addresses supplied on the Recreation Grant Application Form.

**C. CERTIFICATION**

The Group certifies:

- The money received will be used for the project described in this application.
- They will not use any part of the grant for any other purpose other than for purpose stated in this application.
- The financial information is correct as of the date of the application.
- **That monies approved toward any purchase of equipment or facilities or for the purposes of renovation will remain within the Village of Edgerton. Should the Group cease to operate, purchases made with monies from the Recreation Board will become the property of the Village of Edgerton.**
- That they will be responsible for any cost over-runs incurred in carrying out the project.
- That they will submit Acknowledgment of Compliance to the Board by the date stated in this agreement. The Acknowledgement of Compliance certificate will be provided if/when the grant application is approved.
- The parties agree that the requirements of the Agreement are acceptable and binding on both and it is duly signed by its authorized representative(s), on the respective date shown here.

Chairperson (Printed Name)	Initial
Secretary (Printed Name)	Initial

**D. CAPITAL GRANT SECTION**

Project Name (please be brief)
Amount of Capital Grant Requested
Anticipated Date of Completion

Describe your project in the space below.

1. What would you like to accomplish? What is the goal of the project?

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2. What steps will your group take to complete the project?

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3. How will volunteerism contribute to the success of your project?

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4. How will the completion of this project benefit your group?

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5. How will the completion of this project benefit the community?

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Complete the financial information below.

INCOME	AMOUNT	EXPLANATION
Cash on hand	\$	all funds
Other grants applied for	\$	other government sources
Donations cash	\$	from a campaign
Donations labor	\$	non trade at \$15.00/hr
Donations labor	\$	by trades' person actual amount
Donations equipment	\$	use government rate
Donation material	\$	use regular costs
Recreation grant	\$	amount applied for here
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<b>Total</b>	<b>\$</b>	<b>this is to equal estimated cost</b>

**E. OPERATION GRANT SECTION**

Amount of Operating Grant Requested
Percentage of Operating Cost Covered by Grant
Time Period Covered by Operating Grant
Cost for Previous Operating Time

Describe your operating costs in the space below.

1. What operating costs will be covered by this grant?

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2. If the grant allocation is less than the requested amount (or actual amount) where will the rest of the money come from?

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Complete the financial information below.

<b>INCOME</b>	<b>AMOUNT</b>	<b>EXPLANATION</b>
Cash on hand	\$	all funds
Other grants applied for	\$	other government sources
Donations cash	\$	from a campaign
Donations labor	\$	non trade at \$15.00/hr
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Donations equipment	\$	use government rate
Donation material	\$	use regular costs
Recreation grant	\$	amount applied for here
<b>Total</b>	<b>\$</b>	<b>this is to equal estimated cost</b>

**F. CHECKLIST**

Included as an attachment to this application:	
	A financial statement for the last fiscal year, current bank statement, and current budget for requests over \$2, 000.
	A copy of Minutes authorizing the submission of Recreation Grant Application

On this application:	
	Contact information is complete
	Capital grant AND/OR operating grant section complete
	General provisions & certification read and initialed (page 4)
	Signature page completed by proper signing authorities

**G. SIGNATURE**

\_\_\_\_\_  
Chairperson Name (Please Print)

\_\_\_\_\_  
Secretary/Treasurer Name (Please Print)

\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Secretary/Treasurer Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

**Completed application packages can be dropped off at the Village of Edgerton Office, mailed to the Edgerton Recreation Board c/o Village of Edgerton, BOX 57 Edgerton, AB T0B 1K0, submitted via email to [info@edgerton.ca](mailto:info@edgerton.ca) or faxed to 780-755-3750.**