



Community Grant Criteria

Applicants can apply for up to 50% funding to a maximum of \$2,500 per project/event or capital expenditure. The project/event or capital expenditure, or the phase of the project/event being applied for, must be completed or purchased within 12 months of funds being distributed.

To apply for a Community Grant, applicants must:

- represent one of the following community sectors: *arts, culture, heritage, recreation, environment and/or community spirit*
- be a registered not-for-profit organization based within the Town of Cochrane
- be prepared to enter into a "Letter of Agreement" with the Town of Cochrane if the application is approved
- agree that any project shortfalls or resulting ongoing funding requirements are not the Town's responsibility
- agree to recognize the Town's contribution to the project in all related public information, printed material and media coverage
- agree to provide the Town of Cochrane with a follow-up report on the project/event supported by the grant *within 90 days* following completion of the project/event
- agree to return to the Town of Cochrane any unused grant dollars
- have completed any required reports and/or financial statements for projects/events that have previously received Community Grant Program funding before being eligible for another Community Grant

Community Grants must be used for a specific project/event or capital expenditure and shall not be used for staffing costs, operating expenditures, work done or materials obtained before the grant was approved or for projects/events that other bodies or levels of government have a clear, legislated responsibility for.

Funding decisions will be made and communicated within eight weeks following the deadline. New applications meeting criteria may be given priority over repeat applications.

Distribution of Community Grants will be at the discretion of Council and there will be no opportunity for applicants to appeal Council's granting decisions.

The application must include:

1. Completed application form
2. Copy of incorporated documents
3. Proof of insurance for the project/event
4. Detailed budget for the project/event which includes all revenues and expenses

Application Deadline: May 1, 2020

Applications may be submitted by mail, email or dropped off at Reception.

Cochrane RancheHouse
Attention: Karen Babin, Legislative Services Administrator
101 RancheHouse Road
Cochrane, AB T4C 2K8
Legislative@cochrane.ca

Please contact Karen Babin, Legislative Services Administrator at 403-851-2987 or karen.babin@cochrane.ca with any questions you may have regarding this program.



Community Grant Application

Organization Information

Organization Name: _____

Mailing Address: _____

Primary Contact:

Name/Title: _____
Email: _____
Phone: _____
Fax: _____

Society or Charity Registration No.: _____

Year officially incorporated or registered: _____

In which of the following areas is the Organization involved:

- Arts
- Culture
- Heritage
- Recreation
- Environment
- Community Spirit

Brief overview of organization and service provided to the community. Attach additional sheets if necessary.

What other organizations, if any, is this organization affiliated with?

Four horizontal lines for providing information on affiliated organizations.

Project/Event Information

Name: _____

Date or Time Frame: _____

Description of project/event (include goals, itinerary, target audience, timeline etc.) Attach additional sheets if necessary.

Twenty horizontal lines for providing a detailed description of the project or event.

Explain the organization's capabilities to plan and manage the project (i.e. past experience, staffing or volunteer support, financial stability).

Please indicate how this project will benefit the community.

Is the project:

- annual
- ongoing
- a new initiative

Has the organization contacted other community organizations or groups to form a partnership for this project/event? If yes, which organizations and to what extent is the partnership?

Financial Information

How much funding are you requesting from the Town of Cochrane?

\$ _____

If this application is approved for partial funding or not approved for any funding, is the organization prepared to proceed with the project/event? If yes, to what extent?

Will the organization be requesting any "in kind" support from the Town of Cochrane? If yes, to what extent?

Is your organization receiving grants from any of the following Town programs:

- Annual Operating Grants
- FCSS Grants
- Arts & Culture Endowment Fund

Verification

The undersigned is duly authorized to make this application and verifies that the information provided in this application and supporting documents is true and accurate and endorsed by the Organization.

Name (please print): _____ Signature: _____

Position with Organization: _____ Date: _____

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive Community Grant funding. The information is collected under the authority of Section 33c of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Manager of Legislative Services at 403-851-2295 or 101 RancheHouse Road, Cochrane, AB, T4C 2K8.

Town of Cochrane Administration use only

Date Received:	_____	Grant Approved?	Y / N
Date of Council Decision:	_____	Date Organization Notified:	_____
Amount of Grant:	_____	Date Funds Distributed:	_____
Date Agreement Signed:	_____	Date Received:	_____
Follow-Up Report ?:	Y / N		