

To request funding, groups must submit a fully completed application form and provide the required supportive documents by the deadlines being:

- November 30 for Phase I (January – June)
- May 8 for Phase II (July – December)

Before completing, please refer to program guidelines located at:

www.strathcona.ca/community-families/community-programs/grants-and-funding/arts-culture-grants

Applicant Information

Legal name of applicant _____

Act incorporated under _____ Incorporation number _____

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

_____ Postal code _____

Phone number(s) _____

Email address _____

If you are applying on behalf of another organization, please 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. Please 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. Please indicate the primary contact person for that organization.
- A copy of supplier quotes. If these are not available, indicate the source of the estimate.

Declaration

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

Name _____ Name _____

Position _____ Position _____

Signature _____ Signature _____

Date _____ Date _____

Capital Equipment Grant - Application

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- **Purpose and objectives**

Describe your capital equipment project and its purpose? Why is it needed? How will your purchase enhance and encourage the development of arts, culture and heritage in our community?

- **Fitting your mission/mandate**

How will the acquisition of this equipment help your organization to fulfill its mandate and goals? Or, if this is an application on behalf of another organization, how will the acquisition help them fulfill their mandate and goals?

- **Community impact**

Who in the community will benefit from this project? How many people will benefit from the purchase of this equipment?

- **What are the proposed timelines for the acquisition of the equipment?**

Capital Equipment Grant - Application

CAPITAL EQUIPMENT PROJECT FINANCIAL INFORMATION

INSTRUCTIONS

1. In order for the most informed decisions to be made regarding your application, please provide the most complete information possible.
2. Please provide supplier quotes. If these are not available, indicate the source of the estimate.
3. In the Expenditure section, outline the cost of the equipment, installation and any other related costs
4. The Revenue section should identify the various source(s) of funding for the project.

How much funding are you seeking from the Arts, Culture and Heritage Community Investment Program?

\$ _____

(Please include this number in the revenue section below)

EXPENDITURES	
Cost of the equipment	
Installation	
Other (specify)	
Total Expenditures	
REVENUES	
Arts, Culture and Heritage Community Investment Program	
Provincial grants (specify)	
Federal grants (specify)	
Strathcona County (other grants or subsidies)	
Corporate support	
Fundraising	
Cash donations	
Other (specify)	
Total Revenues	
NET	

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

EMAIL:	Signed applications may be scanned and emailed to: Chris.munn@strathcona.ca
DROP OFF:	Recreation, Parks and Culture Administration Building 2025 Oak Street Sherwood Park, AB (Monday – Friday from 8:30 am – 4:30 pm except on Statutory Holidays)
MAIL IN:	Recreation, Parks and Culture 2001 Sherwood Drive Sherwood Park, AB T8A 3W7

If you have any questions, please direct them to Chris Munn, Cultural Development Liaison either by telephone at 780-464-8058 or email at chris.munn@strathcona.ca.

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for managing and administering the grant application process. If you have any questions about the collection, use or disclosure of this information, contact the Manager, Finance and Business Operations, Recreation, Parks and Culture, Strathcona County at 780-467-2211.