

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](http://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.

## 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 \_\_\_\_\_

# Organizational Development Grant - Application

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- **Purpose and objectives**

Describe your project and its purpose? Why is it needed? List any other Strathcona County groups that will be collaborating with you (if any). How will the grant funding be used?

- **Impact**

What is your organization's mandate? How will this project enhance and encourage the development of your organization and its mandate? If this is an application on behalf of another organization, how will the project enhance that group's organizational development and mandate?

- **Participation**

Who will be served by your project? How many people will participate?

## Organizational Development Grant - Application

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- **What is the proposed timeline for your project?**

- **Funding sources**

Please list other sources of funding applied for to fund this project (even if you were not successful). Are there fees/charges for participating in the project?

Please list all sources of funding from Strathcona County, applied for and received, and what the funding will be used for.

- **Measurement and accountability**

How will you know if your project has been successful?

# Organizational Development Grant - Application

## ORGANIZATIONAL DEVELOPMENT 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. The Revenue section should identify the various source(s) of funding for the project.

### Expenditures

Please list and describe the costs associated with your project including such things as workshop costs, facility rental, specialized services, equipment, leadership, training, etc. Provide as much detail as possible and identify suppliers.

Please note, the following are ineligible for funding:

- Travel costs
- Food
- Liquor & liquor licenses
- Capital equipment purchases

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	Current Application	Previous Application
<b>Total Expenditures</b>		
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)		
<b>Total Revenues</b>		
<b>NET</b>		

## Organizational Development Grant - Application

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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](mailto: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.