

To request funding, groups must submit a fully completed application form and provide the required supportive documents by the deadline being **April 16, 2021**

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.
- Your organization's COVID strategy to demonstrate that your activity/event/program will be managed safely and in accordance with Public Health Orders and COVID-19 restrictions i.e. physical distancing, Personal Protective Equipment (PPE), allowable numbers, service or delivery modifications, cleaning protocols, health screening, contact tracing and privacy.
- For core activities and operational funding, you must also attach a financial report showing your current financial situation and/or a reduction in core activity revenue in the current year, over previous years.

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 (yyyy-mm-dd) _____ Date (yyyy-mm-dd) _____

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- **Purpose and objectives**

How will the grant funding be used? Please indicate if funding is for operations, core activities, undeferrable expenses or other (if other, please indicate). Please provide details.

- **Impact**

What is your organization's mandate? How will these funds be used in the development of your organization and its mandate?

- **Participation**

Who will be served by your core activities? How many people will be engaged? How will you safeguard your audience, members and participants?

- **What is the proposed timeline for your project? When will the funds be utilized?**

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- **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?

- **Please identify any COVID 19 protocols to safeguard the community, if applicable.**

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COVID 19 EMERGENCY FUNDING - 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
- Activities that do not comply with public health ordinances
- Deferrable activities

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

\$ _____ (maximum \$5,000)

(Please include this number in the revenue section below)

EXPENDITURES	Current Application	Previous Application
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		

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

EMAIL:	Signed applications may be scanned and emailed to: Jenny.Willson@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 Jenny Willson, Community Liaison Officer - Culture either by telephone at 780-464-8058 or email at jenny.willson@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.