

## Community Initiated Projects Application Form

- STEP 1 Complete and submit application form by October 1
- STEP 2 Applicant will receive a response within 60 days from date of submission
- STEP 3 Review Committee will vet project with specific criteria
- STEP 4 Projects presented to Council for consideration of prioritization
- STEP 5 Approved community initiated projects will move forward in alignment with the priorities established by Council through the capital budget cycle

Organization name: \_\_\_\_\_

Date: \_\_\_\_\_ Contact name and Title: \_\_\_\_\_

Charitable Organization / Society Number \_\_\_\_\_

Email: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Proposed project name: \_\_\_\_\_

Proposed project location: \_\_\_\_\_

In report style form, submit a high level proposal with information to include:

1. Description of the proposed project including location and amenities added. Attach a rough site plan (if applicable) showing what the project shall include. (Max 250 words)
2. How the user(s) will benefit from the proposed project? (Max 250 words)
3. How this project will provide community enhancement and utilization including any restrictions on community use. (Max 250 words)
4. Impact on any other organization or user group (positively or negatively)? (Max 250 words)
5. Capital and operational costs for the proposed project and what community contribution the organization is prepared to commit and how (fundraising, grants, sponsors)? (Max 250 words)
6. How the project aligns with the Sustainability Plan, Strategic Plan, applicable departmental plan (Recreation Facilities and Parks Master Plan Update) and intermunicipal agreements. (Max 500 words)

Please attach the following to this application:

- ✓ A copy of the most recent annual return to Alberta Corporate registries.
- ✓ A copy of the motion passed by the board / association supporting this application.
- ✓ Supporting documents as requested (needs assessment, membership surveys, open house feedback).
- ✓ Membership lists to verify non-profit organization local percentage.

Name	Signature	Date
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**Submit application to:**

Sheila Gagnon  
 Recreation Development Coordinator  
 10005 102 street  
 Fort Saskatchewan, AB T8L 2C5  
[sgagnon@fortsask.ca](mailto:sgagnon@fortsask.ca) 780.992.6210

*The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Act) and will be used for the purpose of submission, review, and approval of community initiated projects. The information will be protected in accordance with the Act. If you have questions about the collection of information, please contact the FOIP Coordinator for the City of Fort Saskatchewan at 780.992.6236.*