



## Grants to Organizations Application Form

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### Instructions

1. **Application deadline is June 15th.**
2. Type or print when completing this form.
3. Registered Societies must be in good standing with the Province of Alberta Societies Act. Please attach the minutes of the most recent AGM.
4. Only one proposal per application.
5. Application can be emailed, mailed or dropped off at City Hall during regular business hours, excluding statutory holidays, 8:00am -4:30pm.

### Contact Information

City of Fort Saskatchewan  
 Grants to Organizations Program  
 Director of FCSS  
 10005 102 Street  
 Fort Saskatchewan, AB  
 T8L 2C5  
 Telephone: 780.992.6200  
 Email: [communitygrants@fortsask.ca](mailto:communitygrants@fortsask.ca)

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### Part A: Contact Information

Organization Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Incorporation Number: \_\_\_\_\_ Incorporation Date: \_\_\_\_\_

Grant Amount Requesting: \_\_\_\_\_

Annual or Multi-Year Request: \_\_\_\_\_

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#### Organization Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Organization Alternate Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please note:** If you need more space to answer a question you can attach a separate sheet of paper, making sure to note the number of the question you are answering. 1







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9. How do you plan to carry out the program, project, or event? (Please present a detailed schedule demonstrating the necessary steps for completion, if applicable.)

10. Performance Indicators: Please indicate the performance indicators that will be used to analyze the program, project, or event's success. They must be quantitative (e.g. number of participants in an activity, number of volunteers involved) and qualitative (e.g. community's satisfaction rate, project's impact).



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11. Is there a plan in place to adjust your future program/event planning in response to the data you collect as part of your performance indicators?

12. How does this community program, project, or event promote, encourage and facilitate the use of volunteers?

13. Explain the impact of not receiving the funding requested or in the event only partial funding is approved. What steps will your organization need to take to meet financial obligations?

14. How will the City be recognized for the grant contribution?



### Part C: Proposed Project/Initiative/Event Budget

Provide a detailed budget breakdown of the project/initiative/event indicating all costs.

**\*Please highlight any salary costs associated with the application.**

Sample Budget	Description	Amount
<b>Revenues:</b>		
Funds requested from the City		\$
Other Government Funding		\$
Other Grants		\$
Fundraising		\$
Donations		\$
Other		\$
In-Kind Donations (indicate value)		\$
<b>Total Revenue</b>		\$
<b>Expenses:</b>	<b>Description</b>	<b>Amount</b>
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Expenses</b>		\$

**Note: Total revenue must match total expenses**



### Part D Applicant’s Statement

I hereby certify that I am authorized to sign on behalf of the organization and that the information contained in this application is true and correct to the best of my knowledge and that I do not have any outstanding commitments resulting from any previous initiatives funded by the City of Fort Saskatchewan.

#### Authorized Organization Signatures

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

#### Application Checklist

- All sections of the application form are completed.
- Application signed and witnessed by authorized representatives.
- Copy of certificate of incorporation, if first time applying
- Applications asking for \$10,000 - \$50,000 must include a copy of the organization’s financial statements for the most recently completed financial year.
- Applications asking for over \$50,000 must include an externally audited copy of the organization’s financial statements for the most recently completed financial year.
- Application includes AGM minutes.

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of the grant funding application. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200