

City of Fort Saskatchewan Grants to Organizations

Before filling out the Application please ensure:

- You are in good standing with the Province of Alberta Societies or Housing Act
- Your project or initiative aligns with one of the funding streams ([See Guidelines](#))

Please include the following documents with your application for it to be considered complete:

- Certificate of Incorporation, if first time applying
- AGM minutes from previous year
- Applications asking for under \$25,000 must include a copy of the organization's financial statements for the most recently completed financial year
- Applications asking for over \$25,000 must include an externally audited copy of the organization's financial statements for the most recently completed financial year



Grants to Organizations Application Form

Instructions

1. **Application deadline is June 15th.**
2. Registered Societies must be in good standing with the Province of Alberta Societies Act.
3. Only one proposal per application.
4. Application emailed to communitygrants@fortsask.ca

Contact Information

City of Fort Saskatchewan
Grants to Organizations Program
Community Development Coordinator FCSS
10005 102 Street
Fort Saskatchewan, AB
T8L 2C5

Telephone: 780.992.6206
Email: communitygrants@fortsask.ca

Part A: Contact Information

Organization Name: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Incorporation Number: _____ Incorporation Date: _____

Organization Contact Person:

Name: _____ Title: _____

Contact Number: _____ Email: _____

Organization Alternate Contact Person:

Name: _____ Title: _____

Contact Number: _____ Email: _____

Grant Amount Requesting: _____ One year Multi year

Stream (See community Grant Guidelines) _____

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.
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1. Name of the project, Initiative or event:

2. Date of project, initiative or event (if applicable):

3. Describe your organization(s) Mission and Vision:

4. Provide a brief description of your organization including programs, services and mandate:

5. Provide a brief summary of the project, initiative or event:

6. What community need will the proposed project, initiative or event meet? Was the community consulted for the need? If this is a Core Funding application, how is this program an essential service that is data driven? (please include stats and/or research)

7. What performance indicators will your proposed project, initiative or event aim to deliver on?

Performance Indicator	What will success look like and how will you measure it? (Quantitative and Qualitative)



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CITY OF
FORT SASKATCHEWAN

11. Explain the impact of not receiving the funding requested or in the event only partial funding is approved.

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

Part C: Proposed Budget

Provide a detailed budget breakdown indicating all costs.

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

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

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.

Applications asking for less than \$25,000 must include a copy of the organization's financial statements for the most recently completed financial year.

Applications asking for over \$25,000 must include an externally audited copy of the organization's financial statements for the most recently completed financial year.

AGM minutes from the previous year.

Current List of Board of Directors with contact information.

This 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 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 780-992-6206