



GREENVIEW CANADA 150 COMMUNITY GRANT

Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada



GRANT APPLICATION INSTRUCTIONS

Overview

Grant requests directed to Greenview must meet a number of criteria in order to be successful. Each application must contain all required information, including all applicable supporting documentation and be submitted on or prior to the specified deadline.

Greenview is committed to supporting sustainable activities that positively impact Greenview's ratepayers, and is faced with allocating a limited amount of resources among an ever growing list of applicants. This process is intended to help make the best use of limited funds.

There are two (2) intakes for the Greenview Canada 150 Grant. To qualify, applications must be received prior to each specified deadline:

First Intake: April 10, 2017

Second Intake: July 10, 2017

You are **ineligible** to receive a grant if any of the following conditions exist:

- 1) You are not a registered charity or a registered not for profit society in active status.
- 2) The grant application is not complete.
- 3) A current financial statement is not included.
- 4) A detailed budget for the grant expenditure is not included.
- 5) A final report remains outstanding from a previous grant application.

Name of Organization

Include the full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

Mailing Address of Organization

Include the full address and postal code of the organization.

Contact Name(s)

The contact name(s) must include the first and last name of the contact(s).

Contact Telephone Number(s)

Please include a daytime contact number that includes message capabilities, cell phone or work number if possible since most calls from Greenview will be conducted during the day.

Position Held

The person making the application should normally be a member of the executive of the organization or be specially appointed by way of motion.

Purpose of the Organization

Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

Project Information

To be eligible for the Greenview Canada 150 Grant, projects must support at least one of the four objectives outlined in the fact sheet.

Project Overview

Outline in a few sentences what these specific funds would be used for and attach a detailed budget (Form A) for the proposal. The overview should include how your project aligns with the objectives set out for the Greenview Canada 150 grant, the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups, and the impact on the organization/users if the grant is denied.

Previous Grant and Reporting History (if applicable)

List the last two grants received from Greenview, including the purpose and amount. Final reports **MUST** be filed with Greenview within 90 days of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

Project Funding Details

Provide details of project expenses and source(s) of funding in Form A.

Past Financial Statements

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.

Final Report Content

The final report should include:

- 1) Name of Organization
- 2) A summary of actual expenditures of grant funds compared to submitted budget
- 3) A short written description of activities, number of participants, successes etc.
- 4) Signatures of two members of the organization's executive

Submit Applications:

Email: tara.zeller@mdgreenview.ab.ca

Mail: Tara Zeller, Grande Cache Community Coordinator
MD of Greenview, Grande Cache Sub Office
Box 214
Grande Cache, AB. T0E 0Y0

Questions: Phone: 780-524-6092

Greenview Grant Application Checklist

- Have all final reports from previous grant applications been filed?
- Has the application been fully completed and signed?
- Have you filled out Form A with a detailed budget for your project?
- Have you attached your approved financial statements for the last year, if available?
- Have you attached other supporting documentation if applicable?
- Is everything you provided clearly written and easy to understand?