

COMMUNITY CULTURE DEVELOPMENT FUND

A GRANT PROGRAM

APPLICATION YEAR

GRANT APPLICATION FORM

CATEGORY #2

CULTURE OPPORTUNITIES

SUBMISSION REQUIREMENTS:

Applicants may apply for this funding at any time. There is no deadline. Please allow up to four weeks from the time of confirmed receipt of the application to the time of announcement of the decision. Once the funding has been exhausted for the year, applications will no longer be accepted until new funding is available. Please contact 403-309-4091 to ensure availability of funding prior to making application.

For your organization's application to be considered complete, the following attachments must be submitted:

- Completed Grant Application - Form A (including signatures - Part C)
- Completed Culture Opportunities Category: Form B - Budget
- Proof of Incorporation; a copy of the current annual return from Alberta Corporate Registry
- Copy of most recent financial statements

Forms and documents can be submitted in one of three ways:

COURIER OR MAIL:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, Box 5008, Red Deer, Alberta T4N 3T4

EMAIL:

If signed and scanned, culturemailbox@reddeer.ca

HAND-DELIVERY IN A SEALED ENVELOPE:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, 3827 - 39 Street

It is the responsibility of the applicant to ensure that the submitted application is in the hands of Culture Services regardless of the submission method chosen. To confirm receipt of the application, call 403-309-4091.

Important! Please ensure that you have read the Grant Application Guide prior to completing and submitting your application.

Collection of Information:

The personal information collected in this form is collected under the Authority of the Municipal Government Acts 3(b) and will be used for the purpose(s) of administering the Community Culture Development Fund. If you have any questions about the collection of this information please contact Culture Services, The City of Red Deer at (403) 309-4091.

CATEGORY #2

CULTURE OPPORTUNITIES

FORM A

PART A

Organization: _____

Name of Project: _____

Contact (one person only): _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

- Mission or Mandate:** what is the overall purpose of your organization? If available, please provide your organizations official mission statement and mandate.

- The Project:** Please describe the project you wish to have funded, including how this project relates to short notice and/or one-time costs related to unforeseeable culture opportunities where longer term planning was not possible.

- Fit:** How does this project fit with this your organization's goals and direction?

- Amount Requested:** (must match Line 1 on Budget - Form B):
\$ _____
- Dates:** When will the project start? When will the project finish?

6. **Outcomes Focus:** The Application Guide identifies seven outcomes that are the focus of this grant. To which outcomes will your project contribute? Please check the ones which relate to this project.
- Community Cohesion and Engagement
 - Educational Opportunity and Attainment
 - Equitable Services and Access
 - Health, Safety and Well-being
 - Social and Cultural Diversity
 - Heritage
 - Economic Value

For each of the outcomes relating to your project, describe how your project will contribute.

7. **Success:** How will you know that your project has been successful? What measurement will you use (e.g. number of attendees, number of sessions held, training attended, etc.?)
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8. **Advancement of Culture:** What legacy will this project leave in the community once completed? How will the project make a difference from one year to the next in improving or advancing Red Deer's culture assets (e.g. leadership, facility, experiences, etc.?)
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9. **Timing of Funding:** If your application is successful, do you require the funds in advance of the project starting, or will you claim the funds with receipts at the project's completion?
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CATEGORY #2

CULTURE OPPORTUNITIES

FORM A

Organization Name

Project Name

PART C

AGREEMENT NOTICE

To receive funding, successful applicants must sign an Applicant Agreement that will include the following terms and conditions:

1. The organization must expend the funds received in accordance with their application.
2. The organization must complete the reports identified in the Application Guide by deadlines and in the format specified. Failure to do so may result in suspension of all or any future payments.
3. The City staff of Culture Services must be notified if any change occurs that may result in inability of the organization to deliver the project as specified in the application.
4. Any unspent funds allocated through this program to the successful project will be returned to the City.
5. The City of Red Deer reserves the right to cancel the agreement with reasonable cause provided the organization receive 90 days written notice.

Full details and other terms will be included in the Applicant Agreement document, should the application be successful.

PART D

AUTHORIZATION FOR APPLICATION

As established through a resolution / motion of the organization's Board of Directors, the following signatures indicate that the information provided in Form A and Form B of this application is accurate and they acknowledge that an Applicant Agreement will be entered into prior to funds being released.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____