



**2022 CATEGORY 3 GRANT FUNDING APPLICATION**

Funding Period: January 1, 2022 – December 31, 2022

**Please be advised all information provided will be considered public information**

**NAME OF ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CONTACT NAME & TITLE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**NAME & DATE OF EVENT:** \_\_\_\_\_

**2022 FUNDING REQUEST:** \$ \_\_\_\_\_

**ACTIVITY TYPE (Please check one):**

\_\_\_\_ Hosting a Charitable Event or Community Event/Celebration

\_\_\_\_ Travel to a Provincial, National or International Event representing the Crowsnest Pass

\_\_\_\_ Other initiatives, projections and activities deemed eligible by Council (Please explain)

**CATEGORY 3 REQUESTS** will be considered on a **“first come, first served”** basis. Any funding and support approved is done so on a one-time basis. Any additional funding and support requests after 2022 will be considered under a Category 1 or Category 2 request. On-going annual support should not be assumed and will not be guaranteed. Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual. If applicable, the current rates for use of Municipal Facilities, equipment and labour/services must be included and detailed in the application. Each award of funding and support will not exceed \$1,000.00 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – WHICHEVER AMOUNT IS LESS. In determining the amount of funding and support to grant, Council shall consider total budgeted expenditures for activities outlined in the application; fundraising and external funding commitments garnered by the applicant; the applicant’s contribution to the initiative or event (i.e. financial, in-kind and volunteerism); youth and family events and organizations will receive preference; the impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community; the marketing value and opportunities being offered to the Municipality in exchange for any funding; the profitability of the event; other municipal grant funding provided to the applicant; any other factor that Council feels is warranted.

**Please attach a description of your initiative, including the following information:**

1. Any marketing value or opportunities offered to the Municipality.
2. The impact of the initiative and its value to the community (e.g. volunteer contributions, anticipated attendance and why it is important to the community)
3. Clearly indicate if the event/activity is for youth, family or adults (youth and family events and organizations will receive preference over adult ones)
4. Total budgeted revenue, including a breakdown of funding sources (i.e. fundraising/donations, applicant contribution, grants, user fees or participant fees, etc.)
5. Total budgeted expenditures, including a breakdown of costs (i.e. transportation, accommodation, facility and equipment rental, food, entertainment, marketing/advertising, etc.)
6. Clearly identify the municipal facilities, equipment and labour costs associated with the request, as per the attached Fee Schedule.

**PLEASE NOTE: Grant recipients are required to provide a follow-up report, including an accounting of expenditures to the Director of Finance within 30 days of the applicant's funded/support activity/event. Grant recipients that do not provide adequate reporting will not be eligible to access future grant funding until the requirements have been fulfilled.**

---

**APPLICANT SIGNATURE**

---

**DATE**

**Submit applications to: Brian McCulloch, Director of Finance**

**E-mail: [brian.mcculloch@crowstpass.com](mailto:brian.mcculloch@crowstpass.com)**

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and may become public information. Questions regarding the collection of this information can be directed to the Municipal FOIP Coordinator at 403-562-8833.