

INTRODUCTION

Each year the Mayor and Councillors have budgeted for them monies known as Council Priority Funds. Council Priority Funds are to be used to support community initiatives or events that benefit Strathcona County and its residents.

ELIGIBILITY

Organizations, including community groups, applying for Council Priority Funds must be based in Strathcona County.

- Review **GOV-001-032 Council Priority Fund Expenditures** for the policy statement, guidelines, and roles and responsibilities.

HOW TO APPLY FOR PRIORITY FUNDS:

- Fill out the application.
- Attach a budget for the event, project, or expense.
- Attach a letter of request detailing intended use of funding.
- Return the completed application with supporting documentation to the Office of the Elected Officials.

Mail in address:

**Office of the Elected Officials
Strathcona County
2001 Sherwood Drive
Sherwood Park, Alberta T8A 3W7**

Drop off address:

**Office of the Elected Officials
Community Centre – 3rd Floor
401 Festival Lane
Sherwood Park, Alberta**

- The Office of the Elected Officials will notify you of your success. If we require additional information, your group may be requested to provide us with more information about your request.
- If you are successful, the reporting requirements of policy **GOV-001-032 Council Priority Fund Expenditures** will apply to funding received.
- **Failure to complete the Council Priority Funds - Report as stipulated in the policy noted above will prohibit your group from consideration for further Priority Funds.**
- **All information you provide will be presented to Council and will become part of the public record.**

CONTACT US

If you have any questions or need assistance, please call the Office of the Elected Officials at 780-464-8098.

Collection and use of personal information

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 to manage and administer Council Priority Funds. Please be aware that information provided may be made public. If you have questions regarding the collection, use or disclosure of this information, contact Vicky Cushman at 780-464-8098.

Council Priority Funds – Application

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PRIORITY FUND INFORMATION – Completed by Applicant

Organization Name _____

Address _____
Street and number Subdivision if rural

City or town _____ Province _____ Postal code _____

Contact person _____

Telephone _____

Email address (optional) _____

Project Type Event Project Expense

Amount Requested \$ _____

Brief description of request

Print name

Signature

Date

Please remember to attach a proposed budget and request letter to this request.

Number of attached pages _____

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