

To request funding, groups must submit a fully completed application form and provide the required supportive documents by the deadlines being:

- November 30 for Phase I (January – June)
- May 8 for Phase II (July – December)

Before completing, please refer to program guidelines located at:

www.strathcona.ca/community-families/community-programs/grants-and-funding/arts-culture-grants

Applicant Information

Legal name of applicant _____

Act incorporated under _____ Incorporation number _____

Registered mailing address (all correspondence and cheque will be mailed to this address)

Postal code _____

Phone number(s) _____ Email address _____

If you are applying on behalf of another organization, please identify that group.

Required Attachments

- List of current executive and/or board of directors, including names, positions/titles, phone numbers (home and work) and an email address where possible. Please indicate the primary contact person for your organization.
- Most recent annual financial statements.
- Your organization's COVID strategy to demonstrate that your activity/ event/ program will be managed safely and in accordance with Public Health Orders and COVID-19 restrictions.
- Copy of the minutes of the meeting that include the motion by your organization's governing Board authorizing this application.
- If you are applying on behalf of another organization, attach a list of the key individuals involved in that group, including names, positions/titles, phone numbers (home and work) and an email address where possible. Please indicate the primary contact person for that organization.

Declaration

We, the undersigned officers of the organization, certify that this application contains a full and accurate account of all matters stated herein.

Name _____ Name _____

Position _____ Position _____

Signature _____ Signature _____

Date (yyyy-mm-dd) _____ Date (yyyy-mm-dd) _____

Organizational Development Grant - Application

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- **Purpose and objectives**

Describe your project and its purpose? Why is it needed? List any other Strathcona County groups that will be collaborating with you (if any). How will the grant funding be used?

- **Impact**

What is your organization's mandate? How will this project enhance and encourage the development of your organization and its mandate? If this is an application on behalf of another organization, how will the project enhance that group's organizational development and mandate?

- **Participation**

Who will be served by your project? How many people will participate?

- **What is the proposed timeline for your project?**

- **Funding sources**

Please list other sources of funding applied for to fund this project (even if you were not successful). Are there fees/charges for participating in the project?

Please list all sources of funding from Strathcona County, applied for and received, and what the funding will be used for.

- **Measurement and accountability**

How will you know if your project has been successful?

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ORGANIZATIONAL DEVELOPMENT PROJECT FINANCIAL INFORMATION

INSTRUCTIONS

1. For the most informed decisions to be made regarding your application, please provide the most complete information possible.
2. Please provide supplier quotes. If these are not available, indicate the source of the estimate.
3. The Revenue section should identify the various source(s) of funding for the project.

Expenditures

Please list and describe the costs associated with your project including such things as workshop costs, facility rental, specialized services, equipment, leadership, training, etc. Provide as much detail as possible and identify suppliers.

Please note, the following are ineligible for funding:

- Travel costs
- Food
- Liquor & liquor licenses
- Capital equipment purchases

How much funding are you seeking from the Arts, Culture and Heritage Community Investment Program?

\$ _____

(Please include this number in the revenue section below)

EXPENDITURES	Current Application	Previous Application (if applicable)
Total Expenditures		
REVENUES		
Arts, Culture and Heritage Community Investment Program		
Provincial grants (specify)		
Federal grants (specify)		
Strathcona County (other grants or subsidies)		
Corporate support		
Fundraising		
Cash donations		
Other (specify)		
Total Revenues		
NET		

Organizational Development Grant - Application

You may submit your application using one of these three ways:

EMAIL:	Signed applications may be scanned and emailed to: culturegrants@strathcona.ca When submitting by email you must ensure receipt at Strathcona County through reply by County staff or by autoreply from the culturegrants@strathcona.ca mailbox.
DROP OFF:	Recreation, Parks and Culture Administration Building 2025 Oak Street Sherwood Park, AB (Monday – Friday from 8:30 am – noon, 1:00 pm - 4:30 pm except on Statutory Holidays)
MAIL IN:	Strathcona County Recreation, Parks and Culture Cultural Services 2001 Sherwood Drive Sherwood Park, AB T8A 3W7

If you have any questions, please direct them to Jenny Willson, Community Liaison Officer - Culture either by telephone at 780-464-8058 or email at jenny.willson@strathcona.ca.

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 in the management and administration of the grant application process. Artists who are selected to receive a grant may have their name and the amount of the grant awarded made publicly available. If you have any questions about the collection, use, or disclosure of this information, contact the Manager, Finance and Business Operations, Recreation, Parks and Culture, Strathcona County at 780-467-2211.