



Recreation Funding Committee  
Schedule "C"



## Grant Application Process

### Application Process:

Applications must be submitted by April 30th annually in one of the following methods:

- Mail at P.O. Box 299, Bassano, AB, T0J 0B0 and shall be postmarked before May 1<sup>st</sup>, Attention: Recreation Funding Committee
- Hand delivered to Town Office – 502 – 2<sup>nd</sup> Avenue, Bassano.
- Emailed to [cao@bassano.ca](mailto:cao@bassano.ca) with subject line as "RFC Grant Application".

Applications must be legible. Detailed point form is acceptable.

Applicants are encouraged to complete and submit their application via the online fillable form where possible.

### Funding Distribution Process:

Applicants shall:

- Be given written notification that your application has been received and confirmation of its eligibility.
- Be given written notification of your applications success by May 15<sup>th</sup> along with the Grant Application Follow-up Form.

Funds distribution:

- Successful applicants shall receive 50 percent of awarded funds by May 31<sup>st</sup>.
- Funds must account for and used by December 31<sup>st</sup> of the calendar year in which the funds were awarded.
- Successful applicants are required to complete the Grant Application Follow-up Form within 30 days after the completion of the project. Remaining funds will be distributed upon completion of the Follow-up form based on the approved application.
- If you are unable to complete the approved project or can not use the funds in the way they were intended the RFC requires the funding to be returned in full. Change requests will not be accepted. Returning funding will not affect your future eligibility.



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### 1.0 Applicant Information:

1.1 Organization Name – *Insert the name of the organization you are representing (e.g. Local Badminton Club).*

1.2 Mailing Address – *Insert the mailing address for the organization you are representing. (e.g. PO Box 000, Bassano, AB T0J 0B0)*

1.3 Primary Contact Person & Information – *Insert the name of the individual who shall be contacted if there are any questions arising from the application. The contact person must be knowledgeable on the content of the application submitted.*

1.4 Other Contact Person & Information – *Insert the name of the individual who shall be contacted if the Primary Contact person is unavailable. The contact person must be knowledgeable on the content of the application submitted.*

1.5 Describe Your Organization and its Purpose – *Provide a brief description of your organization and your organization's purpose.*

### 2.0 Project/Program Overview

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)



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2.1 Project/Program Title – *Apply a title to your project/program/event (e.g. Local Badminton Club Utility Support).*

2.2 Summary of the project/program/event – *Describe what you plan to do with the funds.*

2.3 Statement of Need – *Please provide a statement of need for your project/program/event. Follow the guidelines below to ensure that your statement covers all the necessary points.*

\* The information below is an example to help guide you through the application process.

- **Step 1: Describe the need your organization has identified.**
  - *e.g. Local Badminton Club is requesting funding to offset rising energy costs.*
- **Step 2: Explain your solution (your project/program/event) and why it will help.**
  - *e.g. By offsetting energy costs with external funding, Local Badminton Club can focus on developing youth programs and other events for patrons to enjoy.*
- **Step 3: Explain why the need requires immediate attention.**
  - *e.g. Without support, Local Badminton Club could become unsustainable.*
- **Step 4: Combine Step 1-3 into a statement of need.** Be sure to indicate the Target Age (e.g. 16-60) for your project/program/event and the number of anticipated users (e.g. 40-50). Provide the location of the program/project/event. Ensure numbers are realistic to the proposed program/project/event.

2.4 User Attraction – *How will you encourage existing and new users to your project/program/event/or facility for which you are applying (e.g. Advertising, word of mouth promotion, Tik Tok)?*



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2.5 Project Viability – *How will your organization collect feedback to improve your project, program, event, or facility (e.g. Questionnaires)? How do you know the project, program, event or facility is successful (e.g. Number of facility users has doubled from the previous year)?*

2.6 Amount Requested – *Document the total amount of funds requested to offer the project/program/event.*

2.7 Additional Funding – *Indicate if you are seeking additional funding opportunities (e.g. other grants, fundraising).*

2.8 Internal Funding Contribution – *Indicate if you are contributing funds to the project. Include this information in the project budget.*

### 3.0 Project Budget

*For project/program related budget items ONLY.*

- Income/Expenses – *Provide a breakdown of all project income (revenue) and expenses (costs). The PROJECT TOTAL must balance.*
- Ensure that you do not over apply as funds are limited.
- Insert a title for all listed expense (costs) along with the value (e.g. Income, "RBC Donation" \$1,000 or Expenses (costs), "Labor" \$500).
- Include project/program fees.



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### 4.0 Current Financial Statements

4.1 Organization Name – *Same as 1.0 in Applicant Information*

4.2 *Financial Statements and Accounts Summary – Provide current financial statements that reflect your entire operation for one fiscal year and 2023- 2024 unapproved financial statements ending March 1, 2024.*

*Financial statements must contain:*

- *All revenue, expenses, assets, and liabilities.*
- *Any funding raised (E.g. casinos, sales revenue, and donations).*
- *List all savings accounts, capital replacement accounts, and operating accounts.*
  - o *Insert notes explaining the intended purpose of all funds. (E.g. Lump sum in our savings account is earmarked for a capital equipment upgrade.)*

Type of Account	Purpose of the account
E.g. Savings Account	Funds are earmarked to replace the Zamboni.

### 5.0 Application Agreement

5.1 Organization Name – *Same as 1.0 in Applicant Information*

5.2 Checklist – *Verify that supporting documentation has been attached to the application before submission. Please review which documentation is required and/or optional.*

5.3 Signature/Position – *Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. The date the application was completed and submitted.*