



M.D. OF BONNYVILLE COMMUNITY ACTION GRANT APPLICATION GUIDE

PROGRAM OVERVIEW

The purpose of the Community Action Grant is to provide funding support to organizations and groups that contribute to the vitality of the Municipal District of Bonnyville (M.D.) as well as supporting events that provide residents an opportunity to engage in their community. Funding may be dependent on available funding within the budget constraints of the M.D. of Bonnyville as well as a majority approval from M.D. Council.

There are three intakes for the Community Action Grant events/programs each year. The deadlines for funding applications are March 15th, June 15th and October 15th. There is one intake for capital projects each year. The deadline for funding is March 15th.

The Parks, Recreation & Culture department can assist Community Action Grant applicants with general feedback and tips. For questions regarding eligibility, funding history, guidelines or budgeting, please contact the Parks office at 780-826-3972.

ELIGIBILITY

Applications for funding must meet the project criteria. The following are not eligible for funding:

- Purchase of land or buildings
- Any costs required to sustain an organization including employees, rent, and utilities
- Municipal taxes or levies
- Payments to a committee or committee member

PROJECT CRITERIA

- Applicants must be a non-profit organization within the M.D. of Bonnyville
- Provide a benefit to residents within the M.D. of Bonnyville
- Provide a service to residents within the M.D. of Bonnyville
- Based within the M.D. of or one of the urban neighbours
- Host an event that impacts awareness for a not-for-profit group
- Host an event that fundraises for a not-for-profit group

- Host an event that contributes to the general economy within the M.D. of Bonnyville
- Have demonstrated sustainability
- Primary mandate must be to provide inclusivity, community wellness, arts, culture recreation and/or sport
- Not be a recipient of any M.D. operating grants or funding including Agricultural Society funding

APPLICATION DEADLINES

Deadline for applications is the 1st of every month and will be reviewed at the earliest possible Council meeting. Applications received after this timeline will be forwarded to the next review period. The M.D. of Bonnyville reserves the right to make public any announcements about approved grants.

APPLICATION REQUIREMENTS

Applicants will only be considered every second year and must include the following:

- Complete application form
- Most recent financial statements
- Proof of filing an annual return from Corporate Registries
- Confirmation of matching funds
- Project budget
- Detailed description of the program, event or project
- Letters of support from the community
- Provide an 'in-kind' list and volunteer hours for the program, event or project
 - \$20.00 per hour for unskilled labour
 - \$40.00 per hour for skilled labour specific to the program, event or project
 - \$75.00 per hour for heavy equipment
- Demonstrate that additional sources of funding were investigated, applied for or received

APPLICATION PROCESS

- Complete and submit the Community Action Grant application prior to the deadline. Fillable forms are available online at www.md.bonnyville.ab.ca
- Administration will review your application for completeness and eligibility compliance to ensure all required information is correctly entered on the application form. Incomplete applications will be returned to the applicant and may be resubmitted prior to the deadline. Extensions to deadlines will not be granted.
- All funding requests are presented to the Recreation Committee to review and make recommendations to Council. Only those applications meeting the grant eligibility requirements shall be considered for funding.

- The committee will present their recommendations to Council for consideration and approval. Unsuccessful applicants may revise and resubmit applications for the next intake cycle.
- Administration will process approved funding and provide a letter outlining any funding conditions and expectations, as well as final reporting requirements.

APPLICATION FORM AND PROPOSAL

- **Section 1**
 - Complete all required fields. Any further information may be attached to the application.
- **Section 2**
 - Project details is a key element of your funding application. This is where you will describe what your event/project will achieve, how it will be achieved, who will benefit and why it is important for the area. The merit and viability of the event/project must be evident throughout the application.
 - Be clear, specific and to the point when describing your event/project.
- **Section 3**
 - Project costs and funding is also a key element. It must be evident that there is community contribution whether from another municipality, business or fund raising.
 - Volunteer time must be calculated using the rates listed under '*application requirements*'.
 - Any shortfalls must be documented and explained.
- **Section 4**
 - A detailed budget outlining expenses and revenues must be supplied. Ensure that your budget is balanced.
 - At least two quotes for any services, contractors or equipment required must to be included.
- **Section 5**
 - Consent and certification of application material to be used by the Municipal District of Bonnyville as deemed appropriate.

REPORTING

All applicants are required to submit a report upon completion of the event, program or project using the Community Action Grant report form. This report may be used to inform M.D. Council of the successes and challenges of the event, program or project. It remains the discretion of the M.D. of Bonnyville Council and administration to require further reporting information. Failure to submit the report may result in disqualification or rejection for future applications.

If grant funds were not used for the purpose they were awarded, the applicant will be required to return funding. Any unused portions of the grant must be returned along with the Final Report.

ROLES AND RESPONSIBILITIES

- It is the responsibility of the applicant to ensure time lines for applications and reporting are met
- It is the responsibility of the applicant to fill out the application and reporting forms to the best of their ability
- Provide as accurately as possible the financial expectations of the event/project
- Provide as accurately as possible the financial outcomes of the event/project
- Provide information about the group/organization including a contact name, mailing address, email address and phone number