



**Community Development & Culture Grant
Major Grant Program
Application**

Submissions of Funding Applications will be reviewed by the CAO or designate as they are received. For the 2015 budget year the applications will be reviewed on a first come first served basis. Applications for the 2016 and subsequent budget years must be received by July 1st prior to budget deliberations.

Organization Name:

Project Name:

Amount Requested:

FOIP Notification Statement: The personal information that you provide to the Town of Ponoka is collected under the authority of the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act* – Section 33(c). The information will be used for the purpose of reviewing grant applications.

Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the *FOIP Act*, and can be reviewed and corrected upon request. Questions regarding the collection of personal information can be directed to: Town of Ponoka, 5012-48 Ave. Ponoka, AB T4J 1P7, Tel (403)783-4431.

The Town of Ponoka's Vision Statement

- The fundamental values, which guide the Town of Ponoka Organization.
 - Integrity: We will be honest, responsible, and trustworthy.
 - Service: We have a strong commitment to serving our community.
 - Excellence: We will strive for the highest quality in all that we do.
 - Respect: We will treat others the way we would want them to treat us.
 - Communication: We will maintain transparency and open communication between the community and the Town's Government

Community Development & Culture Grant Program

- The Town of Ponoka has provided funds to facilitate initiatives to be pursued through a grant program. The maximum grant allocation is \$1000.
- On an annual basis, the grant is subject to Town funding allocation.
- The purpose of this Community Development & Culture Grant is to support new local programs and services that enhance the quality of life of Ponoka residents through recreation and/or culture.
- Applications will be accepted and reviewed on a first come, first served basis.

Major Grant Program

- This program is designed for groups or organizations requesting grant amounts larger than the scope of the Community Development & Culture Grant Program.
- Major Grant Program requests will be reviewed prior to the annual budget process. The deadline for these submissions is July 1st annually.

Who May Apply for Funding

- The grant is open to businesses and community groups in good standing with, and serving the Town of Ponoka.

Grant Eligibility Criteria

Services provided under a program MUST:

- Address one or more of the following outcomes: **(Check all that apply)**
 - 1. Help people to value and understand the benefits of recreation and culture services.
 - 2. Help facilitate communication throughout the recreation and culture delivery system.

- 3. Provide a strong, defined and measured partnership arrangement.
- 4. Provide new services that enhance the quality of life of Ponokans.
- 5. Provide supports that help sustain people as active participants in the community.
- 6. Be of a one-time nature only.

Services provided under a program MUST NOT:

- × Offer direct assistance, including money, food, travel, equipment or accommodations to an existing program.
- × Duplicate services ordinarily provided by another.

Expenditures of the program SHALL NOT INCLUDE:

- The purchase of land or buildings.
- The construction or renovation of a building.
- The purchase of motor vehicles.
- Any costs required to sustain an organization that do not relate to the direct delivery of the proposed program.
- Municipal property taxes and levies, or
- Payments to a member of a board or committee other than reimbursement of incidental expenses incurred in providing volunteer services to the program.

Community services and programs that may be supported by funding include:

- ✓ General recreation and culture programs.
- ✓ Fitness and wellness programs.
- ✓ Youth nature/outdoor education programs.
- ✓ Adult performing arts programs.
- ✓ Services to promote encourage and support volunteer work in the community.
- ✓ Services to inform the public of available recreation and culture services.

Application Process

1. Complete the Grant Application Form with a projected budget and supporting documentation.
2. Application will be submitted to the CAO who will forward to appropriate department. Applications will be reviewed and scored based on the matrix below. Recommendation for approval or rejection will be forwarded to CAO by the department head. The Town may choose to "defer the decision" pending the need for additional information. The decision on funding for grant amounts within the parameters of the Community Development & Culture Grant will be made by the CAO and will be final and appeals to Council will not be permitted.

Grant requests for greater than \$1000 will be reviewed by administration. The CAO will forward recommendations to Council for approval.

3. The Applicant will be notified in writing of the decision and funds will be distributed as directed by the CAO.
4. The Applicant must comply with the Grant terms and conditions, utilizing funds only for the purpose outlined in the grant application. Unused funds

must be returned to the Town upon completion of the event.

5. The Program must be completed by Dec. 31, of the calendar year which it is granted for.
6. A final report of grant use is due by February 28, of the following year.
7. Acknowledgement of the contribution by the Town of Ponoka grant is required.

Grant recipients are fully accountable to the Town of Ponoka for funds received upon acceptance of the grant.

Town of Ponoka Recreation & Culture Priorities

- #1 Opportunities that allow for spontaneous, drop-in recreation and culture activities
- #2 Programs that focus on utilizing recreation and culture pursuits to promote social inclusion – a sense of connectedness and belonging (new Canadians, etc.)
- #3 Broader public programs focused on general fitness/wellness – getting more people more active more often
- #4 Broader public programs focused on nutrition and healthy choices
- #5 The integration, where possible, of pertinent stages of the Canadian Sport for Life Strategy (<http://www.canadiansportforlife.ca/>)
- #6 Outdoor programming for children and youth, promoting interaction and “building a relationship” between child/youth and the outdoors/nature
- #7 Programs offered to school aged children during the critical afterschool time period (3-6pm)
- #8 The continuation of traditional team sports offering for all ages groups with greater focus on skill development and less on competition
- #9 Programs that promote and ensure positive aging
- #10 Programs that promote intergenerational participation
- #11 General recreation and/or culture programs

Grant Review Matrix – Criteria are listed above.(For Office Use Only)

Meets Established Priorities	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
Y/N							

Organization Name if applicable

Mailing Address

Primary Contact

Name		Position	
Phone Number		Email Address	

Is your business / organization registered as a Ponoka Business / AB Society and in good standing? Yes No

Ponoka Business License or Society Registration Number (if applicable)

Amount Requested

\$

PROJECT INFORMATION

Name of Program/Project/Service/Initiative

Target Group: Who will be served?

If more than one target group, please indicate the percentage for each target group identified.

<input checked="" type="checkbox"/>	AGE	%	<input checked="" type="checkbox"/>	AGE	%
	0 - 5			Young Adults 19 - 39	
	6 - 11			Adults 40 - 64	
	12 - 18			Senior 65+	

Purpose of the Program (Describe what it is intended to do. How will it assist the target population?)

Community Need (Describe the need for this program.)

Strategy (Describe the specific activities that will be utilized to address the community need.)

Goals/Objectives (Describe what you are trying to achieve with the requested funding.)

Expected Results (Describe the expected results for the target population.)

Volunteer Involvement (Describe the role of volunteers in this program.)

Community Partnerships (List organizations that are considered partners of this program.)

Duplication (Are similar projects offered in the community? If so, describe how they are different.)

Evaluation Plan (Describe the specific ways that this program will be evaluated by participants & staff.)

Indicators of Success (Describe how success will be indicated by the evaluation plan. i.e. participation, survey feedback, program waiting list, etc.)

SUCCESS Stories are important.

Please share any success stories related to this Project. (Attach on separate sheet if more space is required.)

PROJECTED PROJECT REVENUE	2015 Budget	Notes
Town of Ponoka Recreation & Culture Grant		
Other Grants		
Fundraising		
Donations		
Fees/Membership		
Other (please specify)		
TOTAL PROJECT REVENUE		
PROJECTED PROJECT EXPENSES	2015 Budget	Notes
Program Delivery Expense		
Direct Program Costs		
Program Supplies		
Advertising & Promotion		
Town of Ponoka internal marketing & promotions: <i>City Website, Facebook, City Pages (Newspaper)</i>	No Charge	<i>Town will attempt to include program/service information where possible in available communication mediums.</i>
Facility Cost		
Rent		
Utilities		
Insurance		
Administration Costs (Max 10%)		
Accounting, Audit Fees & Legal		
Staff Salary/Wages		
Staff Benefits		
Office Supplies		
Other Expenses		
Volunteer Training		
Volunteer Recognition		
Other		
TOTAL PROJECT EXPENSES		
SURPLUS or (DEFICIT)		
TOTAL FUNDING REQUESTED		

About this Grant Application

Parameters and Eligibility Criteria of this Grant Application are based on the 2013 Town of Ponoka Strategic Plan Guidelines. This document can be viewed at: www.ponoka.ca

The Town of Ponoka may need to be included as additional named insured on the successful applicant’s liability insurance (\$2 Million), and be provided with a copy.

DECLARATION OF INTENT

As the applicant, we, the undersigned declare that if awarded a grant by Town of Ponoka Recreation & Culture Grant Program, it shall be used solely and explicitly for the purposes stated in this application and in accordance with the statement of expenditure (budget) as submitted and approved. Any portion of the grant funds not used for these purposes, or any portion not required to complete the project or meet the described objectives, will be returned to Town of Ponoka, unless prior written permission to vary these purposes is obtained.

_____	_____	_____
Name/Title (print)	Signature	Date
_____	_____	_____
Name/Title (print)	Signature	Date

DECLARATION OF SUBMISSION AND COMPLIANCE

I/We agree to provide, within 60 days of project completion:

1. A report detailing the use to which the funds were applied
2. A detailed statement of revenues and expenditures
3. Any other relevant information as may be required by the Town of Ponoka to satisfy their reporting and accounting requirements.

I/We agree that the project outcomes and success stories become the property of the Town of Ponoka and may be shared as such.

I/We agree to be aware of and comply with required Town of Ponoka bylaws, as well as all necessary insurance, criminal record checks, legislative, or other requirements.

I/We the undersigned hereby certify that this application contains a full and accurate account of all matter stated herein:

_____	_____	_____
Name/Title (print)	Signature	Date
_____	_____	_____
Name/Title (print)	Signature	Date

Contact Information:

Town of Ponoka
5012-48 Ave
Ponoka, AB T4J 1P7
Phone: 403-783-4431

Fax: 403-783-6745
Email: town@ponoka.org
Website: www.ponoka.ca