

Environmental Initiatives Grant Application Questions & Information Needed

ORGANIZATION PROFILE

To set up your Organization Profile you will need:

Field	Response required
Organization Name	YES
Phone	YES
Website	IF YOU HAVE ONE
Address	YES
Primary Contact	This is the person who will be the primary administrator of the grant.
Owner	This is the person that the reports will be assigned to. It is recommended that the ED or head of the organization be the owner of the application as this will give them access to the application and all the subsequent reports generated to the project. They will not have to do all the work, but they will be accountable.
Identification	You need to know if you are a charity or a non-profit organization, and your charity or non-profit registration number
Certify Good Standing	The person completing this application must certify that the organization is in good standing with the Government of Alberta
Organization History	YES, 200 WORDS MAX
Mission and Vision	YES, 200 WORDS MAX
Applicant Authorization	The person completing this application must certify that they are authorized to do so
Audited Financial Statement	The person completing the application must confirm that the organization has an audited financial statement from the organization's most recent fiscal year end

ORGANIZATIONAL PURPOSE

1. Briefly describe the programs, projects and/or services your organization provides to achieve its mission, and who is the intended audience for each. (250 words maximum)
2. Please attach the letter of acknowledgement you received from the Government of Alberta when you filed your most recent Society Annual Return.

PROJECT OVERVIEW

1. Project Summary: This will be used to describe your project for promotion or information purposes, for example on The City's website. (100 words maximum)
2. Project Name
3. Project Details: Describe your project in detail (500 words maximum). As appropriate for your project, you may want to include:
 - What will you do? Specific activities, actions, steps
 - Where? location, venue
 - When? timeline, dates
 - Who will deliver the project and what qualifies them?
 - Who are you targeting to participate? What percentage will be Red Deerians?
 - How will you get them involved?
 - Who will you partner with?
 - What difference will your project make? Why is the project needed or impactful?
 - What will your organization contribute? E.g. volunteers, cash, materials and supplies.
4. Mission and Mandate: How does this project fit with your organization's mission and priorities? (200 words maximum)

OUTCOMES FOCUS

1. To which of the Grant's desired outcomes will your project contribute? Select the relevant outcome(s), then identify how your project contributes to the outcome(s) and how you will measure that contribution. Your project does not need to address every outcome.
 - Help citizens adopt actions to enhance the health and wellbeing of our environment.
 - Foster positive relationships between people and our natural environment.
 - Increase collaboration between citizens through environmental initiatives.

- a. Contribution: How does your project contribute to the outcomes selected? (500 words max)
 - b. Indicators: How will you measure success? (200 words max)

2. The Environmental Master Plan has six focus areas, each with a goal. Select which focus areas your project will address, then identify how it contributes to the goal(s) of the focus area(s) selected and how you will measure that contribution. Your project does not need to address more than one focus area.
 - Water: improve the quality of our water resources and increase water conservation
 - Waste: decrease the amount of waste going to landfill and increase diversion opportunities
 - Energy: reduce energy use and move towards using renewable energy sources
 - Ecology: protect and enhance the terrestrial and aquatic health of the natural heritage system
 - Community Design: plan and build a well-connected, sustainable community that contributes to a quality of life for residents to live, work, move around and enjoy recreational and cultural pursuits
 - Air: improve air quality and reduce emissions
 - a. Contribution: How does your project contribute to the outcomes selected? (500 words max)
 - b. Indicators: How will you measure success? (200 words max)

BUDGET

1. Have you received any other City of Red Deer funding for this project? Please explain.
2. What amount is requested from this grant?
3. You will be asked to complete a budget spreadsheet that outlines
 - a. PROJECT REVENUE (other grants, fundraising, cash or in-kind equity, sales, sponsorship, other in-kind good & services)
 - b. PROJECT EXPENSES (portion of organization's administration costs, equipment, materials, promotion, etc.)

The Revenue, Expenses and Amount Requested must balance to \$0.

AGREEMENT NOTICE

To receive funding, successful applicants must sign a Funding Agreement that will include the following.

1. The organization must not be in arrears for municipal taxes or utilities, or failed to pay any other municipal charge or invoice.

2. The organization must expend the funds received in accordance with their application.
3. The organization must complete the reports identified in the Grant Application Guide by deadlines and in the format specified.
4. The City of Red Deer's Community Development staff must be notified if any change occurs that may result in inability of the organization to deliver the project as specified in the application.
5. Any unspent funds allocated through this program to the successful project will be returned to The City of Red Deer.
6. The City of Red Deer reserves the right to cancel the agreement with reasonable cause provided the organization receive 90 days written notice.