

COMMUNITY CULTURE DEVELOPMENT FUND

A GRANT PROGRAM

GRANT APPLICATION FORM

CATEGORY #2

CULTURE OPPORTUNITIES

SUBMISSION REQUIREMENTS:

Applicants may apply for this funding at any time. There is no deadline. Please allow up to four weeks from the time of confirm receipt of the application to the time of announcement of the decision. Once the funding has been exhausted for the year, applications will no longer be accepted until new funding is available. Please contact 403-406-8820 to ensure availability of funding prior to making application.

For your organization's application to be considered complete, the following attachments must be submitted:

- Completed Grant Application - Form A (including signatures - Part C)
- Completed Culture Opportunities Category: Form B - Budget
- Proof of Incorporation; a copy of the current annual return from Alberta Corporate Registry

Forms and documents can be submitted in one of three ways:

COURIER OR MAIL:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, Box 5008, Red Deer, Alberta T4N 3T4

EMAIL:

If signed and scanned, culturemailbox@reddeer.ca

HAND-DELIVERY IN A SEALED ENVELOPE:

ATTN: Community Culture Development Fund,
City of Red Deer, 5205 48 Avenue

It is the responsibility of the applicant to ensure that the submitted application is in the hands of Culture Services regardless of the submission method chosen. To confirm receipt of the application, call 403-406-8820.

Important! Please ensure that you have read the Grant Application Guide prior to completing and submitting your application.

Collection of Information:

The personal information collected in this form is collected under the Authority of the Municipal Government Acts 3(b) and will be used for the purpose(s) of administering the Community Culture Development Fund. If you have any questions about the collection of this information please contact Community Development, The City of Red Deer at 403-406-8820.

CATEGORY #2

CULTURE OPPORTUNITIES FORM A

PART A

Organization: _____

Name of Project: _____

Contact (one person only): _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

1. **Mission or Mandate:** what is the overall purpose of your organization? If available, please provide your organizations official mission statement and mandate.

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2. **The Opportunity:** Please describe the opportunity for which you are requesting funding.
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Explain how this project fits the funding category's intended use:

This project is short notice. Please explain.

This project relates to an unforeseeable opportunity. Please explain.

Longer term planning was not possible. Please explain.

One time costs. Please explain.

This request is for emergency funding meeting criteria above. Please explain.

3. **Fit:** How does this project fit with your organizations goals and direction?

4. **Amount Requested:** (must match shortfall = Amount Requested on Budget - Form B):

\$ _____

5. **Dates:** When will the project start? When will the project finish?

6. **Project's Location:** Where will the project take place?

7. **Outcomes Focus:** The Application Guide identifies seven outcomes that are the focus of this grant. To which outcomes will your project contribute? Please check the ones which related to this project.

- Community Cohesion and Engagement
- Educational Opportunity and Attainment
- Equitable Services and Access
- Health, Safety and Well-being
- Social and Cultural Diversity
- Heritage
- Economic Value

For each outcome you selected, describe the contributions and indicators of that outcome. i.e. How does this project contribute to the outcomes?

8. **How will you evaluate your project?** What are your target numbers for participation and /or attendance? Are you tracking participant satisfaction? How?

9. **How does this project contribute to development in the arts and culture sector?**

CATEGORY #2

CULTURE OPPORTUNITIES

FORM A

Organization Name

Project Name

PART C

AGREEMENT NOTICE

To receive funding, successful applicants must sign an Applicant Agreement that will include the following terms and conditions:

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

Full details and other terms will be included in the Applicant Agreement document, should the application be successful.

PART D

AUTHORIZATION FOR APPLICATION

As established through a resolution / motion of the organization's Board of Directors, the following signatures indicate that the information provided in Form A and Form B of this application is accurate and they acknowledge that an Applicant Agreement will be entered into prior to funds being released.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____