

# Town of Coaldale

## Community Grant Application Form

The Town of Coaldale is pleased to offer the Community Grant program for 2019.  
Applications are now being accepted.

**The deadline to submit applications for grant funding is 4:30 p.m. on May 8, 2019**

***Please submit applications to: [communitygrant@coaldale.ca](mailto:communitygrant@coaldale.ca)  
or drop off applications to the Town of Coaldale Office.***

### **APPLICANT ELIGIBILITY**

Applications will only be considered for:

- Not-for-Profit or volunteer based organizations that operate within the Town of Coaldale or that portion of Lethbridge County included within the response areas identified within the Joint Town/County Fire Services Agreement;
- Programs, projects or events that contribute to the social well-being of the community, address a community need and enhance or improve the quality of life for residents of the Town of Coaldale;
- Applications submitted on the prescribed form with all required supplemental documentation.

Applications will not be considered for groups of a political nature, for-profit organizations or commercial entities, individual persons, school boards (not student-parent councils) and provincial or federal bodies.

Applicants who received funding in 2018 may apply for the grant in 2019 only if they have submitted a written project close-out report with detailed statement of funding and expenditures.

## **APPLICATION SUBMISSIONS**

Priority is given to applications which most benefit the residents of the Town of Coaldale.

Submissions must include:

- Application form;
- Financial budget for the event or project detailing funding sources including this Community Grant amount, sponsorships, donations, in-kind donations and support from other grant programs. Also include all revenues projected from concessions, admission fees or any other sources, and all costs including facility rentals (donated or otherwise);
- Organization's most recent financial statements or alternatively, a declaration that the volunteers have formed with no intent to make a profit.

Completed application forms and supporting documentation can be submitted by one of the following methods:

- In person or by mail:

Town of Coaldale  
1920 – 17th Street  
Coaldale, AB T1M 1M1  
Attention: Community Grants Program

- Email:  
[communitygrant@coaldale.ca](mailto:communitygrant@coaldale.ca)

### **Questions?**

Applicants are encouraged to contact the Town of Coaldale's Community Services Department at 403-345-1324 with any questions or help required in completing their submission.

### **Follow-up:**

- Successful applicants are required to provide the Town of Coaldale with a written project close-out report and detailed statement of funding and expenditures.
- Projects are to be completed within one (1) year of approval unless a request for extension is granted by the Town of Coaldale. Otherwise, funds will be returned to the Community Grant account.
- Please consult the additional attachments: Appendix B - Scoring Methodology, Appendix C - Eligibility Criteria

**Section – A**

**Organization Information**

**Name of Event/Project:** \_\_\_\_\_

**Organization/Group Name:** \_\_\_\_\_

**Contact Person for this Request:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Daytime Telephone #:** \_\_\_\_\_

**Optional Telephone #:** \_\_\_\_\_

**Society Number #:** \_\_\_\_\_

**Website Address, if applicable:** \_\_\_\_\_

**Do you want to make a presentation to the grant review committee to pitch your project in person?**                      **yes**                      **no**

**Section – B**

**Event/Project Information**

**Name of Event/Project:** \_\_\_\_\_

**Duration of Event/Project:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Total Event/Project Expenses: \$** \_\_\_\_\_

**Provide a concise description of the event/project, including a brief timeline:**

**\* Please Note applicant is permitted to attach additional information as required.**

**What are the project outcomes?**

**What is the community impact and who will benefit from this project?**

**Which specific items would be covered by a grant from the Town of Coaldale?**

**How will you recognize a grant from the Town of Coaldale?**



**Section – C**

Sources of Revenue	Assured	Potential	Total
<b>Amount Requested from the Town of Coaldale</b>			
<b>Community Grant</b>			\$
Organization:			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Government (Please Specify):			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Other (Please Specify):			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Event/Project Revenue:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Section – D**

**Declaration of Volunteer Activity**

**If this application represents an activity or activities supported by a Town of Coaldale group which has formed for the sole purpose of the activity or activities applied for in this application and who are not formed as a registered non-profit organization, please sign the Declaration of Volunteer Activity which replaces the need to submit financial statements.**

**I, \_\_\_\_\_, declare this application for funding from the Town of Coaldale, Community Grants Program, is being submitted by a group which has formed for the sole purpose of the described event/project. Those involved in the coordination of the event/project have no expectation of profits and have not formed as a legal non-profit organization or business enterprise. No financial statements exist.**

**Signed \_\_\_\_\_**

**Date \_\_\_\_\_**

## Appendix B - Scoring Methodology

### 1. Administration Initial Completeness Review:

Deadline Met	Yes	No
Application Form Fully Completed	Yes	No
Resident / Lethbridge County Group	Yes	No
Not-for-Profit/Volunteer Group	Yes	No
Previous Recipient	Yes	No
Financial Statements Enclosed or Statement of Volunteer Intent Signed	Yes	No
List of Executive Board Members	Yes	No
List of Other Funding Sources	Yes	No

### 2. Event/Project Evaluation:

Criteria	Weight	Score
Number of people reached, benefit to the community, significance of event/activity	5	
Safety components (including accessibility provisions)	5	
History of service to the community	5	
Fundraising efforts	5	
Contributions of the Group (volunteer, in-kind and financial)	5	
Economic spinoffs of project or event	5	
Value added components of project	5	
Evidence of Community Support	5	
Evidence of local business participation	5	
Quality of application	5	

**Total / 50**



**Scoring Matrix:**

<b>Score</b>	<b>Definition</b>
1	Does Not Meet Expectations
2	Meets Expectations
3	Good Request
4	Very Good Request
5	Exceeds Expectations

## Appendix C - Eligibility Criteria

### Eligible applicants must be:

- Not-for-Profit or volunteer based organizations that aim to promote the public good

AND

- Not-for-Profit or volunteer based organizations that serve and operate within the corporate limits of the Town of Coaldale and/or Lethbridge County;

On the other hand, and by extension, applications submitted by the following entities will not be considered eligible for funding:

- Groups of a political nature;
- For-profit organizations or commercial entities;
- Individual persons
- Schools boards (not student-parent Councils)
- Provincial or federal bodies