



EVENTS & SPONSORSHIP GRANT APPLICATION FORM

DEADLINE: Minimum eight (8) days prior to council meeting

APPLICANT INFORMATION

ORGANIZATION NAME:					
MAILING ADDRESS:					
TOWN:		PROV.:		POSTAL CODE:	
PRIMARY CONTACT NAME(S):					
PHONE:					
EMAIL/FAX:					
NAME & LOCATION OF FACILITY (if applicable):					

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

TYPE OF GRANT

Check the grant that applies

- ROADSIDE CLEANUP GRANT
 HAMLET CLEANUP GRANT
 OTHER
 COMMUNITY EVENT GRANT

EVENT/ACTIVITY OUTLINE

EVENT/ACTIVITY NAME: _____

COUNTY FUNDING REQUESTED: \$ _____

Event Schedule: Start Date: _____ End Date: _____

Anticipated # of Attendees: _____

Anticipated # of Volunteers: _____

Event Description: (Continue writing on following page. Please highlight how the County &/or the greater community will benefit. Attach additional pages as needed.)

EVENT/ACTIVITY BUDGET

(For this event only – please attach additional documents as necessary)

A. Expenditures

1. Materials/ Equipment/ Facilities/ Labour

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENDITURES	\$ _____

B. Revenue Sources

1. County Grant Funding Requested

\$ _____

2. Other Grants/ Sponsorships/ Donations

(please note whether grants are planned, applied for or received)

_____	\$ _____
_____	\$ _____
_____	\$ _____

3. Organization Contribution

\$ _____

TOTAL REVENUE

\$ _____

A. BALANCED BUDGET = \$0.00

A. TOTAL EXPENDITURES	\$ _____
(-)	
B. TOTAL REVENUE	\$ _____

TERMS & CONDITIONS

1. Events & Sponsorship Grant applications are due a minimum of eight (8) days prior to the Council meeting your organization wishes to have the request considered, in order for sufficient processing time.
2. All applications are reviewed on an individual basis by County Council and decisions regarding approval are made by County Council in consideration of potential benefit(s) to the wider community.
3. Organizations requesting funding are welcome to use Public Time or schedule a delegation time during any Council meeting to present funding requests in addition to a completed grant application.
4. Funding payments may take up to 2 to 6 weeks after approval for processing.
5. Applications can be submitted in person, by mail, fax or email to:

Attn: Grants Officer
Big Lakes County
Box 239, High Prairie, AB T0G 1E0
Phone: (780) 523-5955
Fax: (780) 523-4227
Email: grants@biglakescounty.ca

Big Lakes County proudly offers grants to community non-profit organizations to assist in funding valued projects throughout the County. Contact us today. We are eager to serve you!

FOR ADMINISTRATION USE ONLY:

DATE RECEIVED: _____

DATE REVIEWED: _____

FUNDING APPROVED: YES NO

AMOUNT APPROVED FOR: \$ _____

DEPARTMENT: _____

COUNCIL MOTION: # _____

COMMENTS: _____
