



EVENTS & SPONSORSHIP - ROADSIDE CLEANUP CLAIM FORM



PLEASE READ AND FILL IN INFORMATION BEFORE AND AFTER YOUR CLEANUP EVENT

APPLICANT INFORMATION

EVENT DATE:		ORGANIZATION NAME:	
KM COMPLETED:		AREA CLEANED:	
AMOUNT APPROVED (\$100/km):			
START TIME OF EVENT:		END TIME OF EVENT:	
TOTAL NUMBER OF VOLUNTEERS:			
CHILDREN/YOUTH:		NUMBER (#) OF SUPERVISORS:	
ITEMS RECEIVED:		ITEMS RETURNED:	
# OF SAFETY VESTS:		# OF SAFETY VESTS:	
# OF GLOVES (PAIRS):		# OF GLOVES (PAIRS):	
FIRST AID KIT:		FIRST AID KIT:	
SIGNAGE:		SIGNAGE:	
WAS THE SAFETY CHECKLIST EXPLAINED TO YOU/YOUR ORGANIZATION?			
WERE YOU ABLE TO TAKE THE GARBAGE TO A BIN/TRANSFER STATION/LANDFILL?			
ADDITIONAL COMMENTS:			

AGREEMENT

I/We understand that:

1. The grant shall be used only for those purposes as outlined in the Events, Sponsorship, & In-Kind Donations section of Big Lakes County Grant Funding Policy.
2. Grant funds not expended for the purposes for which they were provided shall be returned to Big Lakes County.

3. If a Roadside CleanUp Event Grant Application is approved, County administration shall schedule the event location and date with the approved Community Group, and review all safety procedures.
4. Payment of Roadside CleanUp Grant Funding shall be released upon the submission of :
 - a) Reading the Big Lakes County Roadside CleanUp Safety Checklist
 - b) A completed Roadside Claim Form
 - c) The return of Big Lakes County supplies indicated in the Roadside Claim Form
5. Declaration of Financial Contact: the person responsible for finances must complete the following

I _____, _____
 (PRINT NAME) (PRINT OFFICIAL POSITION)

solemnly declare to take full responsibility for receiving and facilitating disbursement of monies received from the County, in response to this application, of which this statement forms a part.

Declared on this day/month/year: _____

Signed: _____ Witnessed: _____

Claim Forms can be submitted in person, by mail, fax or email to:

Attn: **Grants Officer**
 Big Lakes County
 P.O. Box 239, 5306-56 St.
 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 VALUE ASSETS THROUGHOUT THE COUNTY.

CONTACT US TODAY. WE ARE EAGER TO SERVE YOU!

FOR AMINISTRATIVE USE ONLY:			
DATE RECEIVED:		DATE REVIEWED:	
AMOUNT APPROVED:		COUNCIL MOTION:	
REVIEWED BY:		COMMENTS:	

SIGNATURE OF COUNTY REPRESENTATIVE: _____

DATE: _____

BIG LAKES COUNTY ROADSIDE CLEANUP SAFETY CHECKLIST

HAVE YOU...

- CONFIRMED THE DATE, TIME & LOCATION WITH THE GRANTS OFFICER?
- WATCHED THE ALBERTA TRANSPORTATION SAFETY VIDEO?
<https://www.youtube.com/watch?v=FekyuV31Bps&feature=youtu.be>
- CHECKED THE WEATHER FORECAST?
- GONE OVER YOUR MAP?
- DISPLAYED SIGNAGE?

DO YOU...

- HAVE 1 QUALIFIED DRIVER FOR EVERY 8 YOUTH VOLUNTEERS?
- HAVE EMERGENCY CONTACT INFORMATION?

BE PREPARED WITH...

- A FULLY CHARGED CELLPHONE
- RAIN GEAR
- HATS
- SUNSCREEN/BUGSPRAY
- SNACKS
- CLOSED-TOE FOOTWEAR (EX. RUBBER BOOTS)

SUPPLIES PROVIDED BY THE COUNTY :

- GLOVES
- GARBAGE BAGS
- SAFETY VESTS
- WATER
- SIGNAGE
- FIRST AID KIT (BY REQUEST)