ROCKY VIEW COUNTY

Langdon Recreation and Culture Grant Program Application Form

The Langdon Recreation and Culture Grant Program provides financial support to non-profit organizations in Langdon that offer cultural and recreational programs and services to benefit the residents of Langdon.

Please refer to Langdon Recreation and Culture Grant Funding Policy C-328 for further details.

Annual Application Deadline: November 15, 4:30 pm
For deadline that falls on a weekend or statutory holiday, applications will be accepted until the end of the next business day.

County Administration will present eligible applications to the Recreation Governance Committee (RGC) for consideration. The Committee conditionally approves funding requests in February each year, pending the Langdon Special Tax Bylaw approval in late April. Approved funding is available in late July.

RGC Application Review	Langdon Special Tax Bylaw Approval	Funding Available
Early February	End of April	Late July

It is the responsibility of the applicant to submit a complete application with clear and sufficient information. **Late applications will not be accepted.** If your application is **incomplete**, County Administration will make an attempt to contact you for the additional required information. It is the responsibility of the applicant to ensure the application is complete to the best of their ability. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested.

Applications may be emailed, mailed, or delivered to the County Office **prior to the advertised deadline.**

Submit completed application to, or for further assistance contact:

Recreation and Community Support
recreation@rockyview.ca
403-230-1401
Rocky View County, 262075 Rocky View Point, Rocky View County, AB, T4A 0X2

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Please type or print clearly. Applicants must be a non-profit community organization residing in and serving residents within the hamlet of Langdon. All information provided is public.

1. ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

(All correspondence and cheques will be mailed to this address)

2. Primary Contact

Name: _____

Telephone: (W) _____ (C) _____

Email: _____

Alternate Contact

Name: _____

Telephone: (W) _____ (C) _____

Email: _____

3. APPLICATION TYPE ☐ Capital ☐ Operational

4. TOTAL AMOUNT OF FUNDING REQUESTED $ _____

(Maximum operational funding per year per organization: $40,000)
(Maximum capital funding per year per organization: $50,000)

a. How will these funds better serve the organization and Langdon community? *(attach a separate sheet if you need additional space)*

b. How will these funds and this project enhance your organization's long-term financial sustainability? (*attach a separate sheet if you need additional* space)

5. **PROJECT/PROGRAM DETAILS** (*attach a separate sheet if you need additional space)*

6. **PLEASE INDICATE THE ESTIMATED NUMBER OF PEOPLE WHO WILL BENEFIT FROM THIS *PROJECT/PROGRAM*** *(this grant can be used to serve the* ***Langdon residents only****)*

Hamlet of Langdon: Outside the Hamlet of Langdon:

ROCKY VIEW COUNTY

7. PROGRAM/PROJECT BUDGET

Based on the application type you selected on the first page, please fill out the relevant budget form using the link below. Download the budget form on your device and review the *instructions* tab before filling in your program/project budget. Audited financials must be submitted separately.

Operational Budget Form

Capital Budget Form

8. SUPPORTING DOCUMENTS

The following documents MUST be attached:

- Organization's most recent Financial Statements – audited (if available) – information required is outlined by Service Alberta at https://www.servicealberta.ca/financial-reporting.cfm
- Proposed Budget for next fiscal year.
- List of organization's officers and directors (if updated since the last submission).
- Copies of three quotes or estimates for each Capital initiative/project (if applicable).
- Organization's Bylaws (if updated since the last submission).
- Other documents, as requested, required for further clarification.

OBLIGATIONS UPON RECEIVING GRANT

Grant recipients will receive a Grant Approval Letter outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

DECLARATION STATEMENT

NOTE: This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

I _____ certify that this application is complete and accurate.

Name of the Organization: _____

Name:		Name:	
Title:		Title:	
Date:		Date:	

PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.