

Description

The City may provide emergency funding to a community group or agency based upon urgent need by the community group or agency. Funding will be based on availability of resources as approved by Council.

In determining the allocation to various community groups or agencies, administration will make recommendations based upon community need and the ability of community groups or agencies to respond to that need. It is expected that community groups or agencies will report annually to administration the outcomes of the program, including a financial account of the funds spent.

Guidelines

1. The City may provide funding to a community group or agency based upon urgent need by that community group or agency.
2. This decision will be based upon Council's sole discretion.
3. Applications may be received by administration at any time.
4. Community groups or agencies must provide a business case for the funding, including indication of financial need (including financial statements).
5. Administration will provide a recommendation to the appropriate Committee of Council.
6. The Committee will then make a recommendation to Council Committee of the Whole.
7. Administration, from the liaison department, will notify the applicants on the status and outcome of the application.
8. The community group or agency will report annually to administration the outcomes of the program, including a financial account of the funds expended.

Submission Information

Complete applications may be submitted electronically to grants@cityofgp.com. If you do not receive a confirmation email when you submit your application, please contact City Administration directly by phone at **780-538-0453**.

FOIP Act Policy

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act), and will be used to administer the applications brought forward for consideration for funding from the City of Grande Prairie. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the City of Grande Prairie FOIP Coordinator at **780-538-0300**.

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Applicant's Information

Registered Name of Organization			
Mailing Address		City	
Province		Postal Code	
Cheque will be forwarded to the above address unless otherwise indicated			
Society Number			

Organization Executive (Attach list if more room is necessary)

Title	Name	Phone Number	Email

Local Contact Information of Person Completing Application Form/Questions

Contact Name			
Mailing Address		City	
Province		Postal Code	
Phone (Main)		Phone (Cell)	
Email			

Emergency Funding Requested

Amount Requested			
If approved, please identify the timeline for fund distribution:	<input type="checkbox"/> Immediate	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months

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1. Describe why emergency funding is needed and what it would be used for.

2. Describe interruptions to programs or services without emergency funding – specify programs/services, # of participants, impact on community, etc.

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3. Describe other impacts (i.e. staffing lay offs, elimination of programming, etc.).

4. Please list any other resources that would help your operations during this emergency (i.e. Gift in Kind). Describe how you would use these resources and how these resources would help your operations.

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5. Have you received funding from the City in the current calendar year?

Type of Funding (i.e. community group funding, FCSS, etc.)	Funding Amount

6. Have you applied for other emergency funding?

Type of Funding (i.e. government wage subsidy, other municipalities, etc.)	Funding Amount	Applied	Approved
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Financial & Document Requirements

Step 1 Emergency Community Group Funding Application

Step 2 **Financial and Document Requirements**

Note: The following information must accompany your application or it will be considered incomplete and may not be eligible for funding.

- Most recent completed Financial Statements from an approved CPA office/representative.
- Provide a copy of your organization's incorporation certificate.
- Provide a copy of your most recent proof of filing.
- If you are a new organization or have not submitted your proof of filing for the previous year, then please attach a year-to-date Income Statement and Balance Sheet from your accounting software, and a copy of your most recent operating Bank Statement.
- Attach a copy of your business plan for the remainder of the current year without funding, including projections and the budget for the remainder of the fiscal year.
- Attach EFT document.

Applicant's Signature

Signature

Date