

Mackenzie County 2023 GRANT APPLICATION PACKAGE

Applicant Information

Legal name of organization: _____

Society Non-profit company or corporation Other

Permanent Address

Street Address: _____

P.O. Box: _____ Province: _____

City: _____ Postal Code: _____

Incorporation/Society Number: _____

Date of Incorporation: _____ Length of time in operation: _____

Organization Contacts

Contact for this application Mr./Mrs./Ms.: _____

Title: _____

Telephone (work): _____ Home: _____ Fax: _____

Email: _____

List of executives: Please attach a list of your current executives and/or board of directors, complete with names, positions/titles, address and phone numbers (home and work).

Organizational Profile

Number of paid staff Number of paid full-time Number of paid part-time

Number of volunteers Number of clients served last year Geographical region served

Are executive or board members paid: Yes No

Facility

Name of facility _____

Street address or legal description: _____

Registered holder of land title: _____

Facility operator/leaseholder: _____

Do you have insurance coverage? Yes No

Past Grants

In the past year, has your organization received a grant from Mackenzie County?

Yes, if yes continue below No

Date	Amount	Project Description
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Project Information:

Nature of project #1:

Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

Grant amount requested: _____ Total project cost: _____

Project start date: _____ Project completion date: _____

(Rounded to the nearest dollar) Please attach a breakdown of cost estimated for your project.



Nature of project #2:

Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

Grant amount requested: _____ Total project cost: _____

Project start date: _____ Project completion date: _____

(Rounded to the nearest dollar) Please attach a breakdown of cost estimated for your project.

Nature of project #3:

Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

Grant amount requested: _____ Total project cost: _____

Project start date: _____ Project completion date: _____

(Rounded to the nearest dollar) Please attach a breakdown of cost estimated for your project.

Nature of project #4:

Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

Grant amount requested: _____ Total project cost: _____

Project start date: _____ Project completion date: _____

(Rounded to the nearest dollar) Please attach a breakdown of cost estimated for your project.

If additional Project funding is requested, please attach additional pages

Deadline

Deadline for applications is **4:30 p.m. Monday, October 17th, 2022.**

Late applications will not be accepted.

The personal information collected in the application cover sheets is for the administration of the Mackenzie County's grant process. The information you provide is to assist the administration with processing your organization's application and may only be disclosed as provided for in the Freedom of Information and Protection of Privacy Act. If you have any questions after reading this section, please contact the municipality's FOIPP coordinator at (780) 927-3718.

Application Attachments (Mandatory)

Please ensure that the following items are included with the application or indicate expected submission date.
This page must be included with your application submission.

Check if included

Expected submission date

- Last years' financial statements, audited if available;
- Operating budget for the year of financial request;
- Current year to date financial information;
- Societies act registration number;
- Proof of insurance coverage;
- Detail of matching resources, including volunteer hours and any provincial/federal grants, fundraising;
- Purchasing policy/procedure;
- Honorariums and expenses paid to Executive or Board members;
- List of Directors;
- Completion or progress report on all previously approved projects;
- List of all programs offered.

Upon completion of your project, you agree to provide Mackenzie County with a Completion/Progress report on all approved projects including costs and back up to cost if requested.

Signature

Title