



NORTHLANDS

NORTHLANDS NEIGHBOURS

**PROJECT & PROGRAM
GRANT APPLICATION**

2017

Contact Information:

Fran Lucas
Manager, Volunteer and Community Relations
Northlands
780-491-7192
flucas@northlands.com

P.O. Box 1480
Edmonton, AB T5J 2N5

NORTHLANDS VISION & MISSION

Vision: A vibrant year-round community hub delivering brilliant experiences 365 days a year for Edmonton, northern Alberta and the world.

Mission - Northlands is:

- A place where positive community agricultural, cultural, entertainment, sports and recreation experiences happen every day.
- A link between modern urban living and our agricultural future.
- An organization committed to our region's collective quality of life.
- A place where fun happens every day.

Program Grant Objectives

The objective of the Northlands Neighbours Project & Program Grant is to provide support to registered not-for-profit community groups providing programs and services to individuals and groups residing in the communities surrounding the Northlands grounds.

Funding priority will be given to those projects, programs, and/or events that are focused on

- Children & Youth
- Creating a safer community
- Creating a more connected and vibrant community

Funds will not be provided for on-going organization operating costs.

Projects could include but are not limited to:

- Arts & culture
- Health & wellness
- Recreation and sporting activities
- Special events
- Community capacity building

The grant will NOT fund

- Alcohol
- On going operating expenses of an organization
- Facility Maintenance or repair
- Events that charge admission and/or are ticketed
- Ongoing salaries

Eligibility – Who Can Apply?

Eligible organizations and groups must meet the following criteria to be eligible to apply:

1. Community League Associations and/or not-for-profit groups registered and in good standing under the Societies Act
2. Projects must be based in or benefit the members of a Northland Neighbours community league (s) (**Alberta Avenue, Bellevue, Eastwood, Elmwood Park, Highlands, Montrose, Newton, Parkdale/Cromdale**)
3. If applicant is not a registered community league association as per above then a letter(s) of support from respective Northlands Neighbours community league association must accompany the application

For-profit organizations will not be considered for funding.

Matching your Grant:

Grant recipients must match 50% of your total project cost with one or a combination of donations, labour/sweat equity or cash.

For More Information

Program Coordinator

Susan Bolseng
Volunteer and Community Relations
Northlands
P.O. Box 1480
Edmonton, AB T5J 2N5

780-491-8194
sbolseng@northlands.com

Project Guidelines

Applications will be reviewed on their individual merit based on the objectives of the Grant program, the financial resources available and the following parameters:

- All projects must fit within the mandate of the grant program
- Priority will be given to projects that are innovative and creative.
- Please note that grants range up to a maximum of \$4,000.
- Projects must have a matching component of self-help: an indication of funds and/or volunteer time contributed by the individual or organization.
- Projects requesting operational costs and administrative expenses are not eligible

Additional Guidelines for Organizations

Purchase of Equipment

- Equipment for the effective running of programs is eligible.
- Portions of a capital project maybe funded (i.e. a specific identifiable item in the project)
- Quotes and sources of estimate must be included.
- Office related equipment will be considered low priority.
- Items not to be funded: items of a personal nature that are not retained as property of the organization (i.e. footwear, clothing, jackets, water bottles, etc.).

Conferences and Events

- Application may be made for costs of speakers, performers, artists.

Other Items not Funded

- Large capital building projects.
- Debt reduction / covering shortfalls on operating budgets.
- Operational costs and administrative expenses.
- Team/group travel.

The Application Process

The following process has been developed so the granting committee can deal with applications in a fair, equitable and efficient manner.

- Applications will be accepted starting March 31, 2017 and closed June 30, 2017.
- All approved applications will be notified by July 31, 2017.
- Complete applications must be sent to the address on the application or hand delivered to the Northlands, EXPO Centre, 4th Floor Reception, Monday –Friday 8:30AM to 4:30 PM.
- Decisions on applications will be made within 30 days of the submission of all required documents.

Faxed or emailed applications will not be accepted

Due to available funds not all requests meeting the established criteria may be approved for funding.

Review & Approval Process

Grant applications will be reviewed by the Northlands Neighbours Grant Review Committee consisting of three volunteer committee members.

Report and Commitment

An applicant receiving funding shall submit a completed report to the committee within 60 days of the completion date of the project or upon request. A reporting template will be provided upon approval and includes:

- A. Performance Measurements (i.e. of participants, attendees)
 - B. Demonstration of Public Recognition of Northlands
 - C. Statement of Grant Expenditure
- ◆ Any monies not utilized for the particular project stated on the application shall be returned to Northlands within 60 days of the stated completion date of the project or upon request from Northlands should the project be delayed or cancelled.

Previous grant reporting is required prior to consideration for future applications from the same group.

**2017 NORTHLANDS NEIGHBOURS MATCHING GRANT
APPLICATION AND AGREEMENT**

SECTION 1: CONTACT INFORMATION

Legal Name of Applicant/Organization: _____

Contact Person: (Miss, Mrs., Ms., Mr.) _____

Organization's Mailing Address

Address: _____

City/Town: _____

Postal Code: _____

Email: _____

Phone: _____

SECTION 2: PROGRAM INFORMATION

Project description (suggested maximum 3 pages)

Include in your description

- Explain the purpose and program goals for this funding request.
- Indicate the number of participants that will benefit from this funding.
- Where will your project take place?
- Describe how your community league or organization will be directly involved in planning and carrying out this project.
- Other than your organization or group, whom else have you talked to about this project?
- What legacy will be left in the Community?
- How will Northlands be recognized?
- Indicate any **innovative** or **unique** factors that may be associated with this project.

Expected Start Date (month and year): _____ Expected Completion Date: _____

Please note: "Ongoing" as a completion date will not be accepted.

SECTION 3: BUDGET INFORMATION

Total Funds Applying for:

a)Expenses Itemize the cost of your project. Please provide as much detail as possible	b)Matching Funds and Revenue (Cash)	c)In Kind Donations Description and estimated value	d)Volunteer Equity Calculate general/volunteer labour @\$15/hr
Total Expenses	Total Matching	Total In kind	Total Value of volunteers

SECTION 4: AGREEMENT

By submitting this application, you (the Applicant) acknowledge and agree that in the event of being awarded Northlands funds pursuant to the NORTHLANDS NEIGHBOURS PROJECT & PROGRAM GRANT, you will comply with the requirements set out in the application. The grant Applicant agrees to ensure that the funds received from the Northlands shall not be used for any purpose beyond the approved use as outlined in the grant application documents and the categories submitted by the Applicant, approved for funding by Northlands. Failure to do so will result in ineligibility for future grants and may impact other services, funding, or resources to the applicant. Additionally, failure to use the funds for the indicated purposes may lead to repayment of the grant funds to Northlands.

SECTION 5: DECLARATION

X

(APPLICANT SIGNATURE - *Contact Person named in Section 1 above*) (OFFICIAL POSITION)

Financial Contact (the person responsible for finances on the proposed project must complete the following declaration).

The Financial Contact will take full responsibility for receiving and disbursing all monies received from Northlands.

(FINANCIAL CONTACT NAME)

(OFFICIAL POSITION)

(MAIN CONTACT PHONE NUMBER)

(EMAIL ADDRESS)

X

(FINANCIAL CONTACT SIGNATURE)

(DATE)

SECTION 6: DOCUMENT CHECKLIST

Application Checklist

- A cover letter and program/project information is attached, presenting a clear and complete description of the proposed project and program goals.
- Certificate/proof that organization is in good standing with Corporate Registry.

Budget Checklist

- Attach a detailed budget of revenues and expenses (this budget must match the Section 3 budget in this application).
- Include quotes and sources of estimates.
- Identify and list items in budget in order of priority.