



MUNICIPAL GRANT FUNDING PROGRAM

Operating & Major Project Grants Application Part 2: Full Application

Application Deadline: September 12, 11:59 p.m.

PLEASE READ THE APPLICATION GUIDE THOROUGHLY BEFORE APPLYING.

This personal information is being collected under the authority of Section 33(c) of the *FOIP Act* and will be used to administer funding under the Municipal Grant Funding Program. All information gathered by the City of Beaumont is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact Legislative Services at 780.929.8782.



Applying for Operating & Major Projects Grants is a 2-part process. Part 1: Submission of the EOI form and the General Application form. Part 2: Eligible applicants will be invited to complete this Full Application form and appear before Council. Applicants may request one (1) operating grant (maximum \$50,000) and one (1) major project grant (maximum \$50,000) together on the same application form, to a total maximum amount of \$100,000 per year. Applicants must complete the information below and appear before Council to be considered for funding. Part A is required for all applicants. Applicants may complete either Part B or C, or both. See the Application Guide for full details.

PART A: GENERAL INFORMATION

***Required for all applicants**

| GENERAL INFORMATION | |
|---|--|
| <i>*All applicants must complete this section</i> | |
| Applicant / Organization Name: | |
| General Application Form Requirements: <i>(this is a separate form)</i> | <p>General Application Form was submitted this calendar year, before or along with the EOI, <u>AND</u> none of the information has changed</p> <p>Submitting a new/updated General Application Form along with this Full Application form because a General Application Form was previously submitted <u>BUT</u> information has changed</p> |
| Please acknowledge the applicant will need to appear before Council for a 10-minute presentation and question and answer opportunity. | |

PART B: OPERATING GRANT REQUEST - DETAILED INFORMATION

***Only complete if you are requesting an Operating Grant**

| REQUESTED OPERATING FUNDING - SPECIFIC USE | | |
|--|--|------------|
| Select which category the funds will be used for (check all that apply): <i>(funding may cover up to 100% of eligible expenses to a maximum of \$50,000 per year)</i> | Basic organizational and administrative costs, including staff salaries, communications, and the direct expenses of day-to-day work. | |
| | Facility operating expenses of an organization that operate their own building (e.g., heating, electricity, water, outdoor maintenance, and rental/lease costs). | |
| | Costs incurred by an organization to deliver regular ongoing activities and programming including office and program supplies. | |
| | Costs incurred by an organization to deliver a recurring established community event or festival. | |
| REQUESTED FUNDING AMOUNTS - SUMMARY | | |
| <i>(This must correspond directly to the requested amounts listed on the previously submitted EOI)</i> | | |
| Operating Grant Only (Max. \$50,000 per year) | | |
| Requested funding amount by year: | (A) Year 1 | Amount: \$ |
| | (B) Year 2 | Amount: \$ |
| | (C) Year 3 | Amount: \$ |
| | (D) TOTAL | Amount: \$ |
| Total annual budget of organization: | | |
| % of total annual budget for the requested amount represents: | | |



DETAILED DESCRIPTION

Please include a complete overview of how the requested operating grant funds would be used. This may include, details of what activities would be supported, the goals and desired outcomes, the needs being met, who will benefit, if there are any partners or volunteers assisting, and the impact on the organization and community. See the applicant guide for further information on what to include.



| | |
|--|---|
| <p>Funding is not guaranteed. Please address if/how operations would proceed without a City of Beaumont grant, or with only partial funding awarded (identify the minimum amount of funding required).</p> | |
| <p>How will you acknowledge the City of Beaumont's financial contribution?</p> <p><i>*Note - be prepared to provide examples during grant reporting.</i></p> | <p>Social Media Posts</p> <p>Advertisements (newspaper, posters, banners, signage)</p> <p>Website</p> <p>E-Newsletter</p> <p>News releases</p> <p>On-site signage</p> |
| <p>Please address how you intend to make your operations, programming, event, and/or festival sustainable beyond the grant term.</p> | |



BUDGET

Please include details regarding expenses and funding sources.
If you would prefer to create your own attachment with these details, you can submit as a separate document.

| ORGANIZATIONAL AND ADMINISTRATIVE OPERATING EXPENDITURES | | |
|---|---------------------|--|
| Line items are provided as examples. | | |
| EXPENSE TYPE | ANNUAL TOTAL | NOTES <i>*Use this column to provide descriptions for each line item</i> |
| Insurance – liability, renters, etc. | \$ | |
| Office and program supplies | \$ | |
| Advertising, marketing and communication expenses | \$ | |
| Volunteer recognition and/or training | \$ | |
| Rent - facility | \$ | |
| Professional and administrative salaries or benefits, consultant services | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| TOTAL ADMINISTRATIVE EXPENSES | \$ | |
| OPERATING GRANT FUNDING REQUEST | \$ | <i>Use this row to specify the amount of funding that would be directed towards this category of operating expenses.</i> |



FACILITY OPERATING EXPENDITURES

You must operate a facility to qualify for funding under this section. Line items are provided as examples.

| EXPENSE TYPE | ANNUAL TOTAL | NOTES <i>*Use this column to provide descriptions for each line item</i> |
|--|--------------|--|
| Sewer servicing | \$ | |
| Electricity | \$ | |
| Heating costs (natural gas, propane, oil) | \$ | |
| Parking lot maintenance | \$ | |
| Landscaping maintenance/outdoor amenity costs | \$ | |
| Fire suppression system inspection and servicing | \$ | |
| Facility insurance | \$ | |
| Facility rental/Lease costs for operations | \$ | |
| Water | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| TOTAL FACILITY EXPENSES | \$ | |
| OPERATING GRANT FUNDING REQUEST | \$ | <i>Use this row to specify the amount of funding that would be directed towards this category of operating expenses.</i> |



RECURRING PROGRAMMING EXPENDITURES

Costs for materials and/or activities that are directly related to carrying out the proposed project.

| ANTICIPATED EXPENSE | ANNUAL TOTAL | NOTES <i>*Use this column to provide descriptions for each line item</i> |
|---|---------------------|--|
| Program Supplies | \$ | |
| Volunteer Expenses | \$ | |
| Marketing Expenses | \$ | |
| Contracted Services Expenses | \$ | |
| Facility Rental Expenses | \$ | |
| Capital Expenses | \$ | |
| Specialized Equipment Purchase | \$ | |
| Food and Beverage Expenses <i>*Note: alcohol is not an eligible expense.</i> | \$ | |
| Contingency | \$ | |
| Equipment Rental | \$ | |
| | \$ | |
| | \$ | |
| TOTAL RECURRING PROGRAMMING EXPENSES | \$ | |
| OPERATING GRANT FUNDING REQUEST | \$ | <i>Use this row to specify the amount of funding that would be directed towards this category of operating expenses.</i> |



RECURRING EVENT OR FESTIVAL EXPENDITURES

Costs for materials and/or activities that are directly related to carrying out the proposed project.

| ANTICIPATED EXPENSE | ANNUAL TOTAL | NOTES <i>*Use this column to provide descriptions for each line item</i> |
|---|---------------------|--|
| Program Supplies | \$ | |
| Volunteer Expenses | \$ | |
| Marketing Expenses | \$ | |
| Contracted Services Expenses | \$ | |
| Facility Rental Expenses | \$ | |
| Capital Expenses | \$ | |
| Specialized Equipment Purchase | \$ | |
| Food and Beverage Expenses <i>*Note: alcohol is not an eligible expense.</i> | \$ | |
| Contingency | \$ | |
| Equipment Rental | \$ | |
| | \$ | |
| | \$ | |
| TOTAL EVENT/FESTIVAL EXPENSES | \$ | |
| OPERATING GRANT FUNDING REQUEST | \$ | <i>Use this row to specify the amount of funding that would be directed towards this category of operating expenses.</i> |



ANTICIPATED REVENUE

**When listing other grants please specify if funding has been confirmed.*

| ANTICIPATED REVENUE | AMOUNT | NOTES <i>*Use this column to provide descriptions for each line item</i> |
|--|---------------|---|
| City of Beaumont Operating Grant | \$ | <i>Year 1 combined total funding request for all Operating categories (max. \$50,000, matches the amount listed in summary on page 2)</i> |
| Earned Revenue (e.g. ticket sales) | \$ | |
| Sponsorships or Cash Donations | \$ | |
| Applicant Funding | \$ | |
| Other Grants | \$ | |
| Gift-in-kind (indicate the value of the donated material/equipment/labour) | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| TOTAL | \$ | |



PART C: MAJOR PROJECT GRANT REQUEST - DETAILED INFORMATION

**Only complete if you are requesting a Major Project Grant*

| PROJECT INFORMATION | | |
|-------------------------------------|-----|----|
| Project Name (max. 10 words): | | |
| Project Start Date: (mm/dd/yyyy) | | |
| Project End Date: (mm/dd/yyyy) | | |
| Where will the project be located? | | |
| Is this project open to the public? | Yes | No |

| REQUESTED FUNDING AMOUNTS - SUMMARY | | |
|--|------------|------------|
| <i>(This must correspond directly to the requested amounts listed on the previously submitted EOI)</i> | | |
| Major Project Grant Only (Max. \$50,000 per year) | | |
| For a significant one-time project with a request for support of over \$10,000, this funding may cover up to 100% of eligible expenses to a maximum amount of \$50,000 per year. | | |
| Requested funding amount by year: | (E) Year 1 | Amount: \$ |
| | (F) Year 2 | Amount: \$ |
| | (G) Year 3 | Amount: \$ |
| | (H) TOTAL | Amount: \$ |
| Total annual budget of organization: | | |
| % of total annual budget for the requested amount represents: | | |



DETAILED PROJECT DESCRIPTION

Please include a complete overview of the project, describing what it is, who the participants are, who will benefit, if there are any partners or volunteers assisting with the project, and why this project is important. See the applicant guide for further information on what to include.



| | |
|---|---|
| <p>Funding is not guaranteed. Please address if/how the project would proceed without a City of Beaumont grant, or with only partial funding awarded (identify the minimum amount of funding required).</p> | |
| <p>How will you acknowledge the City of Beaumont's financial contribution to the project?</p> <p><i>*Note - be prepared to provide examples during grant reporting.</i></p> | <p>Social Media Posts</p> <p>Advertisements (newspaper, posters, banners, signage)</p> <p>Website</p> <p>E-Newsletter</p> <p>News releases</p> <p>On-site signage</p> |
| <p>Please address how you intend to make your project sustainable beyond the grant term.</p> | |



PROJECT BUDGET

Please include details regarding project expenses and funding sources.
If you would prefer to create your own attachment with these details, you can submit as a separate document.

| PROJECT FUNDING SOURCES | | |
|---|--------|--|
| <i>*When listing other grants please specify if funding has been confirmed.</i> | | |
| ANTICIPATED REVENUE | AMOUNT | NOTES |
| <i>*Use this column to provide descriptions for each line item</i> | | |
| City of Beaumont Major Project Grant | \$ | <i>Total 3-year funding request for the Major Project category (max. \$150,000 (max. \$50,000 per year) matches amount listed in summary on page 10)</i> |
| Earned Revenue (e.g. ticket sales) | \$ | |
| Sponsorships or Cash Donations | \$ | |
| Applicant Funding | \$ | |
| Other Grants | \$ | |
| Gift-in-kind (indicate the value of the donated material/equipment/labour) | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| TOTAL | \$ | |



PROJECT EXPENDITURES

Costs for materials and/or activities that are directly related to carrying out the proposed project.

| ANTICIPATED EXPENSE | AMOUNT | NOTES <i>*Use this column to provide descriptions for each line item</i> |
|---|---------------|--|
| Program Supplies | \$ | |
| Volunteer Expenses | \$ | |
| Marketing Expenses | \$ | |
| Contracted Services Expenses | \$ | |
| Facility Rental Expenses | \$ | |
| Capital Expenses | \$ | |
| Specialized Equipment Purchase | \$ | |
| Food and Beverage Expenses <i>*Note: alcohol is not an eligible expense.</i> | \$ | |
| Contingency | \$ | |
| Equipment Rental | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| TOTAL | \$ | |



PART D: SUPPORTING DOCUMENTATION

Please submit along with your completed application form the following up-to-date information and documentation, per funding request category and if applicable:

- Any additional budget detail, including estimates and quotes provided (maximum 5 pages, saved as 1 document)
- Any additional information not already shared (maximum 1 page)

DECLARATION

I DECLARE THAT:

I AM THE APPLICANT; or
I AM MAKING THIS APPLICATION ON BEHALF OF THE ABOVE-MENTIONED ORGANIZATION AS A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR SAID ORGANIZATION.

The information contained in this application and supporting documents is true and accurate to the best of my knowledge.

I understand that this is an application only and does not confer a requirement by the City of Beaumont to provide all, a portion, or any of the requested funding.

If successful, the funds will be awarded and accepted in accordance with the City of Beaumont’s policy and current funding agreement.

Signature (If filling out electronically type your name here)

Printed Name

Position/Title

Phone Number

Email Address

