

# LETHBRIDGE COUNTY

## COMMUNITY GRANT APPLICATION FORM

Lethbridge County is pleased to announce that grant applications are now being accepted for 2019-2020 projects - funding distribution to take place in July 2019.

**The deadline for receipt of applications is**

**Friday May 31, 2019 at 4:30 pm**

*Assistance with grant applications is always available  
Please contact Jennifer Place, Controller at 403-328-5525*

### GENERAL CRITERIA FOR GRANT ELIGIBILITY

- In general, priority is given to those applications which most benefit the residents of Lethbridge County and encourage improvement of facilities and participation in the community;
- *\*Note: If this project is for a school, please use School Board Application*
- Organizations that received grant funding in the prior year may not be eligible this year;
- Proposals should also include details regarding the purpose and intent of the project and should clearly identify the amount of funding being applied for;
- Funding is limited to a maximum of \$20,000 per application (limit of one application per organization/association);
- Grants are restricted to capital improvements and cannot be applied towards the operating expenses of a school, park or recreation facility;
- Projects could include costs for purchasing equipment to support cultural, recreational, sporting or historical projects, beautification projects, and facility upgrading and renovation projects;
- Applications should include details regarding total project costs, donated or volunteer labour, work, or materials, and any other funds raised;
- Project must be completed within 2 years of application or funding will be withdrawn.



## LETHBRIDGE COUNTY COMMUNITY GRANT APPLICATION FORM

### APPLICATION SUBMISSIONS

Completed application forms and supporting documentation can be submitted by one of the following methods:

- Electronic form – available on the County’s website: [www.lethcounty.ca](http://www.lethcounty.ca)
- In person or by mail:

Lethbridge County – Administration Building  
#100, 905 – 4<sup>th</sup> Avenue South  
Lethbridge, AB T1J 4E4  
Attention: Jennifer Place, Controller

- By fax: 403-328-5602 Attention: Jennifer Place, Controller
- By email: [jplace@lethcounty.ca](mailto:jplace@lethcounty.ca)

### QUESTIONS

Applicants are encouraged to contact the County office to clarify any questions.

#### Staff Contact:

Jennifer Place, Controller  
Phone: 403-328-5525  
Fax: 403-328-5602  
[jplace@lethcounty.ca](mailto:jplace@lethcounty.ca)



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**SECTION – A:**

**ORGANIZATION INFORMATION**

Organization Name:

*\*note: If this project is for a school, please use Land Trust Grant Application*

Contact person for this request:

E-mail address:

Mailing Address:

City/Town:

Postal Code:

Daytime Telephone #:

Fax #:

Optional Telephone # if applicable:

Website address if available:

**AUTHORIZATION TO SUBMIT APPLICATION**

Name:

Date:

Signature of authorized Board Representative or Senior Staff:

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**SECTION – B:**

**PROJECT INFORMATION**

1. Name of project:
  
2. Is this a new  or an existing  project?
  
3. Duration of project: From: \_\_\_\_\_ to: \_\_\_\_\_
  
4. Amount requested: \$ \_\_\_\_\_ Total project expenses: \$ \_\_\_\_\_
  
5. Provide a concise description of the project, include a brief timeline.
  
  
  
  
  
  
  
  
  
  
6. What are the project outcomes?
  
  
  
  
  
  
  
  
  
  
7. What is the community impact and who will benefit from this project?
  
  
  
  
  
  
  
  
  
  
8. Which specific items would be covered by a grant from Lethbridge County?
  
  
  
  
  
  
  
  
  
  
9. How will you recognize a grant from Lethbridge County?

**SECTION – C:**

**PROJECT BUDGET (please include in-kind or donated expenses)**

Project Expenditures	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Project Expenditures</b>	\$
<b>Amount requested from the Lethbridge County Community Grant</b>	\$



**LETHBRIDGE COUNTY  
COMMUNITY GRANT  
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**PROJECT FUNDING (please include in-kind or donated contributions)**

Sources of Revenue	Assured	Potential	Total
Lethbridge County - Community Grant		\$	\$
Your organization:			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Government (please specify):			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Other (please specify):			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>



**SECTION – E:**

**SCORING METHODOLOGY**

**1. Administration Initial Completeness Review:**

Deadline Met	Yes	No
Application Form Fully Completed	Yes	No
Resident / Lethbridge County Group	Yes	No
Previous Year Recipient	Yes	No
List of Other Funding Sources	Yes	No

**2. Event/Project Evaluation: (each worth up to 5)**

- Number of people reached, benefit to the community, significance of event/activity \_\_\_\_\_
- Safety components (including accessibility provisions) \_\_\_\_\_
- History of service to the community \_\_\_\_\_
- Fundraising efforts \_\_\_\_\_
- Contributions of the Group (volunteer, in-kind and financial) \_\_\_\_\_
- Economic spinoffs of project or event \_\_\_\_\_
- Value added components of project \_\_\_\_\_
- Evidence of Community Support \_\_\_\_\_
- Evidence of local business participation \_\_\_\_\_
- Quality of application \_\_\_\_\_

**Criteria Weight Score Total**     \_\_\_ /50

**Scoring Matrix:**

- 1 Does Not Meet Expectations (0-10)
- 2 Meets Expectations (11-20)
- 3 Good Request (21-30)
- 4 Very Good Request (31-40)
- 5 Exceptional (41-50)