



Town of Sylvan Lake

A Town For All Seasons

Arts & Culture Grant Program

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The Town of Sylvan Lake, a vibrant, progressive community and one of the fastest growing in Canada, recognizes the need for a direct involvement in the arts and culture community and has instructed the Recreation & Parks Board to administer a grant program providing community arts and culture groups with financial assistance.

The Arts & Culture Grant Program will be the vehicle to providing operating and special event funding to local groups, taking the place of having groups address Town Council individually. Groups applying for funding will be required to provide the Board with a specific need within the community and how the program will address the need.

By assisting the community arts and cultural groups, the Town of Sylvan Lake will help enhance the quality of life and well-being of its' citizens.

Operating: An operating grant is for ongoing operating costs of a specific program within an organization to be reviewed on an annual basis. This program / service may or may not be the only service offered by this organization.

Rationale: Eliminates numerous reapplications throughout the year by the same organization, allows sustainability of programs that should be ongoing in the community and provides sustainability to an organization as they proceed to the next budget period.

Special Event: One time only / per year project not requiring ongoing funding.

Rationale: Provides opportunities and resources for projects to occur that were not anticipated in the budget year.

Application Process

Purpose

The purpose of the Town of Sylvan Lake Arts & Culture Grant Program is to assist the community arts & culture groups with operating and special event funds which will enhance the quality of life and well-being of the citizens of Sylvan Lake.

Eligibility

Applications will be reviewed on their individual merit based on the objectives of the Arts & Culture Grant Program, the financial resources available, and the following parameters.

- For-profit organizations will not be considered for funding.
- Priority will be given to those community groups that have been established for a number of years.
- Priority will be given to those groups that provide an innovative and unique opportunity for the community. Duplication of an existing program will be discouraged.
- Priority will be given to those groups that provide a benefit to the community as a whole.
- After the fact funding will be strongly discouraged.

Application Process

The following process has been developed to deal with requests in a fair and efficient manner.

- Applications can be submitted on a project basis at any time providing the application is complete.
- Applications for annual operating funding should be submitted by October 15th of each year for funding in the following year.
- Decisions on applications will be made within 60 days following the complete application submission.

Accounting of Funds

The following general terms and conditions for funding apply.

- The grant recipient must establish and maintain proper accounting records.
- The grant recipient must file a financial accounting statement upon completion of each years funding.



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APPLICATION FOR FUNDING

(Please print or type all responses)

The personal information on this form is collected for the purpose of processing your application. It may be disclosed to report on and/or verify funding allocations. It is collected under the authority of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator (403-887-2141).

Group or organization applying: _____

Contact Person: _____

Mailing Address: _____ Postal Code: _____

Res. Phone: _____ Bus. Phone: _____

Email: _____ Fax: _____

Part A:

Indicate type of funding being requested.

____ Operating ____ Special Event

Indicate amount of funding requested: _____

1. What is the target population of this program?

____ Children (0-12 years) ____ Youth (13-17) ____ Adult/Families ____ Seniors

2. Geographic area the program serves:

____ Sylvan Lake & Area ____ Beyond Sylvan Lake

3. Expected program participants ____ spectators: ____

4. Is the program expected to bring in participants and/or spectators from outside Sylvan Lake? If so, expected numbers.

Participants ____ Spectators ____

5. Are you applying for funding from any other local or provincial agency? If so please list:

6. Does the organization or program utilize any paid staff or executive? If so, please provide a list of all staff and / or executive along with your most recent audited financial statement for the organization.

Part B:

Please provide information on the program goals and intended outcomes of the funding request. (Use separate page if necessary)

Program Goals: _____

Intended Outcomes: _____

Declaration

I, _____ do solemnly declare to take responsibility for receiving and disbursing all monies received from the Town of Sylvan Lake, in response to this application, of which this statement forms a part.

Name

Official Position

Signature

Date

Submit completed application to:

Town of Sylvan Lake
Recreation & Parks Board
4926-50 Avenue
Sylvan Lake, AB T4S 1A1