



Recreation, Culture & Tourism

Micro Grant Application

Funding Application for the 2025 Grant Year

Organization Name: _____

Event or Project Name: _____

Event or Project Date: _____

Amount of Funding Requested: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used to administer Recreation, Culture & Tourism Grant funding. The aggregate data will be used by the Town of Sylvan Lake for program planning and evaluation. All information gathered by the Town of Sylvan Lake 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 the FOIP Coordinator at (403) 887- 2141.

ORGANIZATION SUMMARY – FUNDING APPLICATION

Organization Name

Mailing Address

Contact Person

Title

<input type="text"/>	<input type="text"/>
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Daytime Phone

Email

<input type="text"/>	<input type="text"/>
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Alternate Contact Person

Title

<input type="text"/>	<input type="text"/>
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Daytime Phone

Email

<input type="text"/>	<input type="text"/>
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Is your organization a registered society in good standing?

Yes ☐

No ☐

Society Registration Number: _____

Has your organization received community support before?

Yes ☐

No ☐

If so, how much? _____

Are there other Government funders involved in the project?

Yes ☐

No ☐

If yes, please list: _____

Declaration of Board Members

In making this application, we, the undersigned Board Members of the Applicant, hereby represent to the Town of Sylvan Lake Recreation, Culture & Tourism Grant Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above- named organization and with the Board of Directors' full knowledge and consent.

Name / Title (print)

Signature

Date

Name / Title (print)

Signature

Date

PART “A” EVENT INFORMATION (Don’t fill out if applying for Project Funding)

- 1. LOCATION & DATE OF EVENT** – Special consideration will be given to events held during the shoulder season (September – May) and align with the Town of Sylvan Lake’s branding and messaging - Brilliant All Year.

- 2. PROVIDE A BRIEF DESCRIPTION OF YOUR EVENT:**

- 3. PURPOSE** – What is the purpose of the Event? How will this directly benefit Sylvan Lake residents and enhances their quality of life?

4. TARGET GROUP

Age Category	# of Participants	%
Children: 0-12 years		
Youth: 13-18 years		
Adult: 19-64 years		
Seniors: 65+ years		

5. IS THE EVENT HELD ENTIRELY IN THE TOWN OF SYLVAN LAKE?

Yes ☐ No ☐

If no, give details of what portion is in Sylvan Lake and what portion is not held within the Town and include the reason.

6. What is the economic impact within the Town of Sylvan Lake? How will this be measured?

7. ARE THERE SIMILAR EVENTS BEING OFFERED IN THE COMMUNITY? Yes ☐ No ☐

If yes, how does your Event differ from existing events/projects?

9. VOLUNTEER INVOLVEMENT – include projected numbers of volunteers, hours contributed, agencies / businesses providing volunteers, etc.

10. HOW WILL YOUR EVENT ACKNOWLEDGE THE CONTRIBUTION OF THE TOWN OF SYLVAN LAKE? Through Grant funding recognition at Event, on organizations website, print advertising and other applicable media? Examples must be provided in Outcome Report.

11. PROVIDE OUTPUTS INFORMATION ON EVENT:

The number of participants involved in the event / activity annually.

2023 _____

2024 _____

Breakdown of Event / Project Activities

Event / Project Activity	# of Times Delivered	Total # of Participants

SUCCESS STORIES

Please share any success stories related to previous years of this event / project. Eg. Pictures, website links, story sharing, interviews, surveys. (Attach on a separate sheet if more space is required). This information may be shared on the Town of Sylvan Lake's social media sites and/or Community Program Guide.

PART "B" PROJECT INFORMATION (Don't fill out if applying for Event Funding)

1. PROJECT NAME

2. PROVIDE A BRIEF DESCRIPTION OF YOUR PROJECT

3. PURPOSE – What is the purpose of the Event? How will this directly benefit Sylvan Lake residents and enhances their quality of life?

4. Please explain the intent of the Project to support initiatives that contribute to the positive image of Sylvan Lake.

5. Please describe any partnerships/ collaboration with any community groups or agencies that will be used to deliver this Project.

PART “C” ORGANIZATION INFORMATION

What is the history/background of your organization?

When was the last board review of the financial of your agency?

FUTURE PLANNING

Do you have a strategic or long-term plan in place for your organization? Yes ☐ No ☐

- i. If yes, please attach a copy of the plan. Please state any plans that will help make your event financially sustainable over time, without the need for the Recreation, Culture & Tourism Micro Grant.
- ii. If the organization does not have a plan, what is your progress toward developing one?

RECOMMENDATIONS

Did your organization receive any “Recommendations” in your previous funding letter?

Yes ☐ No ☐

If yes, provide an update in response to those “Recommendations.”

PART “D” FINANCIAL INFORMATION

Not all budget categories may pertain to your Event or Project. As well, if there are areas in your budget that are not stated in the attached budget template please add in the “other” column and specify.

REVENUE	2025 BUDGET	2024 ACTUAL (if applicable)	2023 ACTUAL (if applicable)
Recreations, Culture & Tourism Micro Grant			
Other Municipal Funding			
Provincial Government Grants			
Federal Government Grants			
Individual Donations			
Corporate Sponsorships			
Other Sponsorships			
Fees / Memberships			
Organization Contribution			
Other (please specify)			
TOTAL REVENUE			

In the first column, indicate where the Recreation, Culture & Tourism funds are being allocated.

EXPENSES	GRANT FUNDING	2025 BUDGET	2024 ACTUAL	2023 ACTUAL
Salary/Wages inc. Benefits				
Contracted Services				
Professional Devel. / Training				
Project Supplies / Materials				
Publications				
Equipment Purchase				
Advertising				
Volunteer Training / Costs				
Honorariums				
Rent				
Insurance				
Equipment Maint. / Repairs				

Fees (bank, audit, etc.)				
Telephone / Communications				
Fundraising Cost				
Donations to Others				
Gifts In Kind				
Other (please specify)				
TOTAL EXPENSES				
Surplus or (Deficit)				

Please Note- After the Project or Event is completed, a final budget outlining actual expense, will be requested in the Outcome Report.

Town of Sylvan Lake Gifts in Kind- Costs

Descriptions	Fees	Quantity	Total Cost
Podium	\$95.00		
Pop up 10x10 Tent	\$195.00		
Small Generator	\$330.00		
Handwash Station	\$137.50		
Portable Sound System	\$192.50		
Event Barricades	\$8 / Day		
Event Barricades	\$15 / Week		
Crowd Control Fence	\$33.00		
Microphone Corded/ Wireless	\$60.00		
Bouncy Castle- ADERSA Certified	\$200/3 Hours		
Bouncy Castle- ADERSA Certified	\$275/7 Hours		
Inflatable Obstacle Course- ADERSA Certified	\$350/3 Hours		
Inflatable Obstacle Course- ADERSA Certified	\$450/7 Hours		
Bouncy Castle with Slide- ADERSA Certified	\$250/3 Hours		
Bouncy Castle with Slide- ADERSA Certified	\$350/7 Hours		
Washrooms in Parks open early or late	\$40/ Hour		
Chair Rental	\$2.25 Per		
Table Rental	\$15 Per		
Table/Chair Delivery each way	\$85.00		
Pipe and Draping	\$5/ Foot		
Pipe and Draping Delivery each way	\$85.00		
Portable Bar Rental	\$150/3 Days		
Power Panel Rental	\$70/ Day		
Power Panel Rental	\$140/ 3 Days		
Executive Stage Rental	\$4/ sq Foot		
Executive Stage Stair Rental	\$95.00		

Executive Stage Rail Guard (4 Foot Section)	\$35.00 Each		
Executive Stage Wheelchair/ Equip. Ramp Rental	\$95.00		
Executive Stage Skirting	\$2/ sq Foot		
Executive Stage Delivery each way	\$100.00		
SL 100 Mobile Stage- Includes set up & take down	\$4500/ Day		
SL 100 Sound and Lighting Equipment	\$2500/ Day		
Sound & Lighting Additional Programming	\$65/ Hour		
Picnic Shelters	\$87.16/ Half Day		
Picnic Shelters	\$127.76/ Full Day		
Garbage/ Recycle Carts Collection & Disposal	\$200/ Hour		
Garbage Cart Rental- Includes Delivery & Pick up- minimum charge \$50.00/ Day	\$20 per Day per Cart		
Parking Lot Sweeping	\$200/ Hour		
Road Barricades/ Signage Rental- Includes Placement & Rental- minimum charge \$50.00/ Day	\$10 per Day per Sign/Barricade		
Paid Parking Stall	\$25 per Day per Stall		
Grand Total			

PART "E" SET OF ATTACHMENTS – FUNDING APPLICATION

Please clip these attachments to your application

Attached (please check)	Attachment Number	Description	#of Copies Required
Required Attachments			
<input type="checkbox"/>	1	Current list of organization Board of Directors.	1
<input type="checkbox"/>	2	Most recent agency audited financial statements & Management Letter.	1
<input type="checkbox"/>	3	Most recent Annual Reports OR Minutes of the last Annual General Meeting	1
<input type="checkbox"/>	4	Current proof of submission of Annual Return to Alberta Registry.	1
<input type="checkbox"/>	5	Strategic Plan or Long-Range Plan.	1
<input type="checkbox"/>	6	Certificate of Amendment (if applicable – they are issued to organizations when their name is changed.)	1
<input type="checkbox"/>	7	Copy of Certificate of Insurance coverage.	1
	8	Completed rental agreement and/or special event permit	

Completed applications (including signatures) can be submitted at the NexSource Centre or emailed to tkillam@sylvanlake.ca