



Crossfield and District Recreation Funding Capital Assistance Grant

The **Crossfield and District Recreation Board** provides capital grant funding to eligible non-profit organizations registered under the **Alberta Societies Act** that develop, improve, or enhance recreation facilities and amenities benefiting residents of Crossfield.

Capital Assistance Grants are intended to assist organizations with one-time capital projects that improve existing recreation facilities, develop new recreation amenities, or support long-term planning initiatives, such as Life Cycle Plans, that strengthen recreation opportunities within the community.

Cost Sharing:

Capital Assistance Grants operate on a **cost-sharing basis**.

The Crossfield and District Recreation Board may recommend funding of **up to 50% of eligible project costs**, subject to available funding and the merits of each application. Final funding approval rests with Town Council.

Application Deadlines:

Spring Funding: March 1 - 4:30 p.m.

Fall Funding: October 1 - 4:30 p.m.

Application Review Process:

Applications will first be reviewed by Administration to ensure they are complete before being forwarded to the Crossfield and District Recreation Board for evaluation and recommendation.

Funding recommendations from the Recreation Board will then be presented to Town Council for final consideration and approval.

Project Completion:

Organizations receiving funding are required to submit a **Project Completion Report**, including copies of invoices and receipts demonstrating how the approved grant funding was used.

Before You Submit

Please ensure your application is:

- Complete
- Clear and concise
- Submitted by the applicable deadline
- Accompanied by all required supporting documentation

Capital Assistance Grants are competitive. Submission of an application does not guarantee funding, and **incomplete applications may not proceed through the review process.**

Submit completed applications or any questions to:

Nicole Vandenberghe at the Town of Crossfield



nicolev@crossfieldalberta.com



(403) 946-5565



PO Box 500, Crossfield, Alberta T0M 0S0

Section 1 - Organization Information

Organization Details:

Organization Name:

Society Registration Number:

Organization Website:

Mailing Address:

Primary Contact Name:

Position:

Phone:

Email:

Secondary Contact Name:

Position:

Phone:

Email:

Funding Request:

Amount Requested: \$

Facility Information:

Name of Facility

Address/Legal Land Description of Facility

Registered Holder of Land Title

If applicable, when did your organization last receive funding from the Crossfield Recreation Board?

If you have received funding from the Crossfield Recreation Board in the past, has your organization submitted a Project Completion Form for its most recent project?

☐ Yes

☐ No

Is your facility/program receiving any financial assistance from other agencies?

☐ Yes

☐ No

If you answered yes to the above question, please explain.

Section 2 - Organization and Recreation Information

1) Tell us about your organization.

Please provide a brief overview of your organization, including your mission and the recreation opportunities you provide.

2) What will the requested funding be used for?

Please describe, in detail, the work to be carried out and the need for this project.

3) Community Benefit

Describe how the project will benefit residents of Crossfield.

4) Who do you serve?

Indicate the number of people who access your facility, amenity or program for which funding is being sought, who reside in:

Municipality

Participants

Town of Crossfield

Rocky View County

Other Municipalities

Total Participants

Is this project located in a neighbouring municipality?

☐ Yes

☐ No

If yes, which municipality?

5) Organization Activity

During which months is this facility or amenity available for public use?

☐ January

☐ February

☐ March

☐ April

☐ May

☐ June

☐ July

☐ August

☐ September

☐ October

☐ November

☐ December

6) Project Information

Estimated project start date:

Estimated project completion date:

What are the estimated annual operating costs associated with this facility or amenity?

Section 3 - Financial Information

Bank Balances

Account	Balance
Chequing	
Savings	
GIC	
AGLC / Casino	
Other (Specify):	
Total	

Project Funding Sources

Funding Source	Amount (\$)
Crossfield & District Recreation Board Funding Requested	
Organization Cash Contribution	
Donated Materials, Labour, or Services (In-Kind)	
Other Grants (Approved or Applied For)	
Other Funding (Sponsors/Fundraising/etc.)	
Total Project Funding	

Funding Details

If you selected **Other Grants** or **Other Funding**, please provide details below.

Funding Information

- **Recreation Board funding may contribute up to 50% of eligible project costs.**
- **Applicants are expected to demonstrate how the remaining project costs will be funded.**
- **Include both confirmed and pending funding sources.**

Project Costs

Project Expense	Supplier/Contractor	Estimated Cost (\$)	Quote Attached
			☐
			☐
			☐
			☐
			☐
			☐
Total Project Cost			

Total Project Cost: \$

This amount should equal the **Total Project Funding** identified on the previous page.

Supporting Quotes:

Please attach quotes, estimates, or proposals for each project expense listed above.

If quotes are unavailable for a particular item, please explain below:

Funding Information:

The amount requested from the Crossfield and District Recreation Board may not exceed **50% of the total eligible project cost.**

Section 4 - Supporting Documents

Please attach the following documents with your application:

- ☐ Project quotes, estimates, or proposals supporting the project costs identified in the application
- ☐ Current list of Board of Directors
- ☐ Most recent audited financial statements (or reviewed financial statements)
- ☐ Society Bylaws
- ☐ Letters of funding approval for any confirmed grants (if applicable)
- ☐ Additional supporting documents (optional), such as project drawings, site plans, photographs, engineering reports, or letters of support.

Please note: Failure to provide the required supporting documents may result in delays to the application review process or the application being deemed incomplete.

Section 5 - Declaration

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that:

- Funding must only be used for the approved project and eligible purposes.
- A Project Completion Report, including copies of invoices and receipts, is required following completion of the project.
- Additional documentation may be requested by the Town of Crossfield or the Crossfield and District Recreation Board.
- A representative from the organization is required to attend a Crossfield and District Recreation Board meeting to present the proposed capital project and respond to questions from the Board.

Applicant Name:

Title:

Signature:

Date:

Privacy Statement

Your personal information is being collected under the authority of section 4(c) of the Protection of Privacy Act (POPA) and will be used for the administration of the Crossfield and District Recreation Funding Program. Questions regarding the collection of this information may be directed to the Town of Crossfield.