



Crossfield and District Recreation Funding Operational Assistance Grant

The **Crossfield and District Recreation Board** provides operational grant funding to eligible non-profit organizations registered under the **Alberta Societies Act** that deliver recreation facilities, programs, services, or amenities benefiting residents of Crossfield and the surrounding district.

Operational Assistance Grants are intended to help organizations sustain recreation opportunities by supporting eligible operating expenses associated with delivering programs and services to the community.

Application Deadlines

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

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

Eligible Expenses

Operational funding may be requested for eligible expenses including:

- Insurance costs
- Utilities
- Facility maintenance and repairs
- Recreation and sports programming
- Small capital improvements or renovations under **\$5,000** (*Requests exceeding \$5,000 must be submitted through the Capital Funding Grant Application.*)

Please Note:

- Funding cannot be provided for expenses that have already been incurred or paid.
- Funding approvals are subject to available funding and Recreation Board recommendations.

Required Supporting Documents:

Applications must include:

- Current operating budget
- Proposed operating budget
- Most recent audited financial statements (or reviewed financial statements, if applicable)
- Current list of Board of Directors

If your organization has previously received Recreation Board funding, a **Project Completion Report** for the most recent funding allocation must be submitted before a new application will be considered.

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.

Before You Submit

Please ensure your application is:

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

Operational 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: \$

Previous Funding:

Has your organization previously received funding from the Crossfield and District Recreation Board?

☐ Yes

☐ No

If yes, what year:

Has a Project Completion Report been submitted:

☐ Yes

☐ No

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 the operational expenses that this funding will support.

3) Community Benefit

Describe how your organization and its programs benefit residents of Crossfield.

4) Who do you serve?

Approximate number of participants annually.

Municipality	Participants
Town of Crossfield	
Rocky View County	
Other Municipalities	
Total Participants	

5) Organization Activity

During which months is your organization active?

☐ January

☐ February

☐ March

☐ April

☐ May

☐ June

☐ July

☐ August

☐ September

☐ October

☐ November

☐ December

6) Other Funding

Is your organization receiving financial assistance from other organizations?

☐ Yes

☐ No

If yes, please provide details.

Section 3 - Financial Information

Bank Balances

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

Operating Expenses

	Current Year Budget	Previous Year Actual	2 Years Previous Actual
Salaries, wages, and benefits			
Operating and maintenance expenses			
Materials, goods and supplies			
Utility costs			
Other (specify)			
Other (specify)			
Other (specify)			
Total Expenses			

Please briefly specify "Other":

Revenue

	Current Year Budget	Previous Year Actual	2 Years Previous Actual
Registration / Memberships			
Grants			
Donations			
Fundraising			
Other (specify)			
Other (specify)			
Other (specify)			
Total Revenues			

Please briefly specify “Other”:

Budget Explanation

Please explain any significant changes in your operating budget or any unusual expenses or revenues.

Section 4 - Supporting Documents

Please attach the following:

- | | |
|---|--|
| ☐ Most recent audited financial statements | ☐ Current Board of Directors List |
| ☐ Society Bylaws | ☐ Other supporting documents (optional) |

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:

- Submission of an application does not guarantee funding.
- Funding may only be used for approved purposes.
- A Project Completion Report is required following receipt of funding.
- Additional documentation may be requested by the Town of Crossfield or the Crossfield and District Recreation Board.
- Organizations requesting **more than \$3,000** are required to have a representative attend a Crossfield and District Recreation Board meeting to present their funding request 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.