



# NOTICE

It is that time of year for municipality to commence the process of building the Municipality's 2021 Budget.

## **The RM of Alexander Grant Application is now available below.**

Grant applications will not be considered unless the application is completed in full and all requested information is submitted with the application.

Those organizations which have funds to donate or provide funding to other entities/organizations are *not eligible* to apply for grant monies from the municipality.

Those organizations which do not have funds, and wish to raise money for another entity/organization may apply for grant monies from the municipality. The intended use of the money must be made *absolutely clear* in the application. *It is preferred that each organization apply directly to the municipality.*

Those individuals that are applying for a grant to receive funding from the RM for a specific event please complete the application with as much information as possible for both the event organization and your personal information.

**Applications MUST BE RECEIVED IN THE MUNICIPAL OFFICE by the deadline of Tuesday, December 15<sup>th</sup>, 2020.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Applications are to be submitted to:

The Grants Committee  
RM of Alexander  
Box 100  
St. Georges MB R0E 1V0

**THE RM OF ALEXANDER  
APPLICATION FOR GRANT**

**ORGANIZATION INFORMATION:**

Name of Organization: \_\_\_\_\_

Contact Name and Position with Organization or applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Directors and Executive of Organization:

Name	Position	Mailing Address	Telephone #

Staff of Organization:

Name	Position	Full/Part Time	Salary

Number of Members: \_\_\_\_\_

If volunteers are used in your organization, indicate how many: \_\_\_\_\_

Number of registrants, members, grant recipients, or activity participants served by your organization:


Is organization registered as a charitable organization, federally or provincially? \_\_\_\_ If yes, provide registration number: \_\_\_\_\_.

Date and Place of Incorporation: \_\_\_\_\_

Objectives of organization and community needs addressed by organization:


### **GRANT REQUEST INFORMATION:**

Have you made a previous request for a community grant from the RM of Alexander: \_\_\_\_\_

Have you received a community grant from the RM of Alexander: \_\_\_\_\_. If yes, list the years for which assistance was requested, the amount of the request, and, if approved, the amount received.

Year Requested	Amount Requested	Amount Received

Amount of Monetary Grant Request this Year: \$\_\_\_\_\_

Provide a detailed description of project for which a grant is requested, including benefits to be received directly or indirectly by the residents of the RM of Alexander. If necessary, continue on a separate page, and include all relevant details.


Estimate of Potential Costs of Project: \$\_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Provide names of other potential sources of funding (including other municipal jurisdictions, provincial or federal departments) and amounts requested and received:

From Whom Requested	Amount Requested	Amount Received

Does your local organization participate in other fundraising activities (i.e. bingos, raffles, lotteries, etc.)? \_\_\_\_\_. If yes, what level of funding does this provide to the total budget (dollar amount and percentage)?


Does your organization have any funds set aside to be used for other purposes such as major projects or capital improvements, not included in your operating budget? \_\_\_\_ If yes, show the amount(s) and the reason(s) that it has been set aside.

Amount of Funds Set Aside	Reason Funds Have Been Set Aside

If your request for funds from the municipality is reduced or eliminated, what will be the affect on your organization, its services, activities, programs, and its members?


How much does your organization collect in total for registration, membership or service fees?  
\_\_\_\_\_.

#### **FINANCIAL INFORMATION:**

1) Attach detailed budget or financial forecast for year that application is being made. (Application made this year is for grant money next year); and

2) Attach a copy of most current financial statement; and

3) You must provide a copy of your annual financial statement for the year previous to the year of application. The deadline to submit this statement is February 15<sup>th</sup>, of the year for which the grant may be provided. (i.e. for the 2021 grant application, you must submit your 2020 annual financial statement by February 15<sup>th</sup>, 2021).

Any approved grants will not be paid without the submission of the annual financial statement.

#### **CONDITIONS AND SIGNATURES OF APPLICATION:**

I certify to the best of my knowledge, the information provided in this financial assistance request is accurate and complete and it is endorsed by the organization which we represent. If there are misrepresentations in the application, the full amount of the community grant will be payable forthwith to the RM of Alexander.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS AND SIGNATURES CONFIRMING ACCEPTANCE IF GRANT APPROVAL RECEIVED** (signatures required upon submission of application).

If approval of our request for a community grant is received from the RM of Alexander, the organization agrees to the following conditions:

If there is any change in the project from that contemplated in the application (i.e. the proposed work is changed, the cost of the project is changed, the amount of funding is changed), the RM of Alexander will be notified of such changes forthwith.

Those organizations which have funds to donate or provide funding to other entities/organizations are not eligible to apply for grant monies from the municipality.

Those organizations which do not have funds, and wish to raise money for another entity/organization may apply for grant monies from the municipality. The intended use of the money must be made absolutely clear in the application. It is preferred that each organization apply directly to the municipality.

If, after an organization has been awarded and/or received grant money from the municipality and it is discovered that the organization has donated or provided funding to another entity/organization, the grant money must be returned to the municipality within 30 days after being notified by registered mail.

The organization will make or continue to make attempts to secure funding from other sources as so indicated in this application.

The organization will keep proper books of accounts, of all receipts and expenditures, relating to the project.

The organization will make available for inspection by the RM of Alexander or its auditors, all records and books of accounts of the organization upon request from the RM of Alexander.

If the project proposed in the organization's application is not commenced or is not completed and there remains RM of Alexander funds on hand, such funds will remain with the RM of Alexander, and the organization will need to re-apply next year. It is solely the decision of Council whether requested funding be approved.

The funds will only be released when the project is completed and evidence of money spent has been submitted to the municipality.

The project shall not be represented as a municipal project and the organization does not have the authority to hold itself out as an agency of the municipality in any way; the relationship being that the municipality has approved a community grant to the organization only.

Approved grants will be paid out to the successful applicants after the 2<sup>nd</sup> Council meeting in July of the year of application approval. Proof of completion of project (pictures, copies of receipts, completion reports) must be submitted before December 1<sup>st</sup> of same year or no further grant applications will be accepted by that association or organization.

The representatives have read, understood and agree with the above-noted conditions, as well as the information provided in *Policy No. FIN-001 Grants to Volunteer Organizations Policy*.

Name of Organization: \_\_\_\_\_

Signature of Signing Officer: \_\_\_\_\_ Position: \_\_\_\_\_

Signature of Signing Officer: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_