

Grants Newsletter

June 2010

Ask for new grant budget form
and document checklist!

Upcoming Deadlines:

- ◆ Career Focus Internship Program Ongoing
- ◆ Community Initiatives Program June 30, 2010
- ◆ Community Facility Enhancement Program June 30, 2010
- ◆ Community Performing Arts Organization (operating) October 1, 2010

Changes to MD Grant Programs are now in effect!

Your MD Council has recently introduced changes to its policies regarding grants that include new requirements for documentation from community organizations, and deadlines for submitting funding requests. These changes were put in place to make sure the MD can properly account for the money it gives out, and to ensure that Council can better understand what is needed in the community when it is planning its next budget.

Keep this list handy for your next funding application – this list includes all the documentation you will need to send in:

- ◆ Cover letter that includes:
 - Name and address for your group
 - Name of the organization's contact, and contact info
 - Amount of funding requested
 - Brief description of how the funds will be used
- ◆ Most recent audited financial statements
- ◆ Minutes of most recent Annual Meeting
- ◆ List of Officers
- ◆ Budget for current year
- ◆ Society Registration number

If your group is applying for funding for a capital project, you will need to send two additional pieces of information:

- ◆ Project budget
- ◆ Project schedule

Please note! *If your group has applied for more than one grant in the same year, just send in the cover letter and project information. You will not need to send in the information about the organization twice!*

Application deadlines for MD Grant Programs:

- ◆ **December 31** of each year, for funding for the current year, for Seniors Transportation grants, Museum funding, Hamlet Community Organization and Community Hall grants (*don't miss this deadline – funding will not carry over to the next year!*)
- ◆ **September 30** of each year, for funding for the following year, for Capital Funding and Special Project funding (*applications may be accepted after that date, but to ensure funding, don't miss the deadline!*)
- ◆ For special events, the deadline is **30 days prior to the event** (*but the sooner the better – Council needs time to review all requests!*)

Municipal
District
of Big Lakes



Cathy Wilcox
Grants Manager

Box 239
High Prairie, Alberta
T0G 1E0
Phone: 780-523-5955
Fax: 780-523-4227
E-mail:
grants@mdbiglakes.ca
Website: www.mdbiglakes.ca

What are Webinars?

Webinars are just seminars held over the internet. Many are free (or very low cost), and they are a great solution to learning without leaving your home or office. (Tip: several people can take the course at one computer).

Here are some internet sites to visit to check out webinars for your organization:

- ◆ *Imagine Canada* hosts a series called **SECTORCAST**, that has all kinds of great topics for non-profit organizations, such as “Why you need to be online” and “The Non-profit Starvation Cycle”. Find out more about the schedule and cost at sectorcast@imaginecanada.ca
- ◆ *Charity Tax Tools* has a great series (FREE!) about charitable status: how to get it, why you should get it and more. You can take a 1-hour webinar by registering in advance, or review previous webinars online. Visit the website: <http://charitytax.imaginecanada.ca/demand-webinars>

Event planners!

Want to promote your event to Albertans and people around the world?

Alberta's Culture Calendar is a new website promoting the province's arts, heritage, volunteer and other activities. Our searchable database lists cultural events by location, date and type of activity. The best part is that it's easy and free of charge! To submit your event's information, just complete the form at

<http://culture.alberta.ca/events/submit.aspx>.

AVIVA Canada is giving away \$1,000,000 to help build better communities!

Starting in the Fall of 2010, submit your idea for community improvement. The most popular ideas, as chosen by Canadians, will have a chance at sharing in the **\$1,000,000 Aviva Community Fund**.

Visit their website at <http://www.avivacommunityfund.org/> to find out more!



BUDGETING 101

Budgeting isn't difficult, but it is new to many people. Your Grants Manager can give you sample budgets, a budgeting form and can spend time helping you to understand how to put together a grant budget—call:

Cathy Wilcox, Grants Manager

Phone 780-523-5955

Fax 780-523-4227

Email grants@mdbiglakes.ca

Are you planning to apply for grants soon?

It is a good idea to add letters of support to your application. Send your request for these letters in writing to your local governments and other supporting agencies—but leave them lots of time to respond. It can take a month or two to get these letters, so plan well in advance!