



## Capital and Special Project Grant Application Form

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

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

### Check Type of Grant Applied for:

<input type="checkbox"/> Grant for Capital Project	<input type="checkbox"/> Grant for Special Project
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### Project Outline:

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Schedule: start \_\_\_\_\_ end \_\_\_\_\_

Project Description: (attach additional pages if more space is needed)

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**Attach the following documents and information to your application:**

- Most Recent Audited Financial Statement: Dated \_\_\_\_\_
- Minutes of Most Recent Annual Meeting: Dated \_\_\_\_\_
- Current Year Association Budget: Dated \_\_\_\_\_
- List of Officers
- Registration No. \_\_\_\_\_ (Attach proof of up-to-date non-profit status)
- Project Budget - use attached form or similar format
- Quotes or estimates for each part of the project
- Estimated volunteer contribution

**Information for Organizations:**

1. Applications and required documentation must be submitted **before** the project starts, and will be brought to Council for a funding decision.
2. **The Capital and Special Project grant application deadline is November 30 of the year prior to the project start.** In order to be presented to Council for consideration applications must be complete before the deadline, including all documentation. Late applications will be accepted throughout the year if funding is available, but funding can only be assured by meeting this advance deadline.
3. Grants amounts will be based on estimated project costs, but actual funding will be no more than 50% of actual project costs. Capital and Special Project Grants are 50/50 matching, and are paid as reimbursement for completed projects (or completed phases of a project).
4. Successful applicants will be required to provide actual costs (invoices and receipts) after the project or phases of the project are completed. Funding cannot be advanced.
5. The MD will **not** pay for GST – please omit GST from your application for funding.
6. Project costs can include donated labour and donated goods or cash. Please see the Project Budget Form for the value of volunteer labour.
7. See the MD Website at [www.mdbiglakes.ca](http://www.mdbiglakes.ca) for online forms that you can revise and print. Call the Grants Manager for help with your application for MD funding:  
Cathy Wilcox, Grants Manager  
Municipal District of Big Lakes  
Box 239, High Prairie, AB T0G 1E0  
Email: [grants@mdbiglakes.ca](mailto:grants@mdbiglakes.ca) Phone: 780-523-5955 Fax: 780-523-5955