

# HERITAGE COMMUNITY INVESTMENT PROGRAM

# OPERATIONAL GRANT

## APPLICATION

### APPLICATION CHECKLIST

#### REQUIRED:

- Completed Application Form
- Completed Operational Budget Form or required budget information
- Organizational Narrative, maximum six pages
- Financial Documents:
  - Comparative Financial Statements
  - Detailed schedule of organizational, staffing and operational expenses from the most recent completed year.
  - Detailed schedule of budgeted expenses for current fiscal year
- Explanation of variances between schedule of expenses and budget
- Organizational Documents:
  - Current list of Board of Directors, including names and addresses
  - Most recent Annual Report or minutes from the most recent AGM
  - Current Annual Return filing with the Province of Alberta Corporate Registry
  - First-time applicants only:** Society's Bylaws and up-to-date amendments

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### APPLICATION FORM

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

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of next annual general meeting: \_\_\_\_\_ / \_\_\_\_\_  
(MM) (YYYY)

Total Grant Request, not to exceed 25% of eligible expenses from the previous year's operating budget:

\$ \_\_\_\_\_

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### DECLARATION OF APPLICANT

I, \_\_\_\_\_, recognize that as an Applicant, I am responsible for ensuring that I understand and comply with all Grants Program requirements before submitting my application. To assist with my application, I have read and understood EHC's program documentation on their website and am aware that they offer advisory services prior to the deadline. If I do not include all required sections, I understand that my application will not be forwarded to the jury for consideration.

In making this application, we the undersigned applicant hereby declare that to the best of our belief the information provided is truthful and accurate; the application is made by officers of the organization that have the power to enter into contracts; and the applicant or applicant organization meets all of the criteria of fundamental eligibility to apply for an Operational Grant through the Edmonton Heritage Council.

Dated at: \_\_\_\_\_, Alberta this \_\_\_\_\_ Day of \_\_\_\_\_, 2018.  
(city) (date) (month)

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

The information on this application is being collected under the authority of Section 33© of the FOIP Act and will be used by the Edmonton Heritage Council to determine eligibility for the Heritage Community Investment Program and for purposes of administering the same.

The aggregate data may be used for program planning and evaluation. All information collected by the Edmonton Heritage Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program of the Edmonton Heritage Council at 780-429-0166.

The Freedom of Information and Protection of Privacy Act (FOIP) regulates the collection and disclosure of personal information by municipalities and municipal boards and agencies. Organizational information may not be protected from disclosure in the interest of subjecting local government activity to public scrutiny. Aggregate information about programs funding through the Edmonton Heritage Council may be compiled and reported. Your organization will be contacted if any third party requests specific organizational information contained in your application.

Revised: June 2018