



Community and Economic Development Fund Application Checklist – Applications OVER \$500.00 To Be Completed By Applicant Prior to Submission

Please check each box completed



Eligibility

- Jasper Community Non-Profit Group, or
- Jasper Resident, or
- Local Organization

Applications

To be considered, funding applications must:

- 1. Complete the "Request for Support" application form.
- 2. Include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for
- 3. Include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
 - The need for the project, and the means by which that need has been identified
 - How many people will be positively affected and how
 - A cost-benefit illustration of the value of the project
 - A description of the tools and methodology proposed to evaluate project success and impacts, both immediately and long-term
 - The extent of duplication or enhancement (if any) of the project or activity with others currently in the community; and special considerations that deserve mention.
 - How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities)
- 4. Be accompanied by a statement of expected revenues and expenditures for the project;
- 5. Include a list of all other **confirmed** funding sources to be applied to the project
- 6. Include a list of all funding sources applied for unsuccessfully or pending
- 7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc



8. In the case of **groups or organizations**, application must be accompanied by:

- current **statement of operations** and **statement of financial position**
- proof of non-profit status if applicable.

Definition: ***Statement of Operations** or **statement of financial activity** – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

Definition: ***Statement of Financial Position** or **Balance Sheet** Demonstrates business worth (assets equal to the sum of liability and equity).*

Grant Funds

- The grant application **shall not exceed \$5,000** in any one year. The selection committee may select grants of lesser value or reduce proposed grant allocations per applicant.
- No applicant may receive more than one grant from this fund per calendar year.
- Application must be received by Municipality prior to April 30 and October 31 deadline.

Maximum total grant funding available to all grant applicants is \$12,500.00 for the April 30 intake. The total Municipal grant fund is \$25,000.00 per year.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

Prohibitions

Community and Economic Development Funds **shall not** be used for:

- Not for debt retirement, deficit reduction and/or retroactive funding
- Not for projects or activities advancing specific moral or religious points of view
- Not for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
- Not for sponsorship for events/tournaments
- Not for annual or ongoing funding. First or second year of funding only, a two-year gap in funding required if successful prior two years.
- Not be Municipality of Jasper departments, publicly-funded agencies and for-profit groups (any organization that receives public money as their main source of funding).
- Not be combined with other Jasper municipal funding/donations applications.



Reporting

- If re-applying and were successful in past years, applicant met reporting requirements of past grants.
- All required documentation must accompany the application form. (The application will be returned to the group for compliance before any consideration of the application is entertained)

Checklist Signatures of Complete Application, and Muncipal Review

I have reviewed this application and checklist - it is complete:

Applicant

Date

Print Name

* * * * *

I have reviewed this application and checklist submission - it is complete:

Municipality of Jasper Administration

Date

Print Name