

Community Grant Guide



Introduction

The Civic Grant Program reflects the City of Spruce Grove's commitment to, and recognition of, the vital role community organizations play in enhancing residents' quality of life and contributing to overall community well-being. The Community Grant ("the Grant") is one of two funding streams under the City's Civic Grant Program.

The [Community Services Advisory Committee](#) (CSAC) reviews all Community Grant applications and provides funding recommendations to City Council, who is responsible for final funding decisions.

Grant Objectives

The Community Grant provides financial support to eligible organizations delivering projects or services in one or more of the following focus areas: Social; Sport and Recreation; Arts, Culture, and Heritage; Economic; Environmental; and Multicultural.

The objectives of the Community Grant are to:

- Support projects and services that respond to identified community needs
- Encourage collaboration and partnerships among organizations and community stakeholders
- Leverage collective resources to achieve meaningful and sustainable community outcomes
- Strengthen the community's capacity to deliver impactful programs, services, events, and projects
- Advance the values of diversity, inclusion, equity, and belonging, in alignment with the City's [Civic Grant Program Policy](#)

Key Dates and Timelines

The timeline below outlines the application process. Funding awarded through this process is intended to support projects occurring in the following year.

Milestone	Timing
Applications Open	April 1
Application Submission Deadline	May 15 at 11:59 p.m.
Presentations to CSAC (if indicated on application)	June
Grant Award Notifications	December
Agreements Sent for Signature	January
Funding Distribution	Within 30 days of receiving signed agreement
Year-End Activity and Financial Report Due	Within 60 days of the funding period ending

Eligibility







Eligible Organizations:

To be eligible for Community Grant funding, organizations must:

- Be a registered non-profit organization and/or registered charity in good standing
- Be based in Spruce Grove and/or provide services to residents of Spruce Grove
- Meet all eligibility requirements outlined in the Civic Grant Program Policy for the Community Grant stream

Eligible Projects

Projects or services proposed under the Community Grant must align with one or more of the following focus areas. The definitions below are intended to help guide your application.

Focus Area	What This Supports	Examples
 Arts, Culture, and Heritage	Projects or services that promote creativity, preserve cultural traditions, or celebrate local history through artistic or cultural expression.	<ul style="list-style-type: none"> · Visual, performing, or literary arts initiatives · Art workshops or classes · Theatre performances or cultural festivals · Heritage exhibits, public art displays, or storytelling events
 Economic	Projects or services that strengthen the local economy, support businesses, or enhance job readiness and financial skills.	<ul style="list-style-type: none"> · Small business markets or business development initiatives · Job skills training or employment readiness programs · Projects or services that support local economic growth or financial literacy
 Environmental	Projects or services that protect the natural environment, promote sustainability, or increase awareness of environmental issues.	<ul style="list-style-type: none"> · Tree planting initiatives · Community clean-up events · Waste reduction or recycling campaigns · Green energy or environmental education projects
 Multicultural	Projects or services that celebrate diversity, promote inclusion, or foster understanding between different cultural groups.	<ul style="list-style-type: none"> · Cultural fairs or community celebrations · Language exchange or cross-cultural programs · Projects or services supporting newcomers and cultural integration
 Social	Projects or services that strengthen individual and community well-being, build social connections, or support vulnerable populations.	<ul style="list-style-type: none"> · Mental health or wellness workshops · Community support or outreach programs · Initiatives that reduce isolation or increase community connection
 Sport and Recreation	Projects or services that promote physical activity, active living, and overall community well-being through sport and recreation.	<ul style="list-style-type: none"> · Establishing or expanding sports leagues · Active living programs or instructional workshops · Upgrading or enhancing sports or recreation equipment

Funding Information

Applicants can request funding that aligns with the needs of their proposed project or service and are encouraged to provide the total estimated costs. Grant recipients may be awarded only a portion of the requested funding, depending on the availability of funds and the evaluation of the application.

First Time Applicants:

First-time applicants are eligible to apply only for **short-term or one-year funding terms**. Organizations that have been previously funded and remain in good standing may apply for multi-year funding terms, at the City's discretion.

Matching Requirement:

Organizations are required to provide a **minimum 25% matching contribution**, which may include a combination of cash, materials, volunteer labour, and/or fundraising directly related to the proposed project or service. Cash contributions must be supported by current financial information.

Eligible Expenses

Grant funding may be used for **direct costs** related to the approved project or service, including:

- Staffing directly related to the project or service
- Materials and supplies
- Small capital expenses (e.g., laptops, tools, and equipment)
- Board training and supports related to the project
- Awareness, promotion, and marketing efforts
- Other expenses that directly support the goals outlined in the grant application

Ineligible Expenses:

Grant funding **may not** be used for:

- General operational costs unrelated to the approved project or service
- Duplicate services already available in the community or provided by government
- Secondary funding such as grants, donations, or scholarships distributed to others
- Projects, programs, or services delivered primarily for the benefit of another organization
- Major capital expenditures or large asset purchases
- Municipal property taxes
- Fundraising expenses
- Entertainment or hospitality costs
- Fines or legal fees
- Costs incurred prior to the start date of the funding agreement

Application Process

How to apply

Step 1: Review program information

- Review the *Community Grant Guide* and the [Civic Grant Program Policy](#) to understand the program objectives and eligibility requirements.

Step 2: Access the application

- Access the Community Grant Application and Community Grant Guide on the City of Spruce Grove [website](#).

Step 3: Complete the application

- Complete the application in full using the template provided.
- Applications must be submitted in **Word format**.

Step 4: Submit your application

- Submit the completed application, budget, and all required supporting documents to civicgrants@sprucegrove.org.

Step 5: Monitor your email for a confirmation of receipt

- You will receive email confirmation that your application has been received within **two (2) business days**.

Step 6: Presentations to CSAC (Optional)

- If your application indicates that you wish to present your proposed project or service to CSAC, the City will contact you with next steps. Following the presentation, the City may request additional information as needed.

Process to Review Applications

- City Administration conducts an initial review of all submitted applications to assess eligibility and confirm that all required supporting documentation has been provided in the approved format.
- Administration then evaluates each application using a standardized evaluation matrix.
- The Community Services Advisory Committee (CSAC) reviews the applications and the evaluation results, and determines which applications to recommend to City Council along with the recommended funding amounts.
- City Council makes the final funding decisions in December.

Timeline for Application Review Process

Milestone	Timing
Initial Review	May-June
Administration Evaluation	July-August
CSAC Review & Funding Recommendations	September
Council Review & Decision	October-December

Assessment Criteria

Applications are evaluated using the criteria below. Each section is weighted to reflect its importance in the overall assessment.

Assessment Weighting

Assessment Area	Weight
Grant Priorities and Community Reach	20%
Project or Service Scope, Goals, and Community Impact	30%
Organizational Capacity and Readiness	20%
Alignment with the Spruce Grove Strategic Plan	15%
Budget and Financial Overview	15%
Total	100%

Detailed Assessment Criteria

1. Alignment with Grant Priorities and Community Reach (20%)

Application Section C: Project or Service Overview

This section assesses how well the proposed project or service aligns with one or more of the Community Grant focus areas. Applicants must clearly identify the primary focus area(s) and provide an overview of the proposed initiative.

Considerations:

- Alignment with the grant's funding priorities
- Clarity of the project or service description
- Estimated number of residents who will directly benefit
- The potential benefit and relevance to the Spruce Grove community

2. Project or Service Scope, Goals, and Community Impact (30%)

Application Section D: Project or Service Details

This section evaluates the overall quality, feasibility, and anticipated impact of the proposed project or service.

Considerations:

- Clearly defined goals and objectives
- A realistic and well-developed implementation plan
- Identification of community need, supported by research or consultation
- How the project complements or differs from existing community initiatives
- Measurable and achievable expected outcomes
- Methods for evaluating success
- Consideration of accessibility and inclusion for diverse community groups

3. Organizational Capacity and Readiness (20%)

Application Section E: Organizational Capacity

This section evaluates the organization's ability to successfully deliver the proposed project or service.

Considerations:

- Availability of staff, volunteers, expertise, and equipment
- Experience delivering similar programs, projects, or services
- Readiness to implement the project, including plans to address capacity gaps
- Governance structures, policies, and practices that support accountability
- Financial stability and sustainability
- Organizations operating at a financial deficit must outline mitigation strategies

4. Alignment with the Spruce Grove Strategic Plan (15%)

Application Section F: Spruce Grove Strategic Plan

This section evaluates how the proposed project or service supports the City of Spruce Grove's Strategic Plan.

Considerations:

- Alignment with the City's strategic themes and goals
- Clear and specific examples of how the project advances the City's vision and priorities

5. Budget and Financial Overview (15%)

Application Section G: Budget and Financial Information

This section evaluates the financial feasibility and sustainability of the proposed project or service.

Considerations:

- A complete and detailed project budget using the provided template
- Efforts to seek funding from other relevant municipal or community funding sources
- For projects that also serve residents of Stony Plain or Parkland County, whether the organization has sought funding from those municipalities and how the request to Spruce Grove aligns with that funding landscape
- Alignment between proposed activities and budgeted expenses
- Identification of confirmed, in-kind, and pending funding sources
- For projects serving the Tri-Region, whether the amount of funding requested is proportionate to the number of Spruce Grove residents who will benefit
- Disclosure of other City of Spruce Grove funding received or applied for
- Realistic contingency plans for pending or unsecured funding

Applicants must outline anticipated project expenses by category (e.g., staffing, materials, training) and provide timelines for funding decisions where applicable.

Grant Recipient Responsibilities

Funding Agreements

Organizations that are successful in receiving grant funding will be required to:

- Enter into a grant agreement outlining the terms and conditions of the funding.
- Acknowledge the support of the City of Spruce Grove in all print and promotional materials related to the approved project or service, in accordance with the grant agreement.
- Operate in compliance with all applicable provincial and federal legislation, including (but not limited to) labour standards, privacy legislation, human rights legislation, and the Occupational Health and Safety Act.
- Submit a year-end activity and financial report in accordance with reporting requirements.
- Maintain Commercial General Liability insurance in the amount of \$2,000,000, naming the City of Spruce Grove as an additional insured, where required.
- Acknowledge having the organization name on the City of Spruce Grove website, social media, and other promotional material.

Reporting Requirements

Organizations receiving Community Grant funding are required to submit annual reports for the approved project or service. Reports must reflect the activities, outcomes, and financial details of the funded initiative.

Required Reports

1. Year-End Activity Report

The Year-End Activity Report must describe the results and outcomes of the funded project or service.

The report should be submitted in the template provided and include:

- Project or service outcomes and measurable results
- Key accomplishments and success stories
- For projects or services that directly serve individuals:
 - Number of clients or participants served
 - Types of services delivered and contacts made
- For projects or services that do not directly serve individuals:
 - A summary of broader community impact or contributions

2. Year-End Financial Reports

Organizations must submit **both** of the following financial reports:

a) Project or Service-Specific Financial Statement

- An unaudited financial statement detailing revenues and expenses specific to the funded project or service
- Must cover the previous calendar year
- Must be signed by two officers of the organization with signing authority

b) Organizational Financial Statement

- An audited financial statement covering the organization's overall operations
- Must be submitted within three (3) months of the organization's fiscal year-end

Contact Information

Questions regarding the completion of this application can be directed to:

City of Spruce Grove

- Email: civicgrants@sprucegrove.org
- Phone: 780-962-7618

Appendices

Appendix A - Definitions

Appendix B - Application Template

Appendix C - Budget Template

Appendix A - Definitions

Applicant	A registered non-profit society or charity organization that applies for this grant opportunity.
Belonging	The feeling of security and support when there is a sense of acceptance, inclusion, and identity.
Charity	An organization established and operated exclusively for charitable purposes. It must be non-profit, serve a public benefit, and be registered with the Canada Revenue Agency (CRA) to issue tax receipts for donations.
City	The municipal Corporation of the City of Spruce Grove in the Province of Alberta.
Community Services Advisory Committee (CSAC)	A committee established under City of Spruce Grove Bylaw C-1342-24 to provide advice and recommendations to City Council and Administration on community safety, recreation, culture, and social issues. As part of the Community Grant process, the CSAC reviews applications and makes funding recommendations to City Council.
Diversity	Refers to the presence of a variety of different individuals or elements within a group or community. It encompasses differences in characteristics such as race, gender, age, background, abilities, and more.
Equity	The fair treatment of individuals, taking into account their unique needs and circumstances. It seeks to address disparities and provide resources and support to ensure that everyone has a level playing field, regardless of their background or characteristics.
Inclusion	The practice of ensuring that all individuals, regardless of their differences, are welcomed, respected, and actively involved in a group or community. It aims to create an environment where everyone feels valued and has equal opportunities to participate.
Non-profit	An entity established to carry out activities that benefit the community, such as social, cultural, recreational, or charitable projects or services. These organizations operate without the intent to generate profits for their members, reinvesting any surplus funds into their mission. To qualify, the organization must be incorporated under the Alberta Societies Act.
Recipient	Successful Grant applicant(s) who receives funding from the City.
Resident	An individual whose primary place of residence is within the municipal boundaries of Spruce Grove. This includes individuals with a fixed address, as shown on official documents like government-issued identification or utility bills, as well as unsheltered individuals who are currently staying in Spruce Grove, even if they do not have a permanent or fixed address.

Appendix B - Application Template

Application for Funding

Application Date:	Click to enter a date
Applicant Organization Name:	Click to enter text
Grant Status:	<input type="checkbox"/> New Grant Applicant: Your organization has never received funding from this grant program.
	<input type="checkbox"/> Previous Grant Recipient: Your organization received funding from this grant program in the past but is not currently receiving funds.
	<input type="checkbox"/> Current Grant Recipient: Your organization is currently receiving funding from this grant program.

Instructions for Completing Application

The Community Grant application consists of two parts:

- Grant Application
- Budget Template

Before starting, review the [Civic Grant Program Policy](#) and *Community Grant Guide* in its entirety.

Complete all sections of this application.

Each section includes a maximum word count. Please ensure your responses stay within the limits to streamline the review process.

We encourage all applicants to sign up for a Community Grant Workshop prior to submitting your application.

If you have any questions, please review the [FAQ section](#) on the website, or contact the City of Spruce Grove:

Email: civicgrants@sprucegrove.org

Phone: 780-962-7618 (press 5)

The personal information you provide as part of the Community Grant application process is collected under section 4(c) of the Protection of Privacy Act (POPA) for the purpose of managing the Civic Grant Program. General information about approved grant funding, including the name of the successful applicant, the name of the funded project, and the total amount funded, may be proactively disclosed to the public through various channels, such as the City of Spruce Grove website, social media, print materials, or other public communications. If you have any questions about the collection, use, or disclosure of this information, please contact the Access and Privacy Office at: ATIA@sprucegrove.org.

Section A: Organization Eligibility

<input type="checkbox"/>	Your organization is a non-profit and/or charity organization registered for a minimum of one year.
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<input type="checkbox"/>	Your organization is in good standing with its governing body, has submitted the most recent annual return on time, and has met all compliance requirements.
<input type="checkbox"/>	Your organization is based in Spruce Grove and/or serves residents of Spruce Grove.
<input type="checkbox"/>	Your organization has submitted all required reporting for any previous City of Spruce Grove funding received.

All applications must include:

<input type="checkbox"/>	Application
<input type="checkbox"/>	Budget Template
<input type="checkbox"/>	Most recent year's annual return
<input type="checkbox"/>	Most recent fiscal year-end audited financial statements
<input type="checkbox"/>	Copy of your certificate of incorporation
<input type="checkbox"/>	Copy of your certificate of insurance
<input type="checkbox"/>	List of Board of Directors
<input type="checkbox"/>	Direct Deposit Form (if not already set up with the City)

Section B: Organization Information

Incorporated (Legal) Name of Organization:	
Click to enter text	
Operating Name (how the organization is commonly known in the community):	
Click to enter text	
Act the Organization is Registered Under:	
Click to enter text	
Registration Number: Enter number	Registration Date: Click or tap here to enter text.
Organization's Primary Address:	

Click or tap here to enter text.		
City: Click to enter text	Province: AB	Postal Code: Post Code
Organization's Mailing Address:		
<input type="checkbox"/>	Same as above, or:	
Click to enter text		
City: Click to enter text	Province: Province	Postal Code: Enter text
Legal Authorized Signing Authority Contact (must be a board member):		
Name: Click to enter text	Position: Click to enter text	
Daytime Phone: Click to enter text	Email: Click to enter text	
Primary Application Contact:		
Name: Click to enter text	Position: Click to enter text	
Daytime Phone: Click to enter text	Email: Click to enter text	
Briefly describe your organization's mission and vision (Max: 100 words):		
Click to enter text		
Provide a summary of your organization's projects/services/activities (Max: 150 words):		
Click to enter text		
Please tell us about any progress, achievements, or milestones from the past year (Max: 200 words):		
Click to enter text		
Does your organization partner or collaborate with other community groups?		
<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
If yes, name the community groups and the types of initiatives they are involved in. (Max: 300 words) Click or tap here to enter text.		

FOR SECTIONS C & D: Provide information only about the programs/services for which you are requesting funding. You will be required to report on these specific activities if funding is approved.

Section C: Project or Service Overview

1. Project or Service Title (Max: 60 characters):					
Click to enter text					
2. Provide a <i>brief</i> description of the project or service named above (Max: 100 words):					
Click to enter text					
3. Project or service <i>primary</i> focus (check one):					
<input type="checkbox"/>	Arts, Culture, and Heritage	<input type="checkbox"/>	Economic	<input type="checkbox"/>	Environmental
<input type="checkbox"/>	Multicultural	<input type="checkbox"/>	Social	<input type="checkbox"/>	Sport and Recreation
4. Estimate of Total Project Costs:					
Click or tap here to enter text.					
5. Total Requested Funding:					
Click or tap here to enter text.					
6. Funding Term Requested (New recipients are eligible for up to one year of funding only):					
<input type="checkbox"/>	Short-Term (under one year)	<input type="checkbox"/>	One Year	<input type="checkbox"/>	Multi-Year
7. Project Type:					
<input type="checkbox"/>	New: A new project or service				
<input type="checkbox"/>	Continuation: An existing project or service with no changes or expansion				
<input type="checkbox"/>	Expansion: An established project or service that is being expanded in scope or scale				
8. Is this project or service currently being funded by the City of Spruce Grove's Community Grant?					
<input type="checkbox"/>	Yes				
<input type="checkbox"/>	No				

9. Number of Spruce Grove residents who will <u>directly</u> benefit from this project or service (estimates ok):					
<input type="checkbox"/>	0-20	<input type="checkbox"/>	51-100	<input type="checkbox"/>	501-1000
<input type="checkbox"/>	21-50	<input type="checkbox"/>	101-500	<input type="checkbox"/>	1000+
10. Project or service start and completion dates (must be within funding year):					
Start Date:Click to enter a date			Completion Date:Click to enter a date		
11. Would your organization like to present its proposed project or service to the Community Services Advisory Committee? Presenting is optional and allows your organization to provide additional context and respond to committee questions. If you choose not to present, it will not impact the evaluation of your application.					
<input type="checkbox"/>	Yes				
<input type="checkbox"/>	No				

Section D: Project or Service Details

1. Please indicate which goal(s) best describe your project or service. For each goal chosen, you will need to indicate how you will meet these goals in the next question.	
<input type="checkbox"/>	Foster artistic expression, preserve cultural traditions, and celebrate heritage.
<input type="checkbox"/>	Support local businesses, create job opportunities, or improve financial literacy.
<input type="checkbox"/>	Protect nature, promote sustainability, or raise environmental awareness.
<input type="checkbox"/>	Celebrate diversity, foster inclusion, or build understanding between different cultures.
<input type="checkbox"/>	Strengthen community well-being, support vulnerable populations, or build connections.
<input type="checkbox"/>	Encourage physical activity, healthy living, or provide sport/recreational opportunities.
<input type="checkbox"/>	Other (please describe):Click or tap here to enter text.
2. For <i>each</i> goal you selected above, describe in detail the specific steps or actions your organization will take to achieve them. (Max: 1000 words)	
<p>What activities will you undertake? Click or tap here to enter text.</p> <p>Who will be responsible for carrying out these actions? Click or tap here to enter text.</p>	

How will resources be used? (e.g., funding, volunteers, materials)

Click or tap here to enter text.

Timelines or milestones:

Click or tap here to enter text.

3. Who will benefit from this project or service, and in what ways? Please explain the positive changes or value your project will bring to the community or specific groups, such as increased access to resources, improved well-being, or enhanced opportunities. (Max: 500 words)

Click or tap here to enter text.

4. What specific results or outcomes do you aim to achieve with this project or service? Describe how you will evaluate its success, such as tracking attendance, collecting participant feedback, or using surveys or other tools to measure impact. (Max: 500 words)

Click or tap here to enter text.

5. How does this project or service promote inclusion and ensure accessibility? Please describe how it considers diverse perspectives, removes potential barriers (e.g., cultural, physical, or language-related), and ensures that its benefits are accessible to a wide range of people or groups, even if it does not directly involve participants. (Max: 500 words)

Click or tap here to enter text.

6. How did your organization identify the need for this project or service? (e.g., based on feedback from residents, input from local organizations, results from surveys or focus groups) (Max: 300 words)

Click or tap here to enter text.

7. Are there similar projects or services currently being offered in Spruce Grove?

Yes

No

If yes, how does your project or service complement, enhance, or differ from, the existing project or service, and how will it address any unmet needs or gaps in the community? (Max: 150 words)

Click or tap here to enter text.

If no, describe what steps you took to confirm this.

Click or tap here to enter text.

8. What research or consultation helped shape this project or service? (e.g., reviewing similar projects or services, speaking with others who have implemented similar projects) (Max: 300 words)

Click or tap here to enter text.

9. How will your organization communicate and/or market this project or service to the community? (Max: 300 words)

Click or tap here to enter text.

10. Does the proposed project or service involve partnerships with other community groups?

Yes

No

If yes, describe: Click or tap here to enter text.

11. If your project or service does not receive full funding, what specific aspects of the project would be scaled back, modified, or cut? Please explain how reduced funding would impact the overall goals and expected results or outcomes of your project or service. (Max: 300 words)

Click or tap here to enter text.

12. Briefly explain why this funding is essential for the project or service's success. (Max: 150 words)

Click or tap here to enter text.

Section E: Organizational Capacity

1. What resources (staff, volunteers, expertise, equipment, etc.) does your organization currently have in place to support this project or service? (Max: 300 words)

Click or tap here to enter text.

2. Describe your organization's experience managing projects or services similar to this proposal. Please include examples and the outcomes achieved (e.g., scope of work, populations served, key results or impacts).

If this project or service represents a *new area* for your organization, describe how you will ensure it has the necessary knowledge, skills, and capacity in place to implement the project or service successfully (e.g., staff expertise, partnerships, training, or technical assistance).

Click or tap here to enter text.

3. Does your organization have any of the following in place? (check all that apply)
The following items are not mandatory but may help strengthen your application.

Document	Yes	No	In Development	Notes / Description (e.g., year adopted, last updated)
Organizational Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Strategic Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Board Governance Policies (e.g., Roles & Responsibilities; Code of Conduct; Conflict of Interest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Operational Policies (e.g., DEI, HR, Financial Oversight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
4. Is your organization operating at a deficit?				
<input type="checkbox"/>	Yes			
<input type="checkbox"/>	No			
If yes, what strategies or plans does your organization have in place to address the current deficit and ensure financial sustainability moving forward? (Max: 200 words) Click or tap here to enter text.				

Section F: Spruce Grove Strategic Plan

1. How does your project/initiative align with the City of Spruce Grove Strategic Plan? Please provide specific examples of how your project or service supports these priorities. (Max: 200 words)	
Click or tap here to enter text.	

Section G: Budget And Financial

1. City of Spruce Grove Funding Not including this grant - has your organization applied for, or is it currently receiving, any <u>other</u> funding from the City of Spruce Grove?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
If yes, provide details: Click or tap here to enter text.	
2. If your project also benefits residents of Stony Plain and Parkland County, have you applied for funding for your project from these other municipalities?	
<input type="checkbox"/>	Yes

<input type="checkbox"/>	No
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Please Describe:

Click or tap here to enter text.

3. Budget Template

Use the Excel worksheet to provide a detailed budget for the proposed project or service. Include all confirmed and pending funding sources, anticipated project expenses, listing costs by category (e.g., personnel, materials, training). Additionally, list all other confirmed funding sources and in-kind support.

4. Pending Additional Funding Sources

Provide information on any pending funding sources, including the source of the funds, the expected notification date, and your alternate plan if these funds are not secured:

Click or tap here to enter text.

Appendix C - Budget Template

Project Funding Details - Please identify all sources of funding for the project			
			Total Amount
Community Grant Funding Request - please fill in the total funding request for this initiative →			
Additional revenues to complete the project:	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project			
Other Municipal funding (not including this grant)			\$0.00
Provincial funding			\$0.00
Federal funding			\$0.00
Other funding sources			\$0.00
Donated-in-kind (including all labour, equipment, material)* <small>Note: the confirmed amount will populate from amounts entered later in this form</small>		\$0.00	\$0.00
Total project funding (this amount must equal the total project cost)			\$0.00

SECTION A: Project Costs - Anticipated cash costs - Detailed list of all the expenses for the initiative		
Item description	Details	Total Cost
Staffing		
Professional and Contracted Services		
Materials and Supplies		
Small Capital Expenses		
Board Training and Project Related Supports		
Awareness, Promotion, Marketing		
Other		
<small>Add new rows above this line.</small>		
Total A		\$0.00

SECTION B: Project Expenses - Anticipated in-kind and donated costs - Detailed list of labour, equipment, materials, and services		
Provide a description of the anticipated in-kind and donated costs, including: - The type of labour being contributed, the number of volunteers, and the total volunteer hours; - A description of the work being completed, including any equipment used and total equipment hours; and - Donated materials or services, including the source of the donation and the estimated value. Example: Six volunteers contributing 100 hours each at an estimated value of \$20/hour.		
Type of Donation	Details	Total Value
Volunteers		
Equipment		
Material/Supplies		
Other		
<small>Add new rows above this line.</small>		
Total B		\$0.00
Total Project Cost (=Total A + Total B)		\$0.00