

Community Improvement Program (CIP) Application Form



1 Parklane Drive, Strathmore, AB T1P 1K2

Phone: 403-934-3133

Email: recreation@strathmore.ca

Section A – Organization Information

Incorporated (Legal) name of organization (must match incorporation name):

Registration Number:

Registration Date:

Contact Person:

Phone:

Email:

Mailing address:

Section B – Project/Event Overview

Project Title:

What is the anticipated

Start Date:

Completion Date:

Location (name of the location for project):

Complete Address or Legal Land Description of Project Location (PO Box addresses will not be accepted):

Brief Project Overview – two to three sentences that describe your project (100 words max):

Primary Focus of Project (choose one stream):

Recreation & Cultural Events

To assist with the costs of recreation, culture, and/or arts programs and events provided to community residents to connect and celebrate the community and civic pride.

Minor Capital Projects

To assist with one-time capital investment costs to repair, renovate, upgrade or expand programs and service delivery provided by community associations.

PROJECT PLAN

1. How does your organization utilize volunteerism in the operation of this project/event?
2. Please detail the steps to be taken to complete project/event and for each step include:
 - a. Person(s) responsible and how they are qualified to accomplish each step
 - b. Timelines for completion for each step.
3. Please list potential risks/hazards assessed for this project/event and how you will prevent or overcome them.

PROJECT PARTNERS

1. Does your organization work in partnership with any organizations to accomplish your mission and vision? How? Who are the partners? Explain their role in the project/event.
2. Please provide details on how and to what level the community will access the project/event?

PROJECT EVALUATION

1. How many people will benefit directly from the project/event? How is this measured (what is the basis for the figure)?
2. How will your project/event impact local economies? (Will local businesses experience increased activity because of your project/event? How will you measure if you have made an impact?)

PROJECT BUDGET

1. For your project/event to be successful, what other supports (gifts in kind) would you need from the Town of Strathmore ordinarily not available through other sources?
2. If your organization does not receive the full amount of funding requested, is the project/event still viable? If no, please explain how you will adjust.

Section D – Minor Capital Projects Only

1. If your organization has a current operating surplus, operating reserves, or unrestricted cash assets, please provide an explanation of what you plan to do with these funds if they are not allocated to this project.
2. If your organization has a current operating or accumulated deficit, explain how the deficit was acquired and the plan for reducing it?

3. Please provide details on how and to what level the community will access the facility.

4. Has the organization applied for, or already received, funding for this project from any Town of Strathmore funding?

Yes (if yes please provide details)

No

CIP Application Agreement

All boxes must be checked to proceed

I hereby acknowledge that:

- ☐ The information contained in this application and the accompanying documents is true, accurate and complete.
- ☐ I am a representative with designated signing authority/decision-making authority in our organization.
- ☐ The organizations Board of Directors is in full support of this application.
- ☐ I have read the CIP policy which outlines the terms and conditions of the grant agreement and by signing, I am agreeing to all of the terms and conditions as outlined.

Mr. ☐ Mrs. ☐ Ms. ☐ Other: ☐

Authorized Representative Name (printed)

Signature of Authorized Representative

Organization Position Title

Date

Daytime Phone:

Email:

The personal information that is provided on the application from will be used for the purpose of administering the applicable grant program and advising the applicant of the Community Improvement Program updates and relevant initiative and resources. It is collected under the authority of section 33(c) of the FOIP Act and is protected by the privacy provision of the FOIP Act. The FOIP Act applies to any information that is provided to The Town of Strathmore. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.

CIP Application Checklist

Please check all applicable boxes for the information that has been submitted with the application.

Mandatory Information Required *(application may not be accepted if missing any mandatory information):*

- Complete sections A – C of the application form (section D for minor capital projects)
- Budget (recreation & events or minor capital budget)
- Financial Statement – signed by two legally authorized representative of the organization
- List of executive – including names, titles, daytime phone numbers and email addresses
- Letter of support from the titleholder property (when applicable)
- Estimates, supplier quotations or sources estimates (for minor capital applications only)
- Donated in-kind details, including letters from donors, for donated labour, materials and /or equipment
- Third party letter (when applicable)

Additional information that may be requested:

- Letters of support from the community
- Current bank statement(s)
- Copy of a lease agreement and/or user agreement (when applicable)