

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.

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 information on this form is being collected in accordance with the Municipal Government Act and will be managed in compliance with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). If you have any questions about the collection of your information, please contact the Town of Strathmore's ATI Coordinator at 403-934-3133 or by emailing ATIA@Strathmore.ca

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)