



10511 – 103 Street
 High Level, AB
 T0H 1Z0
Ph: 780-926-2201
Fax: 780-926-2899

Tourism Enhancement

Grant Application
 Policy #262-20

Intakes are Jan 31, April 30, July 15 and Oct 15, on a first come first served basis, with funds to be spent within the current year by Dec 31. Grants range from \$500 - \$5,000, depending on the point system, based on number of attendees, and geographical coverage. An organization may make a one-time request for an amount over the maximum \$5,000, to set up or initiate a new event or program. These applications must have two letters of endorsement from the partners in tourism, and an attached letter providing details of the request, in addition to the application. Maximum amount is \$30,000.

Organization Information

| | | | |
|---|--|----------------------|--|
| Date | | | |
| Name of Organization | | Email Address | |
| | | | |
| Contact Person | | Position | |
| | | | |
| Address | | Phone Number | |
| Address: | | Main Line: | |
| City/Town: | | Cell Phone: | |
| Province: Postal Code: | | | |

Event Information

| | | | |
|--|--|--|--|
| Name of Event | | | |
| | | | |
| Street Address or Legal Description | | Registered Holder of Land Title | |
| | | | |
| Dates of Event | Length of event | Total Cost of Event | |
| | | \$ | |
| First time event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Anticipated Attendees | |
| Summary of Event | | | |
| | | | |
| Benefit to the Community | | | |
| | | | |



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Please complete the following checklist, and include the supporting documentation:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Event budget: Provide a budget with anticipated revenues and expenditures. You may attach quotes and sources of estimates if available. |
| <input type="checkbox"/> | Local non-profit organization: Provide proof of non-profit status. |

Please Note Applications must be submitted a minimum of 30 days prior to the event. Post event reports must be submitted a maximum 60 days after the event.

Post Event Report

As per the Tourism Enhancement Grant Policy 262-20, any organization that receives funding is required to submit a post-event report that summarizes their event and how the funds were utilized.

| | |
|---|--|
| Number of Participants/Spectators | |
| Future Events: will you be hosting this event again? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How will you enhance future events? | |
| | |
| How can the Town better support your event? | |
| | |
| General Comments | |
| | |



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Event Budget – Be sure to include how the grant money was used

| Item | Revenue | Notes |
|-----------------|-----------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal | | |
| | Expenses | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal | | |
| Total | | |

(If you require more space to complete any of the sections, please use a separate piece of paper and attach it to this report)

| | |
|--|--|
| Post Event Reports must be submitted 60 days after the event Completed reports can be submitted to: | Director of Community Services Email: dc@highlevel.ca Mailing Address: 10511-103 Street High Level AB, T0H 1Z0 |
|--|--|

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.



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| Office Use Only | | | |
|---|----------------------------------|--|---|
| Meets Councils Tourism Enhancement Grant Policy #245-13 | | Date stamp received | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Donation Value \$ _____ | | | |
| Event Type Definitions: A. Local: Participants live within 150 kilometer driving distance of High Level. B. Regional: Participants from outside of the local area and within 400 kilometer driving distance of High Level. C. Provincial: Participants from an area outside of the Region but within the province of Alberta. D. Multi-Provincial: Participants from Provinces/ Territories outside of Alberta and the Region. | | | |
| Points | Participation Numbers | Duration | Distance |
| 1 | <input type="checkbox"/> 1-49 | <input type="checkbox"/> 6 + Hours/day | <input type="checkbox"/> Local |
| 2 | <input type="checkbox"/> 50-99 | <input type="checkbox"/> 2 Days | <input type="checkbox"/> Regional |
| 3 | <input type="checkbox"/> 100-199 | <input type="checkbox"/> 3 Days | <input type="checkbox"/> Provincial |
| 4 | <input type="checkbox"/> 200 + | <input type="checkbox"/> 4 + Days | <input type="checkbox"/> Multi-Provincial |
| Minimum Points | Grant | | TOTAL POINTS |
| 3 | Up to \$500 | | |
| 5 | Up to \$1,000 | | |
| 7 | Up to \$3,000 | | |
| 10 | Up to \$5,000 | | |
| Benefit to the Community | | | |
| | | | |
| Grant amount Approved | | \$ _____ | |
| Donations given to this organization by Council over the last three years | | | |
| Amount | Date | Purpose of Funds | |
| | | | |
| | | | |
| | | | |