

# Field of Opportunity

## Funding Application Form

Email the completed application to [brenda\\_burton@g3.ca](mailto:brenda_burton@g3.ca) (underscore between first and last name)  
Or mail to: Jesse Graham Box 2170 Kindersley, SK S0L 1S0.  
Applications must be received by the deadline date of **December 31, 2022**.

Amount of Grant Requested: \$ \_\_\_\_\_

**Applicant information.** Please complete the following information.

Organization Name:

Mailing Address:

Postal Code:

Contact Person Name and Position:

Phone:

Fax:

Email:

**Organization Eligibility.**

Is the primary purpose and activities of your organization to promote arts, culture and recreation in Kindersley and region?

Yes/No

Are you a municipality, health region, school or school division applying on behalf of a project that is community-based or community-led?

Yes/No

Project Information: Using the headings below, please provide the following information as an attachment to the application form. Responses should be brief and concise, with a minimum of additional attachments included other than those required to complete the application. Applicants should ensure they provide all of the requested information or applications may be considered incomplete.

Project Summary.

Provide a brief outline of the proposed project that includes the description, purpose and who will benefit from the project.

Project Activities

Describe the specific planned activities that will be undertaken to complete the project. Provide anticipated dates and locations where the activities will occur.

Project Participants

Describe who will participate, anticipated number of participants and beneficiaries, and long-term benefits or legacy resulting from the project.

Community Support and Leadership

Indicate how community members are involved in the identification, design, development and implementation of the project. Identify other partners that are involved and their contributions to the project. Indicate how the project activities will be integrated with other community initiatives.

Funding Coordination and Sustainability

Provide rationale for the funding requested and indicate how it will contribute to long term benefits for the community. Where applicable, indicate how the initiative will be supported in the long-term through other contributions and funding sources.

Volunteer Contributions.

Indicate how volunteers will be involved with the project. Estimate the total number of volunteers and hours that will be contributed.

Evaluation Plan.

How will the success of the project be measured and reported? What indicators will be used to measure the impact of the project?

Recognizing the Field of Opportunities Board

If a grant is awarded, describe how you will recognize the Field of Opportunity initiative and partners for your project grant.

<b>BUDGET ITEMS</b>	<b>TOTAL PROJECT BUDGET</b>	<b>FOO FUNDING REQUESTED</b>
<b>Income</b>		
Donations/Fundraising	\$	\$
Registration/Participant Fees	\$	\$
Other funding sources (please list and detail in section below.)	\$	\$
<b>Total Income</b>	\$	\$
<b>Expenditures</b>		
Project materials (please list)	\$	\$
Minor equipment (please list)	\$	\$
Project staff salaries	\$	\$
Equipment / Facility rental	\$	\$
Contractor Fees	\$	\$
Fixed Assets	\$	\$
Other direct project-related expenditures	\$	\$
<b>Total project expenditures</b>	\$	\$
<b>Field of Opportunity funds requested</b>	N/A	\$

Other Funding Sources: Please list other funding sources that have been confirmed and/or to which you have applied.

Name of Organization/Fund	Amount Requested	Amount Received

**Project Overview**

Project Title:

Start Date:

End Date:

Total Project Budget:

**Applicant Agreement**

\_\_\_\_\_ (the "Applicant") declares and agrees that:  
*Name of Applicant (Organization Name)*

- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization.
- A final Project Report will be submitted to the Field of Opportunity Board within 60 days of the project completion and will include either a photocopy of actual receipts, payroll records and cancelled cheques clearly outlines project expenditures including income and expenses.
- Any grant awarded shall be used solely for the purposes stated within this application unless otherwise agreed to by the FOO Board.
- The Field of Opportunity program will be acknowledged as supporters of applicant initiatives that successfully receive FOO funding.
- All responsibilities and liabilities in connection with the initiative, and the carrying out of the work detailed within the application shall be those of the applicant. The applicant indemnifies the FOO and all its board members, employees and agents from any all liabilities arising in connection with this initiative.

Name \_\_\_\_\_  
(Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (being a duly authorized (Representative of Applicant))

### Capital Projects (if applicable)

The Field of Opportunity initiative may be utilized to support construction projects and physical upgrades of arts, culture and recreation facilities. Applicants are strongly encouraged to consult with general contractors, engineers, trades workers, etc. applicable to the project to ensure the proposed project meets industry standards; provides for new technology and high efficiency equipment; and the budget is based on accurate and current costs.

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> <li>• Direct project related costs, such as project materials and equipment, wages for project staff or other costs specifically related to project delivery.</li> <li>• Wages for project staff whose only responsibility is to directly support project delivery.</li> <li>• Buildings/spaces must be owned by the applicant organization or if not, applications <b>must</b> include a letter of endorsement from the landlord/owner.</li> <li>• Contractor fees.</li> <li>• Rental of equipment required to complete the project.</li> <li>• Construction or purchase of fixed assets* including materials, appliances, energy efficiency upgrades, or other essential equipment needed to extend the life or use of a facility and to ensures its safety.</li> <li>• Signage that is required for safety and operations and related specifically to the project.</li> <li>• Out-of-town pick-up and delivery costs.</li> <li>• Other costs deemed appropriate by the FOO Board.</li> </ul> <p><i>*A fixed asset is defined as a permanently installed item used in programs of operations that contribute to continued and long-term provision of benefits and services to the community of Kindersley and surrounding regions.</i></p>	<ul style="list-style-type: none"> <li>• General operating, ongoing or core costs for the applicant organization.</li> <li>• Projects exclusive to a specific family, religious, private or political group.</li> <li>• Salaries and expenses for federal, provincial or municipal government employees,</li> <li>• Projects that involve privately owned properties.</li> <li>• Building permit fee, legal fees, feasibility studies, re-zoning applications, architectural/design fees, project tendering costs, safety inspections.</li> <li>• Purchase of supplies and equipment.</li> <li>• Signage that is for advertising and promotion.</li> <li>• Purchase of computers, office equipment, office furniture.</li> <li>• Purchase, lease or repair of vehicles.</li> <li>• Routine maintenance</li> </ul>

Capital Projects - Where applicable:

- Describe the building, structure or outdoor space involved in the project
- Indicate what activities have occurred to ensure compliance with building codes, zoning bylaws, safety standards, architectural and engineering studies, etc.
- Describe current usage levels of the facility (number of users, events, revenues generated) and how the project will contribute to the long-term use, accessibility and safety of the facility for the benefit of the community.
- Provide a letter of support/permission for the project to occur from the landlord/owner or affiliated partners (eg: relevant municipalities, associations)
- Provide a copy of any inspection reports, engineer reports, etc. that confirms the need for the proposed project
- Include quotes and estimates obtained for the project that form the basis for the project budget.