

World's Largest Dinosaur (WLD) Legacy Fund PROGRAM GUIDELINES (Maximum funding: \$2,500/project)

What is the WLD Legacy Fund?

The Drumheller and District Chamber of Commerce's (DDCC) World's Largest Dinosaur Legacy Fund invests a portion of funds generated by the World's Largest Dinosaur attraction and giftshop to enhance and enrich community economic development initiatives in the Drumheller region.

Who may apply for funding?

Eligible applicants include:

- Not-for-profit groups registered under the Societies Act
- Other formally organized groups

Ineligible applicants include:

- Churches
- Service clubs
- Organizations who have received WLD Legacy Funds within the past two (2) years

Program Guidelines

1. An applicant may apply for funding for capital projects that benefit the general community, but **may not** receive funding for deferred maintenance projects or to supplement operating revenues.
2. To receive WLD Legacy Funds, applicants must demonstrate that they are well organized by way of good governance and financial management.
3. WLD Legacy Funds may be used to match funding from other sources, such as grants, donations or fundraising.
4. WLD Legacy Fund recipients must expend all funding and funding interest accrued on the approved project within one year of the stated project start date.
5. Applications will be accepted throughout the year. A maximum of two (2) \$2,500 projects will be funded each quarter. Applications will remain in the queue until the end of the calendar year.

Funding Criteria

The DDCC Board of Directors shall review criteria for the WLD Legacy Fund program. These criteria may include, but not be limited to:

1. Amount of funds available
2. Application deadline dates

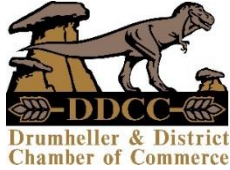
Funding Approval

Applications received by the DDCC staff will be reviewed for completeness. A letter will be sent acknowledging receipt of the application and any additional information that may be required.

Complete WLD Legacy Fund applications will be reviewed by the DDCC Executive following each quarter (March 31, June 30, September 30, December 31). The DDCC Executive Committee shall make recommendations for funding to the DDCC Board of Directors within 30 days of the application deadline. All applicants will receive a letter stating what funding, if any, is to be given, how and when.

Funds will be awarded based on project worthiness. Not all project proposals submitted will receive funding.

The DDCC Board of Directors shall exercise final authority on the awarding of WLD Legacy Funds. The decision of the DDCC Board of Directors shall be final.



World's Largest Dinosaur (WLD) Legacy Fund APPLICATION

(Maximum funding: \$2,500/project)

1. Formal/Legal Name of **Applicant** (if applicable, as it appears on the Certificate of Incorporation). Funding will be made payable to the name of this organization.

2. Incorporation Number _____
(Attach copy of certificate, if applicable)

3. Act Incorporated Under _____
(if applicable)

4. Formal/Legal mailing address of **Applicant**. Cheque and program correspondence will be mailed to the address below to the attention of the duly signed officer at the end of this application.

5. A List of Officers of the organization must be attached.

PROJECT INFORMATION

6. Primary Contact Person _____

7. Position/Title _____

8. Phone Number _____ Fax _____ E-mail Address _____

9. Address of Project Location

10. Project Start Date ____/____/____
YEAR/MONTH/DAY

11. Project Completion Date ____/____/____
YEAR/MONTH/DAY

12. A detailed description of the project being applied for must be attached.

PROJECT BUDGET

13. Applicants must enclose a complete project budget that identifies all sources of income, including other grants, self-generated revenue, and donations in kind and all anticipated expenditures for the total project.

14. Applications must include a current financial statement of the organization.

15. Total Project Budget \$ _____

16. Funding Amount Requested \$ _____

17. The funding will be paid by cheque, upon approval of the project.

APPLICANT AGREEMENT

This form must be completed by the CEO (i.e. Chairperson, President, or person in charge) and Treasurer of the organization applying for funding, who are authorized on behalf of the applicant to represent to, and agree with the DDCC as follows:

- a. The World's Largest Dinosaur Legacy Funds and all interest accrued must be used only for the project(s) stated in the application and recommended by the DDCC and in accordance with the approved budget. Any grant dollars not so used, must be returned to the DDCC.
- b. The applicant will submit a Final Project Report to the DDCC, in accordance with the stated requirement, within 90 days of the identified project completion date. Failure to comply will result in ineligibility to receive further WLD funding, until such time that this requirement has been satisfied.
- c. As a condition of accepting this funding from the DDCC, the applicant agrees to provide public recognition of the funding and to permit a program and/or financial audit by the DDCC to examine all books and records having any connection with the funds received.
- d. The applicant agrees that the Program Guidelines form part of this application and agrees to be bound by the requirements set out in them.
- e. The applicant declares that the information contained herein is correct and accurate and that the organization is in good standing with Corporate Registry (if applicable).

APPLICANT SIGNATURES

18. _____ Signature of CEO/President/Chairperson	23. _____ Signature of Treasurer/Financial Officer
19. _____ Name (please print)	24. _____ Name (please print)
20. _____ Phone Number (Residence)	25. _____ Phone Number (Residence)
21. _____ Phone Number (Business)	26. _____ Phone Number (Business)
22. _____ Date	27. _____ Date

DRUMHELLER & DISTRICT CHAMBER OF COMMERCE (DDCC) USE ONLY

Application Received By DDCC Staff _____
YEAR/MONTH/DAY

Application Reviewed By Executive Committee _____
YEAR/MONTH/DAY

Funding Amount Recommended \$ _____

DDCC Board Approved Yes No _____
YEAR/MONTH/DAY

DDCC President Signature _____



**World's Largest Dinosaur (WLD) Legacy Fund
APPLICATION CHECKLIST**
(Maximum funding: \$2,500/project)

To ensure your application is complete, please read and complete each line on the application form.

Additionally, each of the items listed below must be included for your submission to be considered complete.

- Copy of Certificate of Incorporation (if applicable)
- List of Officers of the organization
- Detailed description of the project
- Complete budget for the project that identifies all sources of income, including other grants, self-generated revenue, donations in-kind, and all anticipated expenditures for the total project.
- Current Financial Statement
- Funding Amount Requested
- Signatures where required

Completed submissions will be accepted throughout the year.

Please return completed submissions to:

Drumheller and District Chamber of Commerce
Attn: Heather Bitz, Executive Director
Box 999, 60 1st Avenue West
Drumheller, AB T0J 0Y0

For more information, contact Heather Bitz at h.bitz@drumhellerchamber.com or 403-823-8100.