

**PART 2 - Small Grant Process \$0 - \$500.00**

**1.0 Does not require a grant application, requires a letter of application.**

- 1.1 Small grant process to maximum of \$500.00.
- 1.2 Funding is subject to the total amount of funds approved by Council as per the budget.
- 1.3 Small grant process is to be administrated by Administration.
- 1.4 Open year round application process.
- 1.5 Limited to once per calendar year; per individual, team, or organization.
- 1.6 Due to timing of events, if approved, funds may not be disbursed until after the project.
- 1.7 Letter of application must include the following:
  - a) Full name of the individual, team, or organization
  - b) Complete address for individual, team, or organization
  - c) Are you part of a larger organization, and if so the name and address
  - d) What is the project?
    - i) Date, location
    - ii) Number of individuals supported by the project
  - e) Total cost of project
  - f) Proposed revenue - list
  - g) Proposed expenses – list
  - h) Contact name and phone number for the applicant(s)
  - i) Cheque is made payable to:
  - j) Will the cheque be picked up or mailed?
- 1.8 The Westlock Town logo must be clearly displayed on sponsorship materials. Contact the Economic Development Officer at 780-349-4444.
- 1.9 The Town may request further clarification or further information.

**2.0 Eligibility**

**A. Travelling Out of the Westlock Greater Area**

- 2.1 Individuals, Teams, and Organizations travelling out of the Westlock greater area (out of their league, region).  
Examples but not limited to: festivals; provincial tournaments; training opportunities; workshops.
- 2.2 Financial assistance may be considered, based on demonstrated need to a maximum of two hundred dollars (\$200.00).



**B. Westlock as Host**

- 2.3 Individuals, Teams, and Organizations hosting a project in Westlock. Examples but not limited to: festivals; provincial tournaments; training opportunities; workshops.
- 2.4 Financial assistance may be considered for hosting an event, based on demonstrated need to a maximum of \$300.00.

**C. Special Projects**

- 2.5 Requests for funding of special projects may be considered based on demonstrated need to a maximum of \$500.00.

  
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Mayor, Ralph Leriger

  
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CAO, Dean Krause