



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: City/Town: Province:	Main Line: Cell Phone: 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			



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

Tourism Enhancement

Grant Application
Policy #262-20

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	Director of Community Services Email: dcs@highlevel.ca
Completed reports can be submitted to:	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.



TOWN OF
HIGH LEVEL

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High Level, AB
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Tourism Enhancement

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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	\$
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Donations given to this organization by Council over the last three years
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Amount	Date	Purpose of Funds