



Policy Number: 2016-01

Date of Issue: January 19, 2016

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Motion Number: 2016 - 15

Policy Subject/Title: WAINWRIGHT ECONOMIC DEVELOPMENT SUPPORT FUND

Signature of Approval by Authorized Personnel:


Ed Chow, CAO

POLICY STATEMENT:

The purpose of this policy is to formally establish the Wainwright Economic Development Support Fund.

PROCEDURES:

Effective January 20, 2016, the below will be the application and process for applying for and granting funding from the Economic Development Support Fund.



Economic Development Support Fund Application Form

What is the Economic Development Support Fund?

The Town of Wainwright offers funding to community groups or organizations providing an event or activity that will encourage positive economic activity in the community. Funding is made available annually through the Town of Wainwright's Economic Development Support Fund Budget.

Criteria

- Must promote local economic activity
 - For events/activities that will bring economic development opportunities from outside the Town and M.D. boundaries into Wainwright
 - For the initial start-up of events/activities
 - For community organizations providing benefits for Wainwright and district residents
- Events that receive funding from other Town Departments may not be considered for funding
- Groups or organizations may only be eligible for funding once per year
- Established/proven events/activities may qualify for reduced funding
- It is expected that the host community will provide at least 50% of the funding towards the event/activity (for example, an event in Irma must provide at least 50% of the revenue via sponsorships, municipal support etc. with the remaining 50% of funding being supplied by the Town of Wainwright Economic Development Support Fund)
- Funding will not be provided to events that are primarily focused on gambling, alcohol etc.
- The Town of Wainwright will be identified as a sponsor of the event/activity

Economic Development Support Fund Levels

Event Sponsorship

As requested or up to \$1000 maximum

New Event Funding

As requested or up to \$2000 maximum

Application Submission

Please submit your application for consideration. Applications must be received prior to the event and a summary report is required. Applications can be submitted to the Economic Development Officer in the following formats:

Mail or in person:
Town of Wainwright
Economic Development
Attention: Carley Herbert, EDO
1018 - 2nd Ave
Wainwright, AB T9W 1R1

Fax:
Town of Wainwright
Economic Development
Attention: Carley Herbert, EDO
780-842-2898

Email:
cherbert@wainwright.ca

Any questions you may have about this fund can be directed to Carley Herbert, Economic Development Officer by calling 780-842-3381 or emailing cherbert@wainwright.ca

Applicant Information

Name of Applicant / Organization: _____

Contact Person: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Funding Amount being applied for: _____ Date of application: _____

Event / Activity Details

Name of Event / Activity: _____

Date of Event / Activity: _____

Summary of Event / Activity: _____

How will this Event / Activity generate economic activity for the Town of Wainwright and District?

Will this Event / Activity bring people from out of town and if so please provide an estimate of how many? _____

How will the success of this Event / Activity be tracked?

Will you share the data collected on the success of this Event / Activity with the WED? _____

How will the Town of Wainwright be acknowledged?

What will the organization do with any surplus from the event/activity?

Event / Activity Budget

Project Revenue

Economic Development Support Fund	\$
_____	\$
_____	\$
	\$
Total Revenue	\$

Project Expenditures

_____	\$
_____	\$
_____	\$
_____	\$
	\$
Total Expenditures	\$

Please include additional sheets if required

Applicant Agreement

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the following organization: _____
- The information contained in this application is true and accurate and endorsed by the above noted organization.
- Any funds awarded shall be used solely for the event / activity stated in this application.

Signature

Please printed name

Date

OFFICE USE

Date Application Received: _____ Date Approved: _____

Amount Requested: _____

Amount Allocated: _____

PO #: _____ PO submitted by: _____

PO Date: _____

Logo Supplied: