

Bylaw #516
of the Town of Sedgewick
Province of Alberta

A bylaw of the Town of Sedgewick in the Province of Alberta to provide for the operations and use or recreation funding.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A 2000, M-26, as amended, authorizes municipalities to enter into a bylaw to establish and Recreation Funding Committee;

AND WHEREAS the Council for the Town of Sedgewick has determined that it is appropriate to establish a Recreation Funding Committee for the purpose of allocating recreation funding;

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the parties agree as follows:

1. **DEFINITIONS**

1.1 In this Bylaw, the following terms shall have the following meanings, unless the context specifically required otherwise:

- (a) "ACT" means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended from time to time;
- (b) "ADMINISTRATION" means administrative staff from within the Sedgewick Town Office;
- (c) "CAPITAL GRANT" means funds required to assist with repair or replacement of an asset;
- (d) "CHIEF ADMINISTRATIVE OFFICER (CAO)" means the Administrative head of the municipality appointed by Town Council;
- (e) "CULTURAL GROUP" means a group associated with arts and cultural events within the Town of Sedgewick and/or Flagstaff Region.
- (f) "DIRECTOR OF PARKS AND RECREATION (Director of P&R)" means a recreation employee of the Town of Sedgewick;
- (g) "OPERATIONAL GRANT" means funds required to assist in the operational cost of a project/program;
- (h) "ORGANIZATIONAL SUCCESS" means a success that has been achieved from the operations of a program;
- (i) "PROJECT/PROGRAM" means one in the same – a planned series of events;
- (j) "PURPOSE" means the reason for which something is done or created or for which exists;
- (k) "RECREATION FUNDING COMMITTEE (RFC)" means a committee appointed by Council resolution;
- (l) "RECREATION GROUP" means a group of person(s) associated with a recreation program within the Town of Sedgewick and/or Flagstaff Region;
- (m) "TOWN" means that Town of Sedgewick;
- (n) "TOWN COUNCIL" means elected officials for the Town of Sedgewick;
- (o) "RECREATION FUNDING COMMITTEE (RFC)" means the volunteer board comprised of seven (7) members appointed by Town Council;
- (p) "USER GROUP" means an organization of users that share an interest in a similar project and/or activity;

1.2 All other terms used in this Bylaw shall have the meaning assigned to in the Act.

2. **ESTABLISHMENT**

2.1 The RFC is hereby established.

2.2 A Committee has all the powers, duties and responsibilities of the RFC as directed by Town Council.

2.3 A decision of the Committee is a decision of the RFC.

2.4 The RFC shall operate in accordance with the Policies and Procedures attached hereto as Schedule "A".

3. **RFC MEMBERSHIP**

3.1 The RFC shall be appointed by Council resolution and shall consist of seven (7) volunteer members:

- (a) Three (3) members from the Sedgewick Agricultural Society;
- (b) Two (2) members from the Sedgewick Recreation Board;
- (c) One (1) member from an Arts and Culture group that operates within the corporate limits of the municipality;
- (d) One (1) member from Town Council.

3.2 Council shall appoint committee alternates by resolution as follows:

- (a) Two (2) members from the Sedgewick Agricultural Society;
- (b) Two (2) members from the Sedgewick Recreation Board;
- (c) One (1) member from an Arts and Culture group.

Appointed committee alternates may step in if the standing member from their organization is unable to attend.

3.3 Appointment to the RFC Committee shall be on a three (3) year term. One member from the Sedgewick Agricultural Society and one member from the Sedgewick Recreation Board shall be appointed on a four (4) year term to ensure continuity.

3.4 A retiring Member may be re-appointed to the RFC upon the expiration of the Member's term but the person must re-apply for appointment to Town Council.

3.5 Members shall adhere to the Policies and Procedures set out in Schedule "A" as attached hereto.

3.5 A Member's appointment may be rescinded if the Member:

- i. Fails or refuses to adhere to the Policies and Procedures as set out in Schedule "A".

4. **RFC ADMINISTRATION**

4.1 A secretary will be provided by the Town and shall be responsible to the RFC as follows:

- i. Preparation of all meeting packages;
- ii. Preparation and completion of all financials for the RFC;
- iii. Recruit and orient new members;
- iv. Develop and run training sessions and workshops for grant applicants and grant recipients;
- v. Advise on prospective grant applications;
- vi. Facilitate communication between project grantees and the RFC;
- vii. Completion of a Preliminary Assessment and follow-up on all grant applications;
- viii. Review of all follow-up forms from user groups;
- ix. Publication of all grant award recipients.
- x. Complete distribution of final grant payments pending review of completed Follow-up forms.
- xi. Any other administrative duties that are necessary for the RFC to operate and function effectively.
- xii. Such other matters that the RFC may direct.

5. **RFC ACCOUNTING**

5.1 Town Administration shall be responsible for the preparation and completion of all financial and accounting practices.

5.2 The RFC shall have an individual set of books that shall be administered by the Town.

5.3 Signing authority – the RFC must appoint and authorize two members as signatory personnel. The Town’s signatory personnel shall have authority on the RFC Committee. All disbursement must be signed by one member appointed by the RFC and the CAO and/or his delegate.

5.4 Administration shall complete a yearend internal financial review which shall be prepared for by RFC by February 28 of each year and forwarded to the Sedgewick Agricultural Society.

5.5 All costs associated with the RFC start up shall be automatically deducted from the available recreation funding.

6. FUNDING COMMITMENT

6.1 Funds associated with the committee shall be received from the Sedgewick Agricultural Society annually as allotted from Flagstaff County.

6.2 The Town shall provide a detailed request for a lump sum contribution for the operation of the Sedgewick Recreation Facility. The RFC funding committee shall allocate the required funds pending review without the use of the recreation grant system annually.

6.3 Any RFC funds that have not been spent by December 31st of each year shall be placed in a capital reserve account for future projects.

7. SCHEDULES

- Schedule “A” – Policies and Procedures
- Schedule “B” – Grant Application Guidelines
- Schedule “C” – Grant Application Process
- Schedule “D” – Grant Application
- Schedule “E” – Grant Review Process
- Schedule “F” – Preliminary Review Card
- Schedule “G” – Secondary Review Card
- Schedule “H” – Follow-up Form

8. AMENDMENT OF BYLAW

Bylaw 515 is hereby rescinded.

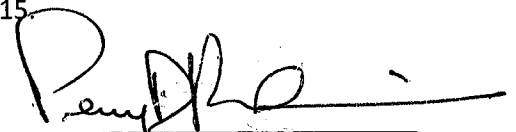
9. ENACMENT

9.1 This bylaw shall take effect on April 9th, 2015.

READ a first time this 9 day of April 2015.

READ a second time this 9 day of April 2015.

READ a third time by unanimous consent of council this 9 day April 2015



 Perry Robinson, Mayor



 Amanda Davis, CAO

SCHEDULE "A"
RECREATION FUNDING COMMITTEE BYLAW #516
POLICIES AND PROCEDURES

1. APPLICATION

- 1.1 These Policies and Procedures shall apply to all meetings of the board.
- 1.2 Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- 1.3 Procedure is a matter of interpretation by the Chair.
- 1.4 In the event of a conflict between the provisions of these Policies and Procedures and *Roberts Rules of Order*, the provisions of these Policies and Procedures shall prevail.

2. CHAIR AND VICE CHAIR

- 2.1 At the first meeting of the board, the Members shall elect from their membership a Chair and Vice-Chair by majority vote.
- 2.2 The Chair:
- (a) Shall preside at the board meetings,
 - (b) Shall ensure that all board meetings are conducted in a fair and impartial manner,
 - (c) May limit a submission if the Chair determines it to be repetitious
- 2.3 The appointment of the Chair and Vice-Chair shall be on a three (3) year term.
- 2.4 In the event of the absence or inability of the Chair to preside at a board meeting, the Vice-Chair shall preside.
- 2.5 In the event of the absence or inability of both the Chair and the Vice-Chair to preside at a meeting, the Members present constituting a quorum shall elect one of the Members to preside as acting Chair for that meeting.

3. COMMITTEE MEMBERSHIP

- 3.1 Committee membership shall consist of the following:
- (3) members from the Sedgewick Agricultural Society;
 - (2) members from the Sedgewick Recreation Board;
 - (1) member from a Sedgewick Arts and Cultural group;
 - (1) member from Sedgewick Town Council.
- 3.2 Members shall be appointed by resolution of Council.

4. MEETINGS

- 4.1 The board shall have a minimum of three meetings per year to address grant applications as well as to review the application process.
- (a) Phase I meeting shall commence no later than May 15th,
 - (b) Phase II meeting shall commence no later than September 15th
 - (c) Annual application review process no later than October 31st

SCHEDULE "A"
RECREATION FUNDING COMMITTEE BYLAW #516
POLICIES AND PROCEDURES

4.2 All meetings shall be open to the public.

4.3 Meetings shall be held in the Council Chambers of the Sedgewick Town Office located at 4818-47th Street, Sedgewick Alberta, T0B 4C0.

5. QUORUM

5.1 Four (4) members shall constitute a quorum of the board.

6. VOTING

6.1 Each member shall only have one (1) vote.

6.2 Motions do not require seconders.

7. DECISIONS

7.1 Only members present for the entire board meeting shall participate in making of a decision on any matter before it.

7.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole board.

7.3 All decisions shall be recommended to Town Council for final approval/rejection.



Town of Sedgewick – “SCHEDULE B” - Recreation Grant Application Guideline

Grant Overview:

Flagstaff County deemed it appropriate to allocate Recreation funding to our Towns and Villages through our Ag Societies effective January 1st, 2015; in turn Ag Societies are responsible to distribute funding to recreation user groups within their respective municipalities.

The Sedgewick Ag Society has transferred the \$127,026 recreation allocation to the Town of Sedgewick for distribution. Over the next year, the Town of Sedgewick will be running a *trial* grant system similar to the former Regional Recreation Program offered by Flagstaff County.

At this time our goal is to ensure all our facilities operate in a state of cost recovery while ensuring the best recreational opportunities are available for all users. We also support programs that benefit our citizens regionally.

*Note – Flagstaff County Council has not defined their objectives regarding the use of the recreation funds therefore we cannot guarantee receipt of long-term financial support. We encourage your group/organization to strive to find alternate sources of funding to offset your programs now and into the future.

Program Objectives:

The Town of Sedgewick’s objective is to provide recreation grants that offset the operational expense of recreation activities for all ages within Sedgewick’s corporate limits and surrounding areas.

The intent of the program is not to enhance user groups’ financial status it is to help cover the costs of our facilities and your programs. If your organization/program is sustainable we strongly encourage your support for less viable programs and/or increase/offer enhanced training and skill building options.

As a reminder to all applicants if our facilities are unable to sustain themselves the Town may have to increase property taxes to offset deficits therefore we are requesting that your applications are as accurate as possible.

Priorities for Funding:

Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following priorities:

- Programs that contribute to ongoing use of recreation facilities within the Town and surrounding area.
- Projects that can reasonably demonstrate future financial feasibility.
- Capital projects that retrofit current facilities so as to decrease normal operating costs.
- Projects that revitalize well used programs.
- Projects that enhance skill/team building.
- Projects/programs that attend to a wide demographic.

Eligibility:

To be eligible for the Town of Sedgewick’s Recreation Grant Program, applicants must be one of the following:

- A recreation user group (example, Sharks Minor Hockey, Flagstaff Fusion, Sedgewick Golf Club etc.)
- A cultural user group (example, Sedgewick Library, Battle River Art Club, Flagstaff Players etc.)
- An Agricultural Society
- A school

Town of Sedgewick – “SCHEDULE B” - Recreation Grant Application Guideline

Eligible Project Criteria:

- Applications must be submitted to the Town of Sedgewick Administrative Office no later than May 1st, and/or September 15th.
- Application Phase must be clearly recorded on applications.
- Funds must be accounted for and used by December 31st of each year.
- Projects may begin January 1st however funding may not be granted.
- Capital projects must be complete within two years of receiving funds.
- Projects must not duplicate existing programs and services already available in the community.
- Funds must be used for the purpose for which they were approved or recipient must repay the full amount. Failure to repay funds may result in future ineligibility.
- Recipients must complete and submit a Follow-Up form within sixty (60) days of completion of the project and account for all expenses.
- The Town of Sedgewick reserves the right to refuse or amend funding requests within any application.

Eligible Expenses:

- Renovation and repairs to existing structural, electrical or mechanical systems in order to upgrade existing facilities to improve operational efficiencies and comply with current building codes, or to enhance programs offered within the facility.
- Costs of offering recreation programming within the Town of Sedgewick and surrounding areas.
- Start-up costs for new programs.

Ineligible Expenses:

- Retirement of debt
- Cost of developing a proposal
- Assessment studies
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques
- Promotional items
- Permanent staff salaries
- Other expenses that the Town Council may deem inappropriate as recommended by the Recreation Funding Committee.

Funding Obligations:

- Successful applicants must submit a Follow-up form to the Town of Sedgewick’s Director of Parks and Recreation within sixty (60) days of project completion. Follow-Up forms will be provided to the recipient with their initial grant payment.
- Recipients must submit a photocopy of actual receipts or an audited financial statement that has been prepared by a recognized audit firm and signed by two Board Members. The audited financial statement must clearly outline the grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the recipient for seven (7) years as per recognized accounting principles.
- Unused recreation funds, or funds used for purposes other than what was approved must be returned to the Town of Sedgewick.
- Operational projects must be completed by December 31st of each current year.
- Capital projects must be completed within two years. Extension may be granted by Town Council upon receiving a written request as recommended by the Recreation Funding Committee.
- Failure to meet the above obligations may result in restricted access to future recreation funding.



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Application Process:

Applications must be sent to the Town of Sedgewick’s Director of Parks and Recreation at P.O. Box 129, Sedgewick, AB T0B 4C0 postmarked May 1st, and/or September 15th, 2015 or emailed to recreationgrants@sedgewick.ca.

All applications must be legible; any illegible grants may become ineligible. Applications received via facsimile (fax) shall not be accepted.

Funding Distribution Process:

There shall be two rounds of applications:

- Phase I - deadline of May 1st, 2015 at 12:00 NOON
- Phase II - deadline of September 15th, 2015 at 12:00 NOON

Successful applicants:

- Round one applicant shall receive notification regarding the success of their application by May 30th.
- Round two applicants shall receive notification regarding the success of their application by October 15th, 2015.

Funds Distribution:

- Successful applicants shall receive an initial grant allocation of 50%.
- Successful applicants shall receive the remaining 50% grant allocation upon the successful completion of the Follow-Up Form.

***Note** – Recreation grants funds follow a calendar year with the date ending December 31st. Please apply accordingly.

The Application Breakdown:

1.0 Applicant Information

Organization Name – Insert the name of the organization you are representing. (ie. Sharks Minor Hockey)

Address – Insert the mailing address for the organization you are representing. (ie. PO Box 000, Sedgewick, AB T0B 4C0)

Contact Person & Information – Insert the name of the individual who shall be contacted should there be any queries arising from within the application. **The contact person must be educated and knowledgeable on the contents of the application submit.**

Non-profit/Society Number – Should this apply to your organization insert the appropriate number.

2.0 Project Overview

Project Title – Apply a title to your project (ie. Flagstaff Fusion Lacrosse Youth Development).

Project Start Date – Insert the anticipated start date of your project.

Project End Date – Insert the anticipated end date of your project.

Location – Indicate where your project shall take place (ie. Sedgewick Recreation Centre)

Phase – Means the round of application your project applies to. (Phase I, Spring – Phase II, Fall).



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Amount Requested- Indicate the amount requested for your project (reference Section 5.0)

Total Project Expense – Insert total project expense.

Capital/Operating Application – Check the box that applies to your application.

3.0 Application Profile

3.1 Organizational Overview – Provide a brief description of your organization and your organizations purpose.

3.2 Organizational Successes – List three (3) organizational successes that you have achieved over the past five (5) years. (ie. Twenty five new registrants for the canskate program in 2014).

3.3 Executive Membership – Provide a list of the executives on your committee and their appointed position. (ei. John Doe, President...)

4.0 Project Description

4.1 Summary of Project – Provide a brief summary of the project you are applying for; what is the project.

4.2 Explain the need for project funding – Provide a brief summary as to why your project requires additional funding. (ie. to offset full cost recovery expenses). Make clear detailed points.

4.3 What is the target age for the project – Indicate the age group that will benefit from the project. (ie. Ages 5-16)

4.4 Anticipated Users – How many users are you targeting for this program? Ensure numbers are realistic to the proposed program/project.

5.0 Project Budget

Income/Expenses – Provide a breakdown of all project income and expenses. The *PROJECT TOTAL* must balance. Ensure you do not over apply as funds are limited.

Insert a title for all listed expense along with the value. (Ex. Income, “Enbridge donation” - \$1,000).

6.0 Applicant Agreement

Organization Name – Same as 1.0 in Applicant Information (Ex. Sharks Minor Hockey)

Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization.

The date the application was complete and submit.



Town of Sedgewick – SCHEDULE “D” -Rec Grant Program Application Form

Applications must be submitted by May 1st, 2015 and/or September 15th, 2015 to:

Marta Hampshire
Director of Parks and Rec
Email: recreationgrants@sedgewick.ca

Recreation Grants
Town of Sedgewick
PO Box 129 Sedgewick, AB T0B 4C0

1.0 Applicant Information

Organization Name:

Mailing Address:

Contact Person & Information:

Position:

Phone:

Email:

Non-profit/Society Number

2.0 Project Overview

Project Title:

Start Date:

End Date:

Location:

Phase:

Amount Requested:

Total Project Expense:

Capital Application:

Operating Application:

3.0 Applicant Profile

3.1 Please describe your organization and its purpose.

3.2 List three organizational successes you have achieved over the past five (5) years.

1. _____
2. _____
3. _____

3.3 Executive Membership (Name and Position of Pres., Vice Pres. Secretary and Treasurer only):

4.0 Project Description

4.1 Please provide a brief summary of the project.



Town of Sedgewick – SCHEDULE “D” -Rec Grant Program Application Form

4.2 Please provide a brief summary why you are requesting funding and how your program will benefit the community/region.

4.3 Define the target age for your project.

4.4 Anticipated Users

5.0 Project Budget

Income:		Expenses:	
Recreation Grant Request	\$ _____	List All Project Expenses	\$ _____
User Fees:	\$ _____		\$ _____
Fundraising:	\$ _____		\$ _____
Other (provide breakdown):	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
Total:	\$ _____	Total:	\$ _____

**Note all totals must BALANCE.*

6.0 Applicant Agreement

_____ agrees that the information in this document is true and accurate.
 Organization Name

_____ Date (mm/dd/yyyy)
 Signature/Position

DO NOT USE - OFFICE USE ONLY	
Reviewed by:	Complete Application/Received:
_____	_____
Approved/Rejected	Approved Funding:
_____	_____
Phase: _____	50% Funds: _____
	50% Funds: _____

**All sections of the application must be filled out or the application shall be deemed incomplete.*



Town of Sedgewick – SCHEDULE “E” - Recreation Grant Review Process

Preliminary Review (Administration):

All Administrative functions are delegated the by the Town of Sedgewick’s Chief Administrative Officer (CAO).

1. Administration shall complete a Preliminary Assessment on all Recreation Grant Applications.
 - Administration has the authority to reject incomplete and/or inappropriate applications.
 - Administration shall prepare a report summarizing rejected applications for the Recreation Funding Committee. Rejected applications shall be made available to Recreation Funding Committee if request.
2. Following the Preliminary Assessment the Administration shall request a Recreation Funding Committee meeting within seven (7) days of the Phase I and/or Phase II application deadline.
3. The Director of Parks and Recreation shall prepare a Recreation Funding Committee meeting package with the inclusion of eligible grants, preliminary assessment cards and a funding balance sheet.

Secondary Review (Recreation Funding Committee (RFC)):

1. The RFC shall meet no later than the following dates to address all funding applications:
 - Phase I – May 15th
 - Phase II – September 15th
2. The RFC shall complete a Secondary Review Assessment on each and every application taking into consideration the Preliminary Assessment.
3. The RFC shall make recommendations to Town Council on approval/rejection of all recreation applications.
 - The RFC has authority to amend the funding amount requested on each application.

Final Review Process (Town Council):

1. A special meeting of Council shall be called to address recommendations set forth from the Recreation Funding Committee no later than three business days prior to May 30th to address Phase I applications and three business days prior to October 15th to address Phase II applications.
2. Any discrepancies or lack of understanding between Town Council and the RFC shall be addressed immediately prior to the release or rejection of any application.

Annual Application Review Process:

The RFC shall meet annually during the month of October to review the Recreation Grant Funding process and applications.

Any revisions to any part shall be recommended to Town Council for approval. Any revision must be approved and applications must be available by December 31st of each year for the upcoming year.

Town of Sedgewick - SCHEDULE "F" - Preliminary Review Card

Town of Sedgewick - Recreation Grant - Evaluation Aid (Administrative) - Preliminary Review
--

SCORE Balance = 24

Y = 1

N = 0

1.0 Applicant Information:

All Sections of the Application Complete	Y	N
Is the application legible	Y	N
Organization Name	Y	N
Contact Person	Y	N

2.0 Project Overview:

Start Date - Current Year	Y	N
Capital/Operating Specified	Y	N

3.0 Application Profile

Organizational Successes:

None	0
One strong success or partial success	1
One strong success and partial/minor successes	2
Two strong successes	3
Two strong successes and partial/minor successes	4
Three strong successes	5

4.0 Project Description:

Does the summary align with the grant objectives?	Y	N
Does the program services the needs of the community?	Y	N
Is the program supporting regional efforts?	Y	N

Users Served - Programming

0-12 Participants	1
13-25 Participants	2
26-70 Participants	3
71-120 Participants	4
Over 120 Participants	5

5.0 Project Budget

Is the project balanced	Y	N
-------------------------	---	---

Requested funding (recreation grant):

100% total project cost	0
75% total project cost	1
50% total project cost	2
25% total project cost	3
Less than 25% total project cost	4

Project Name:
Preliminary assessment completed by:
Recommendation to the Recreation Funding Committee:
Reason for rejecting application:
Date preliminary assessment was completed:
Preliminary assessment score out of 24:

Town of Sedgewick - SCHEDULE G - Secondary Review Card

Town of Sedgewick - Recreation Grant - Evaluation Aid (Committee) - Secondary Review

SCORE Balance =

Y = 1

N = 0

Carry Forward Score (Preliminary) _____

Has the applicant received funding in the past?	Y	N
Were the funds fully expended?	Y	N
Does the applicant meet the goals and objectives of the program?	Y	N

Healthy Lifestyle

No physical, mental, or social health benefits	0
High degree of one health benefit or two partial health benefits.	1
High degree of one health benefit and other partial benefits.	2
High degree of two health benefits or three partial health benefits	3
High degree of two health benefits and other partial benefits.	4
High degree of all three health benefits.	5

New/Revitalized

Not new or no improvements planned	0
New program with no need demonstrated or repeat program with minor improvements planned.	1
New program with variable need demonstrated or repeat program with improvements planned.	2
New program with need demonstrated or repeat program with major improvements planned.	3

New/Revitalized

Not new or no improvements planned	0
New program with no need demonstrated or repeat program with minor improvements planned.	1
New program with variable need demonstrated or repeat program with improvements planned.	2
New program with need demonstrated or repeat program with major improvements planned.	3
New program with variable need demonstrated or repeat program with improvements planned.	4
New program with need demonstrated or repeat program with major improvements planned.	5

Town of Sedgewick - SCHEDULE G - Secondary Review Card

Project Name:
Secondary assessment completed by:
Date preliminary assessment was completed:
Total Score:
Recommendation to Town Council:

Committee Chairperson

Date



Town of Sedgewick – SCHEDULE “H” - Rec Grant Program Follow Up Form

1.0 Applicant Information

Organization Name: _____

Mailing Address: _____

Contact Person & Information: _____

Position: _____

Phone: _____

Email: _____

2.0 Assessment

2.1 Was the program a success and were the funds expended as per the application?

3.0 Actual Project Costs

Income:

Recreation Grant \$ _____

User Fees: \$ _____

Fundraising: \$ _____

Other (provide breakdown): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

Expenses:

List All Project Expenses \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

**Note – a copy of receipts proving all income and expenses are required to be submit with the follow up form.*

4.0 Applicant Agreement

I hereby certify that the information provided in the above follow-up report is correct and factual.

Signature/Position

Date (mm/dd/yyyy)

DO NOT USE - OFFICE USE ONLY

Reviewed by: _____

Complete Application/Received: _____

Total Eligible Project Expenses _____

Project Funding: _____

Phase: _____ 50% Funds: _____ Difference: _____

Final Payment Approval: _____