



# PROJECT GIFT ADMINISTRATION Application Form

<b>Basic Organization Information:</b>			
Application Date:			
Name of Non-Profit Organization:			
Provincial Incorporation Number: (AB Societies Act)		Date of Incorporation	
Mailing Address:			
Phone Number:		FAX Number:	
Website Address: (if available)			
Total Project Budget:			
<b>Basic Project Information:</b>			
Project Title:			
Project Location:			
Project Start Date: (Month Day Year)		Project End Date: (Month Day Year)	
Brief Project Description:			
Primary Contact Person (Project Leader):			
Title of Project Leader:			
Email Address of Project Leader:			
Phone Number of Project Leader:			



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Project Timelines - Please list the key activities for each project phase if applicable (some projects will only be done in one phase)

Phase 1 MM/YY to MM/YY	•
Phase 2 MM/YY to MM/YY	•



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<b>Project Budget:</b>			
Total Project Budget:			
Revenue Sources	Cash	In-Kind	Total
<b>Total Project Revenue (Should equal the total project budget)</b>			
<b>Project Expenses: Please detail all of the anticipated expenses for the project (e.g. materials, equipment, landscaping, site preparation, food for volunteers, etc.)</b>			<b>Total Project Expenses</b>
<b>Total Project Expenses</b>			



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Document Checklist: ( <i>*indicates a mandatory attachment</i> )		
Document	Yes	No
Certificate of Incorporation & Recent Annual Return*		
List of Board of Directors and Bylaws*		
Completed Application Form*		
Detailed Project Budget*		
Letter of Permission from Landowner* (if applicable)		
Photos or conceptual drawings of the project		

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Should you have any questions about the application process, please contact:

Dolores Sakaue  
Accounting Manager  
(403)974-0753  
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or

Steve Duncan  
Controller  
(403)974-0752  
[sduncan@parksfdn.com](mailto:sduncan@parksfdn.com)