



To: Dunbow Recreation District Associations and Clubs,

The Dunbow Recreation Board (DRB) was established in 2009 to advise Foothills County Council in pursuing and implementing recreation programs, facilities, parks and public open spaces within the Dunbow Recreation District. Since 2009 the DRB in concert with the community have completed three significant projects – the Scott Seaman Sports Rink, the Heritage Lake sports fields, and the Davisburg sports fields. These projects were driven by community feedback gathered in a 2008 needs assessment survey. Residents of our area contributed an amazing volunteer commitment plus donated capital to help complete these large projects and our entire area benefits from the effort. In addition to these major projects other smaller community enhancement projects have been facilitated and supported through the DRB.

The mandate established in 2009 for the DRB has not changed. If your community group has an idea for a recreation related endeavor that will benefit our area we want to hear from you. No idea is too big or too small, but each must have clear goals and clearly promote the benefit of recreation and healthy lifestyles for area residents.

The process begins by completing the application form and submitting it to the DRB.

2025 Application Deadlines:

February 13, 2025

August 13, 2025

Sincerely,

Dunbow Recreation Board of Directors

Dunbow Recreation Board

c/o Foothills County

Box 5605, High River, AB, T1V 1M7 403-652-2341

DunbowRecreationBoard@FoothillsCountyAB.ca

<http://dunbowrecreation.org/>



Dunbow Recreation Board Funding Application

Contact Information

2025DRB _____

Group or Association Name	
Incorporation # if applicable	
Start Date of Organization	
Mailing Address	
Contact Name	
Contact email address	
Contact Phone Number	
Position in Organization	
Additional Contact Information	

Project Information

Project Name:	
Request for:	<input type="checkbox"/> Recreation Program <input type="checkbox"/> Community Program
	<input type="checkbox"/> Recreation Equipment _____ <input type="checkbox"/> Capital Project _____ <input type="checkbox"/> Other _____
<input type="checkbox"/> Partial Funding Request <input type="checkbox"/> Total Funding Request	Total Cost \$ _____ Funding Request to DRB: \$ _____
Office Use:	
<input type="checkbox"/> Application form complete <input type="checkbox"/> Previous project reporting completed (if previous project funds granted) <input type="checkbox"/> DRB Date: <input type="checkbox"/> DRB Decision	

Briefly describe your organization.

Describe your project or idea for recreation (program, recreation equipment, improve and enhance existing facilities, include pictures, diagrams, quotes (minimum 2)).

Describe the recreational benefit that your project provides for your group or association and the benefit to the community.

Describe how your group or association will support the implementation and operations of the recreation project now and in the future.

Support Request Details

Describe financial and/or other resource (eg. staff, volunteers, money, materials, equipment, technology, information) requirements for your project.

Project Expenses

Item and Description (include quotes from minimum 2 sources)	Estimated Cost
Materials/Product - attach detail	
Recreation Equipment - attach detail	
Program Instruction - attach detail	
Contractor - attach detail (labour, equipment, materials)	
Other - attach detail	
Total Expenses	

Revenue for Project

Organization's Own Funds toward Project	
Other Revenue Sources (grant details, community sponsorship, etc)	
Total Revenue	
Other Resources	Valuation of Resource
Attach confirmation of labour donation	
Attach confirmation of equipment donation	
Attach confirmation of materials donation	

Funding Request to DRB

Total Expenses	\$
Less Total Revenue	\$
= Funding Request to DRB	\$

Valuation of Donated Resources Example*:

- \$15.00/hour for unskilled labour working directly on the project (must report actual hours in final accounting report).
- \$30.00/hour for skilled labour (must report actual hours in final accounting report).
- \$60.00/hour for heavy equipment (with operator) (must report actual hours in final accounting report)

Donated labour that is NOT eligible as matching funding for a project includes any other volunteer time that provides a general benefit to the organization such as volunteer hours related to general fundraising, time spent preparing the grant application, time spent in meetings, or any activities related to planning for the project or any other planning activities for the organization.

* source Community Facility Enhancement Program (CFEP) - Government of Alberta

Documents to include with your application package:

- Completed and Signed Application
- Group or Association Executive Member contact information (name, position, community of residence)
- Previous Year Financial statement
- Final Reports for Previous Application(s) completed

List:

Declaration:

We declare that information in this application is accurate and complete; and the application is made on behalf of the organization named herein with its full knowledge and consent.

We acknowledge that should this application be approved, the organization will be required to enter into a funding agreement which will outline the terms and conditions including a project report.

Print name of Applicant

Signature of Applicant

Date:

Print name of Chairman or President

Signature of Chairman or President

Date:

Submit one signed copy of the application to:

Dunbow Recreation Board
c/o Foothills County
Box 5605, High River, AB, T1V 1M7
[403-652-2341](tel:403-652-2341)
DunbowRecreationBoard@FoothillsCountyAB.ca



Community Recreation Funding

**Does your Community Group
have an idea for a
recreation related project that
will benefit our area?**

No idea is too big or too small but each must have clear goals and clearly promote and benefit recreation and healthy lifestyles for area residents.

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Information and Application Available at:

<http://dunbowrecreation.org/>