

City of Leduc

Applicant Travel Grant Process

1. Complete Fillable Travel Grant Application Form

- Visit Leduc.ca to download the following fillable files:
 - ✓ Application Form
 - ✓ Travel Budget Template
- As per the municipal grant policy the applicant must be a City of Leduc resident, if not they are ineligible for funding. (11.00:22)

2. Submit Application by emailing grants@leduc.ca

- All applications are to be submitted no later than 8 weeks prior to event
- Subject line: YOUR ORGANIZATION – TYPE OF GRANT YOU ARE REQUESTING
- The following documents must be attached in your email:
 - ✓ Travel Budget (template provided)
 - ✓ Proof of Transportation and Accommodation Bookings (if applicable)
 - ✓ Event Invitation or Documentation of Registration

3. Confirmation of your submission will be provided with an automatic email response

4. Application Submission will be reviewed

5. Applicant will be sent an email notification to be updated with funding request decision

- Review processes may take up to 2 months

6. If successful, funding request will begin administrative processing

7. A Final Report will be due 1 month after your event

- Results/Outcomes
- Travel Budget
- Supporting Receipts & Invoices