City of Leduc

Applicant Hosting Grant Process

1. **Complete Fillable Event Hosting Application Form**
   - ➢ Visit Leduc.ca to download the following fillable files:
     - ✓ Application Form
     - ✓ Event Budget Template

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:
     - ✓ Event Budget (template provided)
     - ✓ City of Leduc Facility Rental Fees, if applicable
     - ✓ Organization Operating Financial Statement

     - ✓ *Your organizations COVID strategy to demonstration that your event will be managed safely and in accordance with current public health restrictions*

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
   - ➢ Event Budget
   - ➢ Supporting Receipts & Invoices