

## SECTION 1: APPLICANT INFORMATION

First Name:	Last Name:
Organization:	
Address:	
Mailing Address (if different):	
Phone Number:	Email:

## SECTION 2: ELIGIBILITY

To be eligible for the municipal election forum grant, you must fit the following criteria (for full description see Section 4 of Policy No. 239-AD-24 Municipal Election Forum Grant Policy):

<u>Organization Eligibility</u>	<u>Forum Eligibility</u>
<input type="checkbox"/> Be a non-profit organization operating within the City of Cold Lake	<input type="checkbox"/> Location of Forum: Forum must be held at the Cold Lake Energy Centre, Reid Fieldhouse (Date & Time to be determined at the City's discretion)
<input type="checkbox"/> Be a non-political entity (not affiliated with ANY political parties)	<input type="checkbox"/> No admission fee charged for attendees of the forum
<input type="checkbox"/> Have no affiliation with any municipal election candidate	<input type="checkbox"/> Have a non-partisan mediator to ask questions to municipal election candidates

## SECTION 3: PROPOSAL PACKAGE CHECKLIST

**A written proposal is required to be submitted with your application.**  
 Any applications without a written proposal will not be considered for the Municipal Election Forum Grant.  
Proposal Package Requirements: (Please check off the items included in the package attached to the application form)

<input type="checkbox"/> Cover Letter * Stating the intent of commitment of the organization and whether any conflicts, or perceptions thereof, may exist.	<input type="checkbox"/> Outline Advertising Approach * How will the organization advertise the forum?
<input type="checkbox"/> Forum Format Description * How is the forum going to be run?	<input type="checkbox"/> Plan for Security Risks, Mitigation Consideration & Approach
<input type="checkbox"/> Facility Layout * Diagram of layout for the forum	<input type="checkbox"/> Current Insurance
<input type="checkbox"/> Budget	
<input type="checkbox"/> Audio/Video Approach for Forum Livestream & Online Availability * An outline that details what audio/video will be in place during the forum, including the approach to livestreaming the forum and its online availability	
<input type="checkbox"/> Organization's Registration with Current Board of Directors Appointments	

## SECTION 4: STATEMENT OF APPLICANT

By submitting this application form, I confirm that:

- I am the above-named Applicant.
- The information provided on this application along with the attached proposal package is true, complete and correct.

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

**Submit Completed Applicant Form and Proposal Package to the City of Cold Lake  
Attn: CAO or Designate  
By June 15 prior to the General Municipal Election**

## OFFICE USE ONLY

Date Received:	Received By:
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5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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