



**APPLICATION FOR COMMUNITY RECREATION, ART, CULTURE AND  
HERITAGE INVESTMENT GRANT**

Select the type of grant you are applying for:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Development Incentive Grant                  | <input checked="" type="checkbox"/> Community Incentive Grant | <input type="checkbox"/> Major Community Tourism Event Grant           |
| <input type="checkbox"/> Travel Grant                                 | <input type="checkbox"/> Equipment Grant                      | <input type="checkbox"/> Leadership Grant                              |
| <input checked="" type="checkbox"/> Arts, Culture, and Heritage Grant | <input type="checkbox"/> Screen Based Production Grant        | <input checked="" type="checkbox"/> Other Funding or Goodwill Requests |

**SECTION 1: APPLICANT INFORMATION**

Applicant Name: Kids Time Out Play Program

(check one) ☐ Individual ☒ Organization ☐ Organizing Committee

Contact Person: <u>Jessica Jubinville</u>	Phone Number: <u>780-201-1239</u>	Email: <u>jbrears1985@gmail.com</u>
Street Address: <u>301B 10th St.</u>	Mailing Address: <u>Same</u>	City/Town: <u>Cold Lake.</u>

Legal Name of the Beneficial Non-Profit or Organization:

Kids Time Out Society

**SECTION 2: APPLICATION INFORMATION**

1. Describe the ask for support (attach additional pages if required):

November 2022 marks the 40th Anniversary of Kids Time Out Preschool, a local not for profit (charity) organization in Cold Lake North. We would like to recognize this milestone with the community who has supported us over these 40 years. We would have booked the energy center on November 13th and will be holding a family event which will include a dance, games, concession, character visits & photo booth. The theme of our event will be Capes & Crowns with us asking the community to dress in theme. Since we are a not for profit we are seeking support from the city in the amount of \$5000 - See



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2.	<input type="checkbox"/> New project	<input type="checkbox"/> Reviving an inactive project	How long has this been inactive for: _____
3.	Event Date: <u>Nov 13th</u>	Your event will occur:	<input type="checkbox"/> Once <input checked="" type="checkbox"/> <u>Annually</u> <input type="checkbox"/> Regularly
4.	Location Details: <u>Cold Lake Energy Center.</u>		
5.	Who is the targeted audience, and how many individuals will attend this event: <u>Families with Children ; 300-400</u>		
6.	Identify all funding requests or arrangements connected to this event: <u>No other funding requests or donations have been confirmed at this time</u>		
7.	How do you feel this event supports recreation, art, culture and heritage within the community: <u>This supports kids time out being in this community for 40 years and celebrating the many generations who have attended</u>		
8.	How do you intend to acknowledge the City of Cold Lake and Committee as a sponsor: <u>- social media short cuts      - At the event</u> <u>- Event poster</u>		
9.	Provide details on any locally sourced items, resources, or services: <u>We are looking to support &amp; include many local business's including:</u> <u>- Banja bar</u> <u>- Burden Photography</u> <u>- Exquisite Events</u> <u>- Cold Lake energy center</u> <u>- Silhouette DJ</u> <u>- etc...</u>		





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**SECTION 3: DECLARATION**

By signing and submitting this application form, I confirm that:

1. The information provided on this application is true, complete and correct.
2. I understand that the City of Cold Lake Recreation and Culture Advisory Committee may decline this application:
  - (a) If I have submitted any false statements or concealed a relevant or significant facts as both constitute misrepresentation.
  - (b) If I do not comply with any request for information required by the City of Cold Lake Recreation and Culture Advisory Committee to effectively administer and maintain the integrity of the program.
  - (c) At the discretion of the Committee.
3. Any funds contributed by the City of Cold Lake will not be used to not support any political or religious activities.
4. The grant will not be funding individuals recognized as producing tobacco, alcohol, or cannabis products.
5. I will represent Cold Lake in a positive manner and acknowledge the City of Cold Lake as a sponsor.
6. I understand that my attendance as a delegate may be required at a Community Grant Advisory Committee meeting to speak about this application.
7. I have read, understand and agree to abide by the terms and conditions governing the grant outlined in Policy No. 097-RC-07.

Aug 31st, 2022  
Date

Jessica Jubinville  
Applicant Signature

Applicant Name: Jessica Jubinville

**Please return full application and required documents to the Department of Community  
Services, located at City Hall.**

Received by: Terra Simon Date: Sept 1-22 ☒ Required Documents Attached Initial: CJ

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

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.


## 40th Anniversary Carnival Budget

Expenses	Cost	Notes
DJ	\$650.00	Silhouette DJ
Venue	\$1,000.00	Energy Center
Entertainment (Characters)	\$1,060.00	Charmed Affair- 2 Characters for 4 hours
Balloon Artistit	\$475.00	Clown Mingle for 5 hrs
Glitter Tattoo's	\$75.00	Do ourselves- Buy Kits
Décor	\$1,500.00	Exquisite Eventures
Photobooth	\$500.00	Burden Photography
Banja Bar	\$650.00	Mocktail drinks
Advertising	\$300.00	
Total Expenses:	\$6,210.00	

## Terra Dimion

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**From:** Jessica Jubinville <jbrears1985@gmail.com>  
**Sent:** September 13, 2022 6:36 AM  
**To:** Terra Dimion  
**Subject:** Capes and Crowns Sponsorship Letter  
**Attachments:** Support Letter Capes and Crowns 2022.pdf

 **CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Terra

Sorry I didn't get back to you yesterday!  
Here is the sponsorship letter, is this enough from Kids Time Out?

Also we are asking for \$5000

Let me know if you need anything else

Thank-you  
Jessica Jubinville

----- Forwarded message -----

From: **Jubinville, Jessica** <[Jessica.Jubinville@cenovus.com](mailto:Jessica.Jubinville@cenovus.com)>  
Date: Tue., Sep. 13, 2022, 6:32 a.m.  
Subject: FW: Capes and Crowns Sponsorship Letter  
To: Jessica Brears <[jbrears1985@gmail.com](mailto:jbrears1985@gmail.com)>

### Jessica E Jubinville

*CMMS Maintenance Technician*

Foster Creek Operations

Upstream – Thermal, Major Projects & Offshore

Office: 1.780.815.6680 | Cell: 7-1.780.207.7239

[jessica.jubinville@cenovus.com](mailto:jessica.jubinville@cenovus.com)

Foster Creek - OMC Building



**Kids Time Out  
301B - 10 St  
Cold Lake, Alberta  
T9M 1A5  
(780) 639-2925**

Sept 1, 2022

Dear Valued Community Business Owner,

We are pleased to announce that Kids Time Out Preschool will be celebrating 40 years in our great community November 2022! We will be honoring this amazing achievement by holding our first annual Capes and Crowns Family Fun Event. We are now seeing children that we taught many years ago, bringing their children to our amazing school. We couldn't achieve this amazing milestone without the support of our community and businesses like yours!

We would love for you to be part of our special day and are seeking support in the following ways:

- ☐ Raffle donation - We ask that these be child oriented
- ☐ Child Swag Bag items - 100 bags will be created
- ☐ Monetary donations
- ☐ Volunteers for the event

While the main purpose of this event is to celebrate our amazing milestone, we are also a not for profit preschool so we are using it as a fundraiser as well. Proceeds will go towards updating the educational and sensory toys for the school. We greatly appreciate any support which will allow our community's children many more years attending our amazing program.

Thank you for taking the time to consider our request. Should you decide to support or to find out more about the Capes and Crowns Event and Kids Time Out Play Program, please contact Jessica Jubinville at (780) 207-7239.

Sincerely,

Executive Committee  
Kids Time Out Play Program



What you will get for your donation?

Monetary:

\$1-\$199 –	Recognition on our FB page and Instagram page
\$200-\$499 -	Recognition on our FB page, Instagram page and Event Page Name listed as a donor on our donor list at event
\$500-\$999 -	Recognition on our FB page, Instagram page Solo recognition on Event Page as a donor Name and logo listed as a donor on our donor list at event Recognition at event
\$1000+	Recognition on our FB page, Instagram page and Event Page Solo recognition on Event Page as a donor Name listed as a donor on our donor list at event Recognition at event as a partner Logo posted at event as a partner Name on all marketing posters as a partner

Examples of what your support will get the school

\$1-\$199 -	Approximately 20 new books Approximately 10 sensory and fidget toys Approximately 2 balance toys Approximately 4 boxes STEM building block sensory toys
\$200-\$499	Approximately 2 indoor gym sensory toys 1 Preschool rug 1 sensory table
\$500-\$999	1 Preschool table and chair set 1 Preschool centers set (ex play kitchen or veterinarian set)
\$1000+	Storage for the school Outdoor play sets