

1972

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C a t a l o g u e

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INTRODUCTION

This is both a "where to find it" and a "how to do it" book. Our City is full of resources. Sometimes we cannot find them. Sometimes we do not even know where to look. This catalogue was written with the intention of being a guide to these resources.

In addition, to giving information on what is available, we have tried to provide some of the major legal aspects of group operations so that you will avoid any unnecessary pitfalls.

This book should be considered a beginning, not a final answer. We hope it will ease your search for assistance. We hope it will eliminate some of the dead ends we ourselves ran into. Remember, however, reading about resources is often quite different from actual investigation.

Let us know if you find it useful. Let us know if you think other categories of information should be added. Please pass it on.

FOR ADDITIONAL INFORMATION
ON ANY OF THE FOLLOWING
SECTIONS, CALL AID
AT 429-6227.

what are you leading
up to? 0

AREA 13 CO-ORDINATING COUNCIL

6226 Fulton Road
466-5139

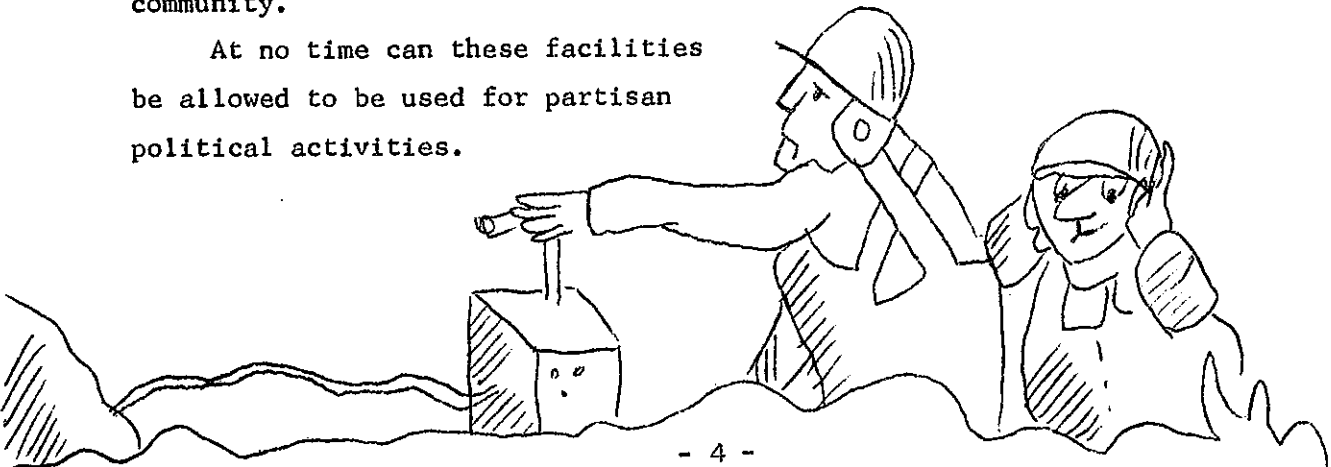
Mrs. Pauline Edwards can advise persons on how Area 13 was set up (where, how, through what channels) and therefore show others by their experience. The Council meets regularly and is well informed and can help with support for programs in their area.

This resource center is comprised of citizens of Recreation Area 13 who are concerned with the organization and coordination of community programs, to take initiative to secure and facilitate a better use of human and physical resources where the need is evident, to encourage learning from already established programs, and to foster growth in citizenship for all age groups in body, mind and spirit.

The Open Door provides the following:

- a. A link between persons in the community and existing agencies, such as City Social Services, Parks and Recreation, AID, Central Volunteer Bureau, and Community Health Services, etc. They are working towards the establishment of a community newsletter.
- b. Office facilities (typing, duplicating) for community organizations and projects.
- c. An up-to-date set of local community information files (focused mainly on Area 13).
- d. Quick telephone information distribution service. The information available through this service includes all scheduled activities in the area, volunteers and part-time help available, facilities available for use, and other short lived information relevant to the community.

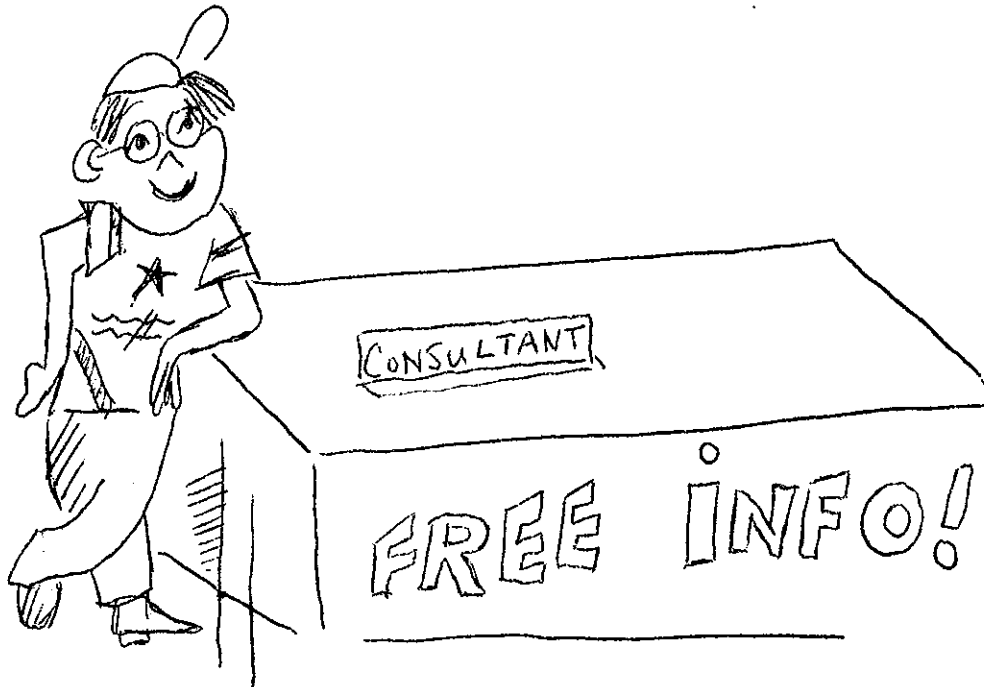
At no time can these facilities be allowed to be used for partisan political activities.



BOYLE STREET CO-OP

10348 - 96 Street
424-4106

The people at the Co-op will arrange a seminar on how to organize committees or citizen action groups if there is a demand. Some space could be made available to groups. Consultative help such as how to form a group and the administration involved in it is available from any of the community workers there.



WEST 10 (WEST EDMONTON SOCIAL TASK FORCE)

12225 - 105 Avenue
482-6511

Services: Information and referral

Planning, consultative advice

Community development, social animation: organizing
self-help projects, leadership training

Office equipment

Meeting facilities

Charges: Negotiable

Restrictions: Primarily residents of the West Edmonton area
E - W 122 - 149 Street

N - S MacKinnon Ravine and Sask. River to 125 Avenue

If your group operates outside the area you may be able to negotiate assistance.

Contact: Pat Pattison, Community-Development Worker

COMMUNITY SERVICE CENTERS

Community service centers all generally give some type of consultative advice on how to form citizen groups and how to administer their affairs. They can either offer space for groups in the centre itself or offer prospective meeting places in other buildings.

a. GLENGARRY

ADDRESS: 13315 - 89 Street Telephone: 476-7602

AREA SERVED: North of 127 Avenue

CONTACT: Mrs. Leslie Bella (community worker)

b. DUGGAN

ADDRESS: 5035 - 108 A Avenue Telephone: 435-4891

AREA SERVED: South Edmonton

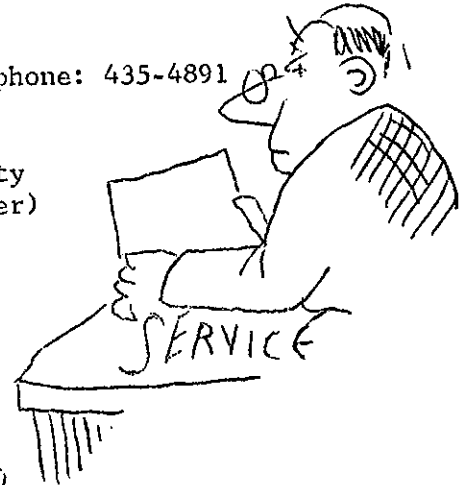
CONTACT: Mr. Henry Marsolais (community worker)

c. JASPER PLACE

ADDRESS: 15626 - 100 A Avenue
Telephone: 489-7794

AREA SERVED: Jasper Place (west of
149 Street)

CONTACT: Ken Gordon (community worker)



DEPARTMENT OF EXTENSION

Consultation for citizen groups and organization in areas such as: legal advice, how to go about obtaining funds, organizational needs, and developing leadership skills can be obtained by contacting:

1. G. H. Wright (Community and Urban Affairs)
2. J. M. McDonald (Leadership Development)
3. G. W. Lamble (Rural Affairs)

These people can be contacted through: The Department of Extension
Room 228, Corbett Hall
University of Alberta, Edmonton
Telephone: 439-2021

The Department of Extension also assists community groups and voluntary organizations to arrange conferences, workshops or seminars on topics of special interest to them. In addition, the Department has compiled a list of courses which are available upon community initiative, and also established a service of University lectures through which a community group requesting a speaker with specialized knowledge and University staff who have offered their services free of charge may be put in contact with one another.

CITY OF EDMONTON SOCIAL SERVICE DEPARTMENT

6th Floor, CN Towers
429-5171

This department provides year round consultation in a number of different areas:

- a. aid in working through a proposal to be submitted to the department;
- b. staff members give recommendations as to whether or not a proposal will be accepted by the department (whether or not the proposal harmonizes with the objectives of the Social Service Department). However, the actual decision makers are the Social Service Advisory Committee.
- c. advice on generating interest in the group's project.

There are community workers who can work directly with the society or organization.

CONTACT: Don Milne or Mike Day either by writing or phoning.

For aid on record keeping procedures and evaluative methods, Mr. G. Diadio of the Research and Statistics Department of the City Social Services Department is available for designing research and evaluative procedures.



EDMONTON SOCIAL PLANNING COUNCIL

424-0331

CONTACT: Mr. Roger Soderstrom

Mr. Peter Boothroyd

This is a citizens planning and resource centre set up to aid citizens and citizen groups to plan for themselves, make decisions and act on them. They provide information, consultation, planning methods and techniques, research, social animation and administrative assistance (meeting rooms, typewriter and gestetner are available). Requests for assistance can be made by telephone or directly to the Co-ordinating Committee of the Council. A staff person may be made available to work directly with your group depending on the nature of the request.

FOR ADDITIONAL INFORMATION
ON CONSULTATIVE AND
ADMINISTRATIVE ASSISTANCE,
CALL AID AT 429-6227.

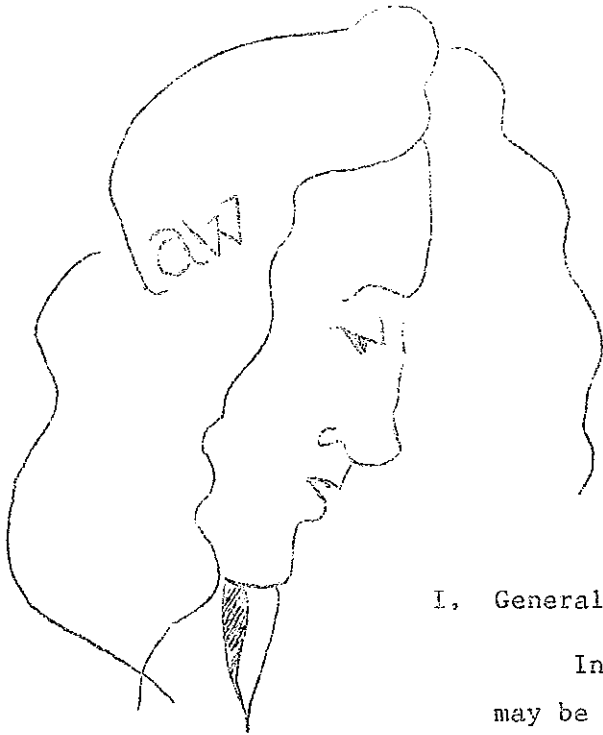


BASIC LEGAL INFORMATION (INCORPORATION, PERMITS, LEGAL ADVICE)

The government has a lot to do with our lives. Check to make sure you are working within the law.

There is a difference between charitable organizations, non-profit groups and co-operatives. Know what these differences are.

Some legal aspects should be cleared for group protection.



I. General Comments on Incorporation and Registration

Incorporation as a Society or Co-operative may be advantageous in that:

1. It may indicate a degree of stability and accountability to financial contributors. (Annual financial statement submitted to the government).
2. It limits personal liability.
3. In the case of societies, it may assist a group seeking to register as a Charitable Organization under the Income Tax Act.

Incorporation is usually advantageous to a community group which has a stable membership concerned about the long-term well-being of their community.

A community group may be incorporated as a non-profit company either federally or provincially. Federal incorporation is required for groups operating in more than one province.

Federal incorporation involves a filing charge of \$150.00 plus legal fees. It is important to realize that an incorporated charitable organization is not automatically a registered charitable organization.

A. SOCIETIES

Five or more persons may become incorporated under the Societies Act for any benevolent, philanthropic, charitable, provident, scientific, artistic, literary, social, educational, agricultural, sporting, or other useful purpose, but not for the purpose of carrying on a trade or business.

Costs:	a.	Incorporating fee	\$ 5.00
		Publishing notice of incorporation	
		in the Alberta Gazette	\$ 5.00
	b.	Obtaining a seal (rubber stamp)	\$ 5.00
		Total	\$15.00

Apply to: Miss Todd, Officer in charge of Societies in the province or to Mr. James Warr, Register of Companies

Companies Branch

Attorney General's Dept. of the Provincial Government

4th Floor, Financial Bldg.

telephone 229-4487

Procedure: They will provide you with an Outline of Requirements for Incorporation and application forms. Your application will cover the intended name of the society, its proposed purposes, and a set of by-laws covering ten items. These include provision for terms of admission of members, minutes of meetings, audit of accounts, etc. You may draw up your own set of by-laws or adopt the sample by-laws provided, as long as the ten items are covered. You must have an address in the province from which the operations of the Society are to be chiefly carried on. This will be on file with the Registrar. This need not be a business office-the home address of one of the members is usually sufficient. Approval from the Registrar takes about one week.

B. CO-OPERATIVES

Ten or more persons may incorporate under the provisions of the Co-operative Associations Act. The terms of reference of the Act are wide enough to allow of incorporation for virtually any legal activity including carrying on a trade or business. (Again, you may not make contributions to a political party).

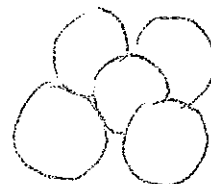
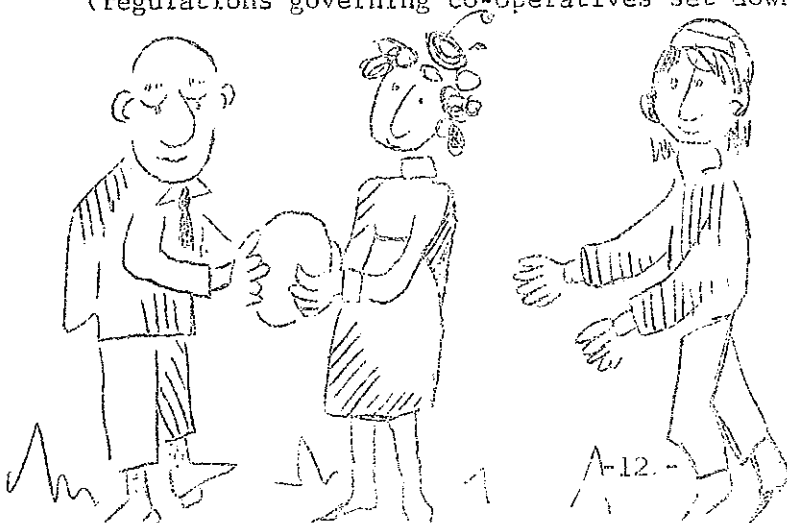
Costs: a. Incorporation fee \$ 5.00
b. Obtaining a corporate seal \$ 5.00
Total \$10.00

For application forms, information, a copy of the Act, assistance in completing the forms, as well as an enthusiastic presentation of the value of becoming a Co-operative:

Apply to: Mr. G.H. (Gerry) Heath, Co-operative Supervisor or
to Mr. Leo Regehr, Co-operative Development Officer
Co-operative Activity and Credit Union Branch
Department of Industry and Tourism
1702 Centennial Bldg., 100 St. and 103 Avenue
Telephone 429-5691

Procedure: Mssrs. Heath and Regehr will supply you with an information sheet called incorporation of a Co-operative Association in Alberta. It contains, in two pages, almost all of the information you will need to know. You must have a postal location, which may be the home of the secretary of the association. A provisional board of at least five Directors must be named (Chairman, Vice-Chairman, etc.) and your group will have to sign a Memorandum of Association and a set of Supplemental By-Laws setting forth the objects of the Association, etc. The latter may be as simple or as complex as desired, since the Standard By-Laws (regulations governing co-operatives set down by Order in Council) cover

most points in regard to meetings, elections, officers, audit, etc. On the average, approval takes about two weeks.



Advantages:

1. Incorporation as a co-operative permits you to engage in all of the activities possible as a Society and to carry on a trade or business.
2. It limits personal liability.
3. It may demonstrate stability and financial responsibility to a potential contributor since an annual financial statement must be filed with the Co-operative Activities Branch.

C. CHARITABLE ORGANIZATIONS

Groups whose activities are exclusively of a charitable nature and who have some degree of formal organization may apply for registration as a charitable organization under the Canada Income Tax Act.

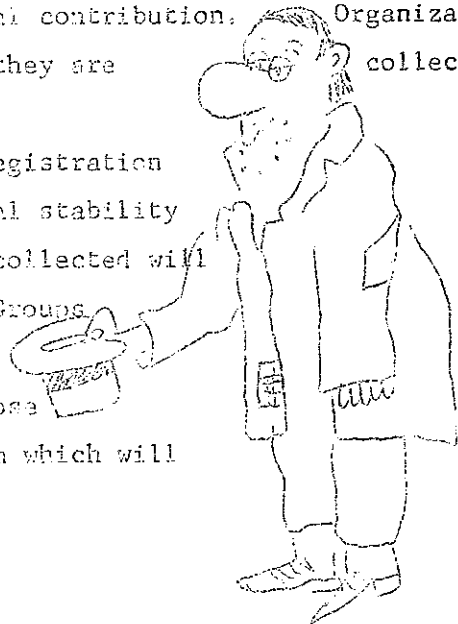
Registration allows those donating funds to deduct their contributions from their personal or corporate income for tax purposes by including a receipt for their donation with their tax return.

Legal fees for this service range to \$400.00. However, Student Legal Services will consider doing it. To obtain application for becoming a registered Charitable Organization ask for forms T2050.

Apply to: Taxation Data Center	or apply to:
Dept. of National Revenue	Edmonton District Taxation Office
360 Lisgar Street	Federal Public Building
K1A 0L9	Room 234

As with incorporation, registration is essential if groups hope to receive funds from foundations, corporate enterprises or even from individuals who might make a large personal contribution. Organizations need not be incorporated to apply unless they are collecting funds for distribution to other groups.

It is important to understand that registration does not necessarily indicate the financial stability of a group but rather implies that funds collected will be used for solely charitable purposes. Groups wishing to convey financial stability should also be incorporated. However, those organized around a single issue or problem which will hopefully be dealt



with in the short term are advised to seek the sponsorship of an established agency such as a Social Planning Council which can collect funds on their behalf and earmark them for your project.

II. Legal Assistance, Information

A. STUDENT LEGAL SERVICES

Law students provide services free of charge. They hope to obtain the services of a full time lawyer. Contact them at:

Boyle Street Co-op

10348 - 96 Street

telephone 424-4106 or at

time: 10 a.m. to 7 p.m.

Jasper Place Recreation Centre,

Town Hall

15625 Stony Plain Road

telephone 489-1027

time: 7 p.m. to 9 p.m.

B. MUNICIPAL LEGISLATION

Copies of Edmonton By-laws are obtainable at: City Clerk's Office
2nd Floor, East Wing
City Hall
424-0211, Ext. 205

Information about city by-laws (i.e. zoning, lotteries, parades, fund raising campaigns, etc.) from: Edmonton Public Relations Section

Community Relations and Information

Telephone 424-0211, Ext. 516, 179, 181

Information Clerk - 310

Information Supervisor - 140

Ask for Mrs. Francis Fitsmouris or

Ms. Linda Kibblewhite

The head of this section is Mr. Hal Pawson. You will be referred to the appropriate department. As a last resort, you can contact the City Legal Department by telephoning City Hall at 424-0211 and asking for a City Solicitor.

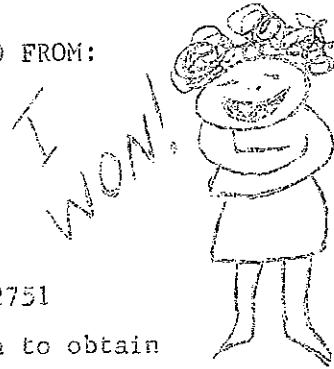
C. PROVINCIAL LEGISLATION

Copies of Alberta statutes are available from the Queens Printers Office,
11510 Kingsway Ave.



D. FEDERAL LEGISLATION MUST BE OBTAINED FROM:

Information Canada
Publications Office
Ottawa, Ontario



III. Soliciting For Charitable and Social Organizations

Raffle, Lotteries, Bingos, etc. re: By-law 2751

An organization, in conducting a campaign to obtain funds for a charitable purpose, must submit an application form to the Charitable Appeals Committee. No application to solicit for funds is required by an organization that: a. only intends to solicit funds from persons who are members of the organization at the time of the soliciting and the spouses, parents and children of such members; or b. does not intend to raise by its appeal a gross amount of funds in excess of \$250.00.

Except for above circumstances apply to: Mr. Keith Wass
Supervisor of Social Services
Department,
6th Floor, CN Tower
Telephone: 429-5171

Procedure: The application will cover the name of the organization and the purpose of the fund raising, the area in which the organization will attempt to obtain funds, the duration of the campaign and the budgeted expenses of the campaign.

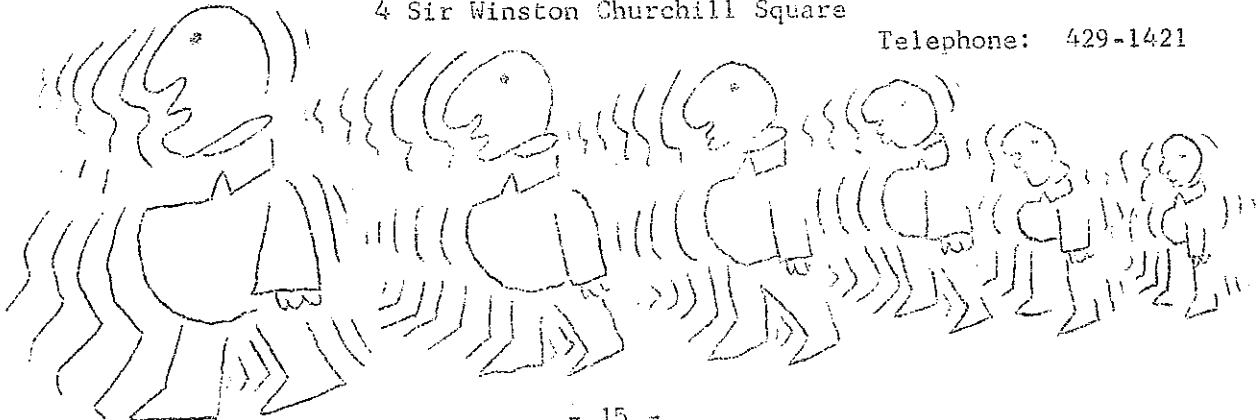
Every organization that conducts a campaign to obtain funds shall after the completions of the campaign, file with the Charitable Appeals Committee a financial statement in duplicate, audited by an independent and qualified auditor.

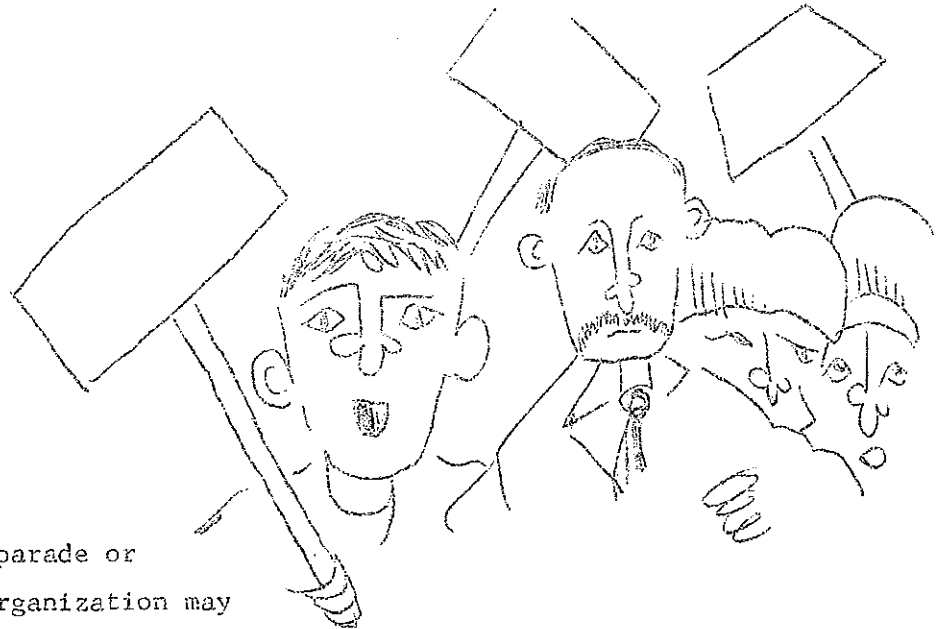
Parades, Drives, Public Marches

To hold a parade, drive or public march, a permit must be obtained (free of charge) from the City Police.

Apply to: Police Headquarters,
Inspector Stephenson,
4 Sir Winston Churchill Square

Telephone: 429-1421





On holding a parade or public march, an organization may come into conflict with the city zoning rules. In order to find out about the zoning regulations contact your Area Recreation Director. If unsure of who your Director is contact:

Edmonton Parks and Recreation
10th Floor, CN Tower
Telephone: 489-1918

Recreational Activities in Public Places

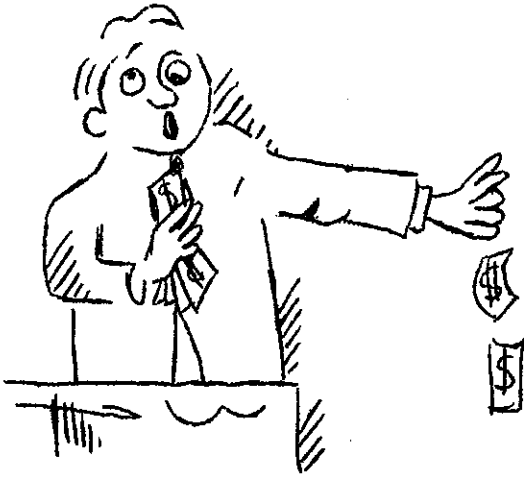
In order to hold recreational activities in public areas (e.g. parks) an organization must obtain a special permit. For information contact your Area Recreation Director through:

Edmonton Parks and Recreation
10th Floor, CN Tower
Telephone: 489-1918

Permits can be obtained by writing to:

Edmonton Parks and Recreation
Booking Section Department
10th Floor, CN Tower
Telephone: 424-0211, Ext. 591

FOR ADDITIONAL INFORMATION
ON LEGAL INFORMATION, CALL
AID AT 429-6227.



FUNDING

The many sources of financial assistance include private organizations and foundations and government grants. Consultation before applying for a grant and the application itself should be carefully thought over. If you obtain funds for your group or project and can use the funds wisely with real results your grant could probably be renewed. Any of the following could possibly help you. This section includes information on how to prepare a budget and a sample.



PREPARING A BUDGET

Before preparing a budget, a group should attempt to clearly define its long-term objectives for perhaps the next five years or the duration of a major project, and, in this context, define its objectives for the budget period, which usually is twelve months. It is unwise to solicit funds to operate for a few months when a group has as its objective one major project that will require several years. The exception, of course, is the community or neighbourhood group in the developmental stages which is attempting to solicit membership, arouse interest in one or a variety of community concerns and initiate action projects to solve some common problems.

Long range planning helps a group build fund-raising activities into its program, spread major expenditures over a number of fiscal years, and set more realistic goals.

An annual budget should reflect the costs of operating your program over the next fiscal year while maintaining the objectives you have already established. At the end of the fiscal year, it is then possible to assess how realistic your program goals were, and how accurate your estimates of the costs involved. With each successive year, your group's ability to budget well should improve. A realistic, well planned budget is extremely helpful in soliciting funds.

When preparing an annual budget, we recommend that you keep the following factors in mind:

1. BUDGET AMOUNTS SHOULD BE REALISTIC. The best means of accurately estimating costs is usually to examine your expenditures for the previous year. Groups preparing a first budget are advised to consult with a worker in an established agency or government department who can assist them with estimating costs and perhaps suggest means of cutting costs.
2. AMOUNTS SHOULD BE SEPARATED AND ITEMIZED ACCORDING TO THE PURPOSES FOR WHICH THEY WILL BE USED. It is a favourite

These items should accompany a budget submission:

1. THE HISTORY OF THE GROUP
 - who organized and originated the idea of it?
 - what is the group's name?
 - who were the founding members?
 - where is the centre of it's activities?
2. ITS OBJECTIVES
 - why was it organized?
 - what are its proposed plans or services?
 - when will it function?
 - where will the impact of its' aims be felt?
3. ACTIVITIES TO DATE
 - who did they involve?
 - what did they involve?
 - when did they take place and where?
 - why did they take place?
4. MEMBERS AND EXECUTIVE
 - who was appointed to the executive?
 - what does the executive consist of?
 - when are elections held?
 - what are the members names and occupations?
5. FINANCIAL ACCOUNTING TO DATE
 - who has managed the financing?
 - what have your costs been?
 - how have you met these costs?
 - is there a membership fee?

SAMPLE OF BUDGET SUBMISSION

TITLE OF PROJECT:

I. BUDGET FOR FISCAL YEAR ENDING (DATE) TO WHICH CURRENT APPLICATION APPLIES

	<u>INDIVIDUAL BUDGET ITEMS</u>	<u>SUBTOTALS</u>
1. Project personnel -		
a. List each position, percentages of time to be devoted to project, and related salary. Where consultants are included, show numbers, hourly/daily rates and individual costs.		
b. Fringe benefits (employer's share of the normal fringe benefits prorated in accordance with percentage of time spent on project, if applicable).		_____
2. Personnel		
Travel and sustenance - show details of expenditures.		_____
3. Office Expenses - list individual items and amounts, include rental or equipment where applicable.		_____
4. Other expenses - list other expenses not covered above, with estimated cost of each item.		_____
5. Estimate of total project costs.		_____
6. Other income available for project - show sources of other income, indicating allocation to specific budget items, where applicable.		=====
7. Project grant requested.		=====

II. ESTIMATED CONTRIBUTIONS REQUIRED FOR SUBSEQUENT FISCAL YEARS. (Please specify years and estimate amounts.)

III. ESTIMATED CONTRIBUTION FOR TOTAL PERIOD OF PROJECT. (Total of previously approved grants, current application and future requirements).

Signature of authorized officer

- 21 - DATE: _____

APPLICATION FOR GRANTS

Before submitting a formal application for funds, it is usually advisable to consult with a staff member of the department of government, private foundation or other agency in question to determine whether or not your organization is eligible for support, whether application forms are available from them and the number of copies of the application required.

Government grants, exclusive of those made to municipalities or to agencies with funds voted as a specific item in Department estimates in the Legislature or by order in council, are generally for shorter periods of time. Few exceed one fiscal year and those which do, usually involve only a commitment to further years based on the progress of the project and a government audit. On the other hand, foundations may provide long-term grants but rarely fund groups which are not registered charitable institutions and, as such, tax exempt.

Community development grants from government to relatively unstructured citizens groups in the developmental stages for the most part represent small sums of money and are non-recurring. Such grants are rarely subject to formal audit as staff members follow up the activities of the groups funded.

Where no special application form is provided, unstructured citizen or neighbourhood groups requiring small sums for developmental purposes might include the following information in their request for assistance:

1. The name of the group.
2. The date of founding the group. The number of founding members, the current executive, current membership and membership requirements.
3. Statement of why and how the group was organized, its aims and objectives.
4. Projects and activities attempted to date and what has been achieved.

cont'd.....

cont'd...

5. Current programs and activities and those planned for the future.
6. Relationship with other similar groups, churches, social agencies, government representatives.
7. Sources of funds to date, current operating budget, projected expenditures, projected revenues, if any, and amount requested.

EXAMPLE OF A GRANT APPLICATION FORM

APPLICATION FOR GRANT	DATE
-----------------------	------

NAME AND ADDRESS

Name of Institution, Organization, or Agency		
Street Address		
City	State	Zip Code

ORGANIZATION DATA

This organization is:

A NATIONAL ORGANIZATION
 A LOCAL CHAPTER OF A NATIONAL ORGANIZATION
 A PRIVATE FOUNDATION

Date Organized

OTHER (EXPLAIN).....

IS THE ORGANIZATION REGISTERED UNDER THE ILLINOIS CHARITABLE TRUST ACT?

YES NO

IS THE ORGANIZATION REGISTERED UNDER THE ILLINOIS SOLICITATION ACT?

YES NO

IS THE ORGANIZATION REGISTERED WITH ANY OTHER GOVERNMENTAL AUTHORITY TO SOLICIT CONTRIBUTIONS?

YES NO

IF "YES", NAME OF AUTHORITY (STATE, MUNICIPAL).....

IS THE ORGANIZATION EXEMPT FROM FEDERAL INCOME TAXES?

YES: ATTACH "LETTER OF EXEMPTION" NO

STATE THE PURPOSES AND GOALS OF THE ORGANIZATION:

.....

.....

.....

.....

ANNUAL OPERATING BUDGET \$	NOTE: ATTACH STATEMENT OF OPERATIONS AND BALANCE SHEET FOR LAST ANNUAL ACCOUNTING PERIOD
-------------------------------	--

STATE THE SOURCE OF OPERATING FUNDS DURING THE PAST FIVE YEARS:

.....

.....

.....

.....

PLEASE ATTACH A LIST OF THE NAMES AND ADDRESSES OF OFFICERS AND DIRECTORS, OR TRUSTEES, OF THE ORGANIZATION

I. PRIVATE ORGANIZATIONS AND FOUNDATIONS

a. AGENCIES

AGENCY: BENEVOLENT AND PROTECTIVE ORDER OF ELKS
4801 - 118 Avenue
479 - 3919

OPERATING SEASON/HOURS: Meetings are held twice a month every second and fourth Tuesday evening.

DIRECTOR: Exalted Ruler, Brother Sam Hassen

OFFICE EXPIRES: June 30th to first Tuesday in September

TYPE OF PROJECT SUPPORTED: Purple Cross Fund; Deaf Detention Program

PROJECTS SUPPORTED TO DATE: Purple Cross Fund - donations to capable organizations;

Community participation - donation to University of Alberta Hospital;

help to underprivileged children.

AVERAGE SIZE OF GRANT: \$25.00 to whatever the lodge sees fit.

AREA SERVED: General Edmonton Area

APPLY TO: Elks Lodge # 1
4801 - 118 Avenue, Edmonton

The lodge has special application forms. The group should apply before the first Tuesday of the month.

All donations are at the discretion of the Lodge who decide what is accepted or rejected.

AGENCY: ACTIVE 20 - 30 CLUB
Box 71, Edmonton
453-2391 or 699-8953

OPERATING SEASON/HOURS: September to June

DIRECTOR: Max Comelssen

OFFICE EXPIRES: June 1973

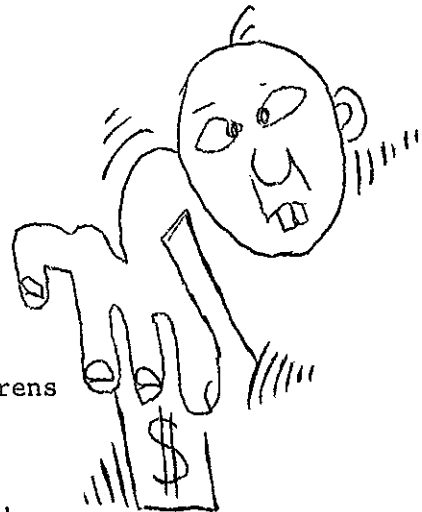
TYPE OF PROJECT SUPPORTED: Child welfare

PROJECTS SUPPORTED TO DATE: Soapbox derby,
Winnifred Stewart School, Autistic Childrens Home

SIZE OF GRANT: \$5.00 to \$5,000.

CRITERIA: The project must benefit people under 18 years of age in the Edmonton area.

APPLY TO: Active 20 - 30 Club, Box 71, Edmonton



AGENCY: Zonta
403 - 11920 - 100 Avenue
488-6546

OPERATING SEASON/HOURS: A combined dinner and business meeting is held on the second Wednesday of each month from September to June. Informal meetings are held in July and August.

DIRECTOR: Mrs. Dwight Eglinski

OFFICE EXPIRES: April 1973

TYPE OF PROJECT SUPPORTED: Main utilization of service funds has been toward support of projects associated with mental retardation. We provide funding for publication of the New Horizon, the official newsletter of the Alberta Association for the Retarded, Winnifred Stewart School.

PROJECTS SUPPORTED TO DATE: A variety of projects have been supported since the organization of the Zonta Club of Edmonton in September 1953 but in recent years our main work has been the above mentioned; work with foreign students attending University of Alberta and some financial support to Strathcona Centre for Senior Citizens.

AVERAGE SIZE OF GRANT: Yearly: New Horizon: \$200.00

Approximately \$500.00 yearly to projects involving the retarded.

CRITERIA: The grant requested by a group is to be used for a project of which the benefits are similar to those of previous projects supported by the Zonta Club of Edmonton. The geographical area served is Edmonton and environment.

APPLY TO: Membership Chairman: Miss Wendy Brinsmead
505 - 9830 - 105 Street

Application for monetary grants is open year round.

CONSULTATION, PLANNING, ADVICE: This is not part of the present program as a group but individual members are frequently called upon to provide consultation in their particular fields.

PUBLICITY: Publicity Chairman: Miss Jean Hamilton
11210 - 104 Street

AGENCY: KINSMEN, SHERWOOD PARK

Box 3129, Sherwood Park, Alberta

425-2226 or 699-7976

OPERATING SEASON/HOURS: July 1, 1972 to June 30, 1973

PRESIDENT: Al Bleiken

OFFICE EXPIRES: June 30, 1973

TYPE OF PROJECT SUPPORTED: Serving the community's greatest needs.

PROJECTS SUPPORTED TO DATE: Kinsmen Park, Senior Citizens, Christmas hampers, Little League Baseball, etc.

AVERAGE SIZE OF GRANT: Varies as to amount of manpower and/or money required.

AREA SERVED: Primarily the Sherwood Park area.

APPLY TO: Kinsmen Club of Sherwood Park.

AGENCY: KINSMEN CLUB OF EDMONTON

Box 31, Edmonton

474-6421 or 434-9854

OPERATING SEASON/HOURS: September 1, 1972 to June 30, 1973

PRESIDENT: Barry Rossor

OFFICE EXPIRES: June 30, 1973

TYPE OF PROJECT SUPPORTED: All types of services and social programs.

PROJECTS SUPPORTED TO DATE: All kinds.

AVERAGE SIZE OF GRANT: Varies according to need.

APPLY TO: President Barry Rossor, Box 31, Edmonton

EQUIPMENT, ADMINISTRATIVE HELP: Physical assistance if needed.

b. UNITED COMMUNITY FUND OF GREATER EDMONTON

303- 10182-103 street

424-0615

This is a voluntary organization which raises and distributes funds for most of the local and national agencies that serve Edmonton and area. These agencies are "member agencies" of the U.C.F. Money is raised through one campaign and is allocated through a citizen allocations committee.

Some funds are made available to new organizations and also for emergency short term programs after study by the U.C.F. as to need and community priority.

Planning and co-ordinating services are made available to member agencies.

C. FOUNDATIONS

THE FORD FOUNDATION

GENERAL: The Ford Foundation seeks to identify and contribute to the solution of problems of national and international importance. It does this through the granting of funds to institutions, talented individuals and communities for experiments, demonstrations, and development, in an effort to advance human welfare. Funds have been directed to such fields as welfare reform, ecological research, training and action, the strengthening of state local government, community leadership and development, public broadcasting, education, housing, justice, the arts, agriculture, population and other important questions of social change and institutional response.

CONTACT: Secretary, The Ford Foundation,
320 East 43 Street,
New York, New York 10017, U.S.A.

THE J. W. DAFOE FOUNDATION

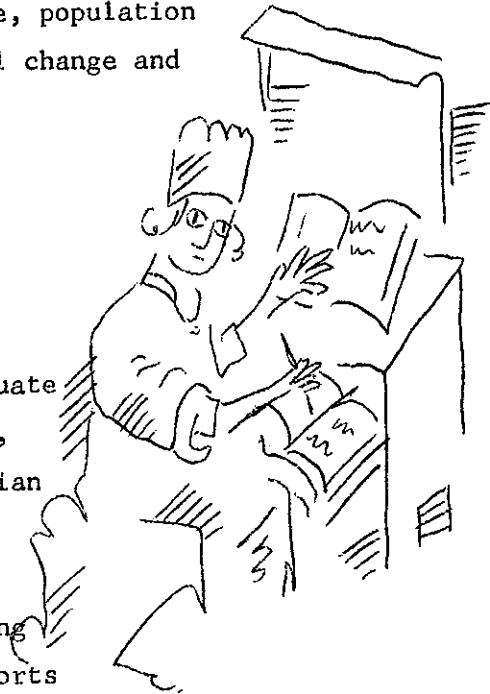
GENERAL: The foundation provides three graduate fellowships in international relations, economics and history tenable at Canadian universities, assists in defraying the expenses of meetings devoted to the promotion of international understanding and co-operation and periodically supports public lectures and publications. Projects other than fellowships are considered annually with support usually limited to one fiscal year. Grants are made available to groups or individuals. Recipients of funds are expected to report to the foundation on the progress of their project. Staff assistance to recipients is not provided.

SIZE OF GRANT: Total budget for annual allocations is \$12,500. Groups seeking assistance in excess of a few thousand dollars need not apply.

RESTRICTIONS: Non-profit organizations.

APPLY TO: Apply at least 30 days prior to the adoption of the annual budget circa, May 15.

Contact: Mr. Douglas Chevrier, Honorary Secretary,
J. W. Dafoe Foundation,
706 Lanark Street, Winnipeg 9, Manitoba.
Phone: 489-2035



THE W. K. KELLOGG FOUNDATION

GENERAL: The only Canadian organizations funded in 1971 were the Universities of Alberta, British Columbia and Toronto, the Association of Canadian Medical Colleges, and the Ontario Institute for Studies in Education. However, they annually disburse tens of millions of dollars, so might be worth trying. The Foundation is especially interested in those projects which, if successful, may be emulated by other communities, institutions or organizations with similar problems.

Areas of interest fall under three categories: agricultural, health and education. Current priorities include world food supply, population planning, environmental quality, community college development, health, manpower needs, the improved delivery of health services, reduced costs and increased productivity in hospitals, continuing education and educational opportunities for the disadvantaged.

RESTRICTIONS: To be eligible for support, agencies must qualify for tax exemption under the Canadian Income Tax Act and must have financial potential to sustain the project on a continuing basis after Foundation funding. No grants are made to individuals.

SIZE OF GRANT: New commitments in 1971 totalled over \$26 million. Disbursements ranged from \$2,000.00 to over \$1 million.

CONTACT: Secretary, W. K. Kellogg Foundation,
400 North Avenue,
Battle Creek, Michigan 49016, U.S.A.
Phone: (616) 964-1221



THE DONNER CANADIAN FOUNDATION

GENERAL: The Donner Foundation makes grants for a variety of projects, mainly in the social sciences. The Foundation supports innovative projects in the following five areas: legal and penal reform in Canada, French Canada, Canadian foreign policy, Native peoples of Canada, and development of Canada's north.

General criteria for funding are primarily the quality of the project and the degree of creativity and originality it embodies. Projects with the potential for regional, national or even international impact are preferred rather than those of purely local concern.

Items not normally funded include capital costs, regular operating expenses, funds to cover budget deficits, general fund drives, annual charitable appeals, equipment purchases, publishing costs, regular staff salaries, and projects which would result in financial gain to an individual or organization, scholarships, sabbatical years, conferences, workshops and seminars.

RESTRICTIONS: Restricted to Canada. Grants made only to organizations which possess a charitable gift registration number from the Department of National Revenue.

SIZE OF GRANT: Varies from \$2,000. to \$300,000.

CONTACT: Mr. Donald S. Rickerd, President
Donner Canadian Foundation
Box 122
Toronto-Dominion Centre, Toronto, Ontario
Phone: (416) 368-3453

PROCEDURE: Applications are accepted year round. An initial letter of inquiry should be forwarded to the president and, if the project is of interest to the Foundation, the applicant will be invited to submit a more detailed application for consideration. Final decisions on grant applications are made by the Foundation's Board of Governors which meets quarterly.

THE W. CLEMENT AND JESSIE V. STONE FOUNDATION

GENERAL:

- A. The Foundation does not normally fund the following:
 - 1. Capital fund requests;
 - 2. Scholarship requests;
 - 3. Requests for general budgetary support.

- B. The Foundation is interested in projects which show promise of making a significant impact in one of its interest areas: Education, Religion, Mental Health and Children and Youth. This impact should normally be seen in terms of one or more of the following kinds of contributions:
 - 1. The program will furnish ideas that are urgently needed to guide policies and practices. It may be testing out the ideas, or demonstrating them concretely, or disseminating them widely.
 - 2. The program will prepare competent persons who are critically needed.
 - 3. The program will provide vitally needed support for an organization that is serving an important but largely neglected area.
 - 4. The program will support important services that are not otherwise available.
 - 5. The program will develop a model which can be replicated or adapted and spread widely.

- C. The Foundation is interested in projects which are directly related to one or more of what the Foundation's founder refers to as "the works to which we are dedicated". These are programs related to the "Positive Mental Attitudes" philosophy, motivation and self-help.

- D. The Foundation is interested in projects which propose to achieve specific and when possible, measurable objectives.

- E. The Foundation is interested in projects which have an innovative quality.

- F. The Foundation is interested in programs which will accomplish their objectives in the time span over which that grant is made, or show promise of being picked up and operated by other sources of funding.

G. The interests of the Foundation are further focused by the "Impact Areas" within each interest area.

CONTACT: W. Clement and Jessie V. Stone Foundation
111 E. Wacker Drive, Suite 510
Chicago, Illinois 60601
Telephone: (312) 565-1100

PROCEDURE: To receive an official grant request form, write a letter stating the intent or purpose of the grant and send to the appropriate representatives of the Foundation.

Children and Youth -- G. H. Rieman
Education and Mental Health -- Leonard Borman
Religion -- H. Rhea Gray

SIZE OF GRANT: In 1971 the Foundation distributed \$8,937,714.47.

THE LAIDLAW FOUNDATION

GENERAL: Overall objective of the Foundation is the improvement of health and welfare services, programmes and policies in Canada through the development of practice and theory in all relevant professions and disciplines.

Particularly interested in applications which propose new approaches attempting to use established knowledge more effectively.

General guidelines include:

1. Clearly specified objectives
2. Some elements of uniqueness
3. An evaluative component
4. Potential implications for policy
5. Potential application in other circumstances
6. Evidence of community support and/or the support of specific responsible individuals.

Support may be given if there is reason to believe that the quality of an essential service will suffer from temporary restriction of government funding. Certain other projects (if they are related to the Foundation's overall objectives) which, in other times, might more appropriately expect government support, may also be considered. Withall, financing of programs

which may test out new patterns of service for the future.

Fellowship programs have included support for advanced students in all the social science disciplines and professions related to health and welfare. New fellowship programs for senior practitioners in the health and welfare fields who wish to upgrade their skills or refresh their knowledge without enrolling in a formal academic program are considered also.

Projects supported to date include:

- Canadian Civil Liberties -- an examination of practises in welfare departments in relation to basic civil liberties. (\$30,000.).
- Support of a self-help program requested by the local community associated in an Ontario housing development. (\$75,000)
- Interim support of an information and referral service for summer transient youth. (\$1,350)
- Street level medical service for alienated and transient youth in Toronto. (\$2,000)
- Yorkville Diggers: developmental grant for a residence for youth involved in drugs. (\$5,000)
- Publication of a monthly magazine in a Greek immigrant community. (\$15,000)

RESTRICTIONS: Canada, primarily Ontario. Only to incorporated, registered charitable groups.

SIZE OF GRANT: Total budget available for granting purposes was \$1,048,806. for the period Jan. 1st, 1969 to June 30th, 1971. Grants ranged from \$750. to \$137,250.. Financial support is given for up to three years if progress is demonstrated as satisfactory.

CONTACT: Miss Mary Claire Thomas, Secretary
The Laidlaw Foundation
Suite 203, 60 Street Clair Ave. E.
Toronto, Ontario
Telephone: 964-3614

PROCEDURE: Before submitting a fully worked out proposal, it is advisable to write, outlining the project briefly to determine whether or not it is within their terms of reference.

11. GOVERNMENT SOURCES OF FUNDING

a. Local

EDMONTON CITY COUNCIL

424-0211

AMOUNT: Varies according to need, (Edmonton City Council is allotted approximately \$450,000 in one fiscal year to distribute for grants)

CONTACT: Miss Jean Bara, Grants Co-ordinator
City Clerks Department, 3rd Floor City Hall

PROCEDURE: Apply for a grant application about August and return by November 1 of the same fiscal year.

RESTRICTIONS: Non-profit organizations.

GENERAL INFORMATION: The grant application is received by the Grants Co-ordinator and handed over to committees that look after various types of grants. There are four kinds of grants: recreational grants, social service grants, cultural grants and commission board grants (covers all other areas not included in the first three). All the committees have different specified criteria as to what they require before a grant will be funded for a project. If they decide that enough people will benefit from the completion of such a project in mind, then the committee will refer to council their recommendation that this specific group receive the funds needed to carry out their project. With new groups structure and financial status (does the organization need money and if so, what are they doing with it?) are especially examined. Therefore, annual reports and financial statements are important.

CIVIC EMPLOYEES WELFARE CHEST FUND

424-0211

CONTACT: Mr. K. G. Kutchinski
Executive Secretary
Edmonton Civic Employees Welfare Chest Fund
3rd Floor, City Hall

PROCEDURE: The society applying is invited to a monthly meeting (first Wednesday of each month) where they state their purpose for assistance. A financial statement must be submitted also.

RESTRICTIONS: A special committee of the Welfare Chest Fund determines whether the request of the society applying is substantial and warrants funding.

CIVIL SERVICE ASSOCIATION OF ALBERTA WELFARE FUND

453-3451

CONTACT: Secretary, Alberta Civil Service Welfare Fund
10975 - 124 Street
Edmonton, Alberta

PROCEDURE: Contact the secretary with your request and it is checked out and evaluated by the Welfare Fund Committee for that area.

AMOUNT: What is seen fit after evaluation by the Welfare Fund.

RESTRICTIONS: Applications are limited to only present government employees or former government employees or beneficiaries on pension or other necessed circumstances or faced with expenses beyond their means and brought about by circumstances beyond their control. e.g. employees flooded out at Peace River -- aid is being given, after assessment by the specific committee has been made, to as much as approximately \$3,000.00; employee paralyzed from the waist down in a "freak" accident is being helped until another agency can take over full time; employee retired because of illness and the Welfare Fund is providing a wheelchair and maintenance costs. This service is designed to help individuals.

CITY SOCIAL SERVICE -- PREVENTIVE SOCIAL SERVICE PROGRAM

CONTACT: Mr. Don Milne, Planning Director
Mr. Mike Day, Assistant Director

This is a cost shared program between the City and the Province administered by a City committee.

It is designed to provide funds for on-going services that are judged to be preventive; i.e. to support or enhance health and positive community situations and/or healthy family and personal relationships; e.g. Family Life Education, homemaker services, information services.

Applications are reviewed by citizens committee and if approved and forwarded to the provincial Department of Health and Social Development for approval.

Applications should be submitted before September 15, outlining proposed objectives and function and including a detailed budget. Fiscal year for this program is April 1 to March 31.

b. Provincial Assistance

When applying for assistance it is wise to have the strongest community support with strong personal letters supporting the society and not just form letters.

Programme Title: Financial assistance for visual arts and crafts.

Financial assistance in the form of a grant to assist organizations, agencies, institutions, etc., with projects or programs concerned with visual arts and crafts and of a provincial, inter-provincial or national nature. (e.g. art gallery, archives)

To assist communities to obtain visual arts and crafts equipment of permanent nature through an equipment loan contract is another function of the group. (i.e. it does not give money as such, instead, needed equipment will be bought and the organization must pay back this loan over a period of six years, interest free.)

Study grants are given to assist residents of Alberta in connection with formal visual arts and crafts training.

Availability:

1. Available to any organization, agency, institution involved in arts and crafts development.
2. The group must be registered under the Alberta Societies Act and/or sponsored by a recreation board, Town or Municipal Council.
3. Any individual over sixteen can make use of the program.

CONTACT:

Arts and Crafts Division
Cultural Development Branch
Department of Culture, Youth and
Recreation

12116 - 104 Avenue
Edmonton, Alberta
Phone: 488-0284



Programme Title: Grants for Theatre Development

This program's intent is to support and expand theatre development through financial aid, made available by the Government of Alberta to professional theatre groups, high school and adult festivals, organizations and special drama projects.

Study grants are available to young Albertans for training. \$10,000,000. is given annually in varying amounts.

AVAILABILITY: Qualifying professional theatres and provincial established drama festival organizations and any Albertan entering a recognized drama school, university, or receiving training from any qualified specialist drama teacher.

continued on the next page...



cont'd

Since public funds are involved, it is necessary for the organization to have proved themselves for at least one year thus ensuring that they are a stable organization and not a "fly-by-night" temporary group.

Organizations must submit their audited financial statement of the previous year of operation and their proposed activities for the next year. There must also be a specific statement of what the organization is requesting in grants. Financial assistance from other sources must be listed also.

Regarding the special projects mentioned previously, these include mainly consultative and training programs for retarded children's homes, mental institutions, jails, senior citizens homes and also with Metis people.

Grants are made mainly to professional groups, while for amateur groups, assistance is usually in the form of consultative services and training programs (e.g. workshops) conducted at the expense of this Department but with minimal charges to the organizations. It is best to apply in the early fall.

CONTACT:

Supervisor, Drama Division
Cultural Development Branch
Alberta Department of Culture, Youth and Recreation
11th Floor, CN Towers, Edmonton
Telephone: 424-8087

NORTHERN DEVELOPMENT

AMOUNTS: Varies

CONTACT: J. Adair, Honorable Minister without Portfolio
Department of Northern Development

PROCEDURE: Submissions are reviewed by a council of eight and then sent to be approved by the Cabinet.

RESTRICTIONS: Only projects involving areas above the 55th parallel will be considered with preference given to Indian and Metis groups.

PROJECTS SUPPORTED: In the past, the Department has helped in building bridges, community halls, forming domestic water supplies and generally in community development.

INFORMATION: A northern development study had been conducted which has or will result in somewhat new approaches or revisions to distribution of funds.

d. Federal Sources of Funding

1. National Welfare Grants

Mr. Cam Mackie, Community Development and Planning
or
Mr. J. Verbruggen, Principal Programs Officer
Welfare Grants Division
Department of National Health and Welfare
Brooke Claxton Building
Ottawa, Canada

2. National Health Grants

Deputy Minister of Health
Department of National Health and Welfare
Brooke Claxton Building
Ottawa, Ontario

3. Physical Fitness and Amateur Sports Director

Fitness and Amateur Sports Grants
Department of National Health and Welfare
Ottawa, Ontario

* 4. Citizenship Grants

Liaison Office
Dept. of the Secretary of State
55 St. Clair Avenue East
Toronto 290, Ontario

5. Manpower and Immigration General Research Centre

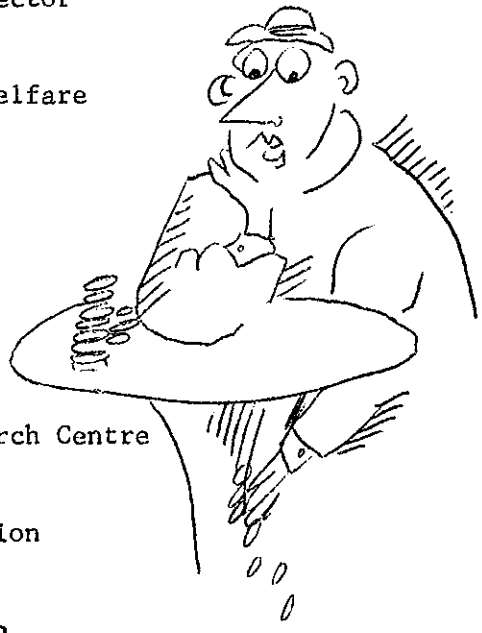
Research Grants Committee
Department of Manpower and Immigration
Ottawa, Ontario

6. Central Mortgage and Housing Corporation

Housing Research and Community Planning Grants
Central Mortgage and Housing Corporation
Ottawa, Ontario

* The local office for Citizenship Grants is: Citizenship Development
Branch

Rm. 428, Sir Alexander MacKenzie Bldg.
9828-104 avenue
Phone 429-2871 Contact Bob Wray



INDIAN AFFAIRS

AMOUNT: Varies

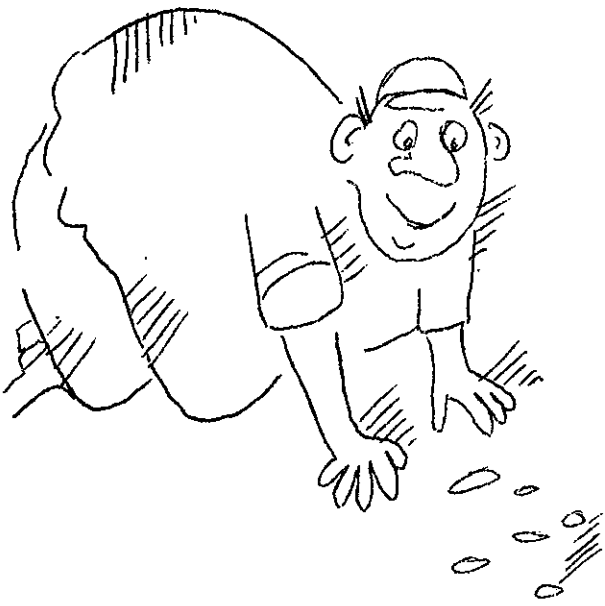
CONTACT: Department of Indian Affairs
Mr. Aubrey Holmes
27th Floor, CN Towers
Phone: 429-5741

PROCEDURE: Requests which are generally made by districts or agencies are put to a board or council and if accepted, they are included in the following year's budget.

RESTRICTIONS: Applicants must be Alberta Treaty Indians.

PROJECTS SUPPORTED: Previous projects supported have come under the headings of economic development, cultural grants (under education section), youth leadership (under committee section), training of band staff, and Indian loan funds.

INFORMATION: The fiscal year starts April 1st. Requests should be in at least three months ahead of that time.



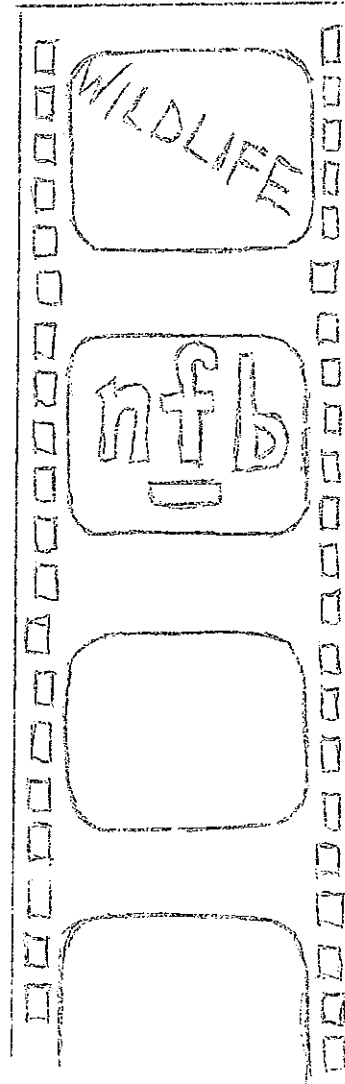
FOR ADDITIONAL INFORMATION
ON ANY OF THE FUNDING
SECTIONS, CALL AID AT
429-6227.

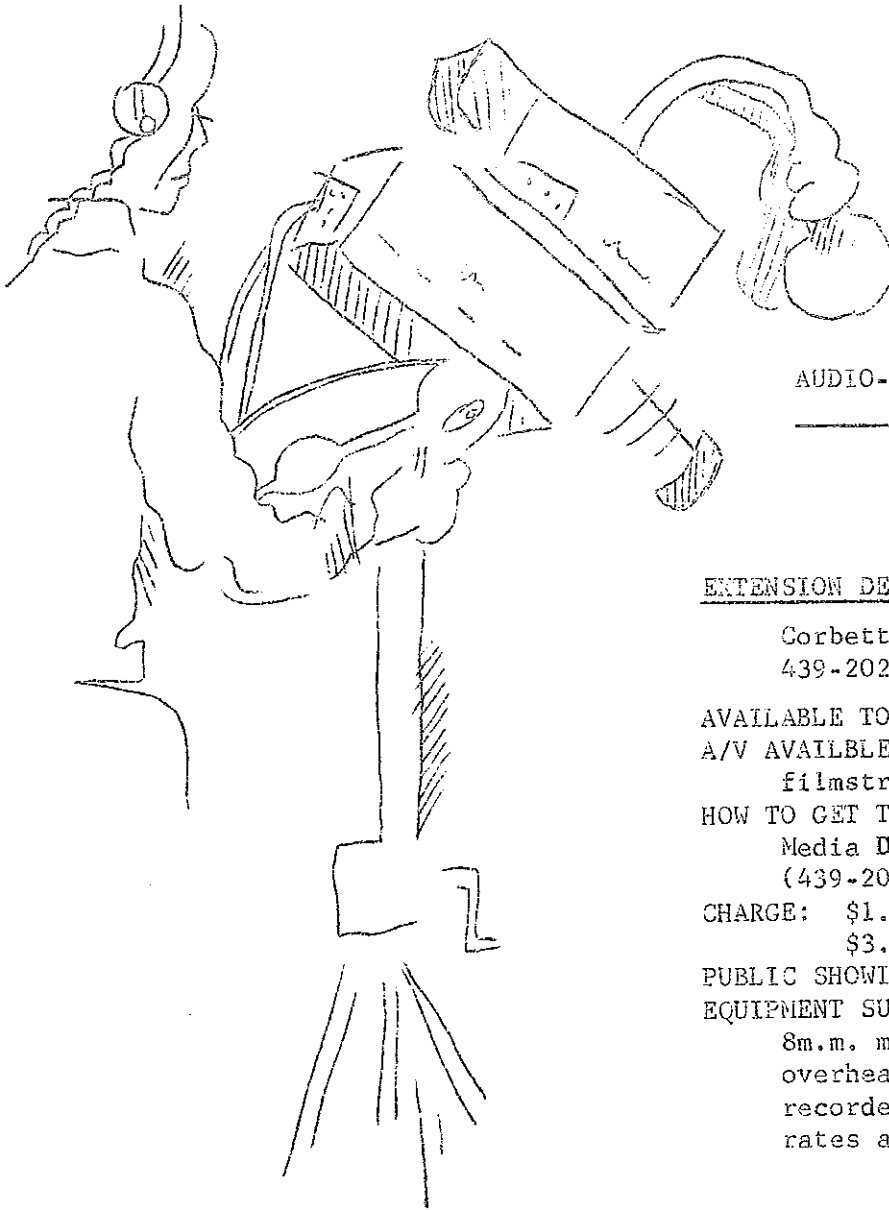
AUDIO VISUAL RESOURCES

The following are possible sources of films, tapes, slides, records and the necessary mechanical equipment.

Some are free.

Some must be rented.





AUDIO-VISUAL FOR CITIZENS AND
CITIZEN GROUPS

EXTENSION DEPARTMENT

Corbett Hall, University of Alberta
439-2021

AVAILABLE TO: Groups or individuals
A/V AVAILABLE: 16m.m. educational films,
filmstrips, slides and records

HOW TO GET THEM: Contact the Edmonton
Media Division, University of Alberta
(439-2021).

CHARGE: \$1.25 - \$20.00 day for films;
\$3.50 month; \$6.00 year for records

PUBLIC SHOWING FOR FUND RAISING: Not allowed
EQUIPMENT SUPPLIED FOR SHOWING: 16m.m. and

8m.m. motion picture, filmstrip, slide,
overhead and opaque projectors; tape
recorders and record players to rent,
rates are \$3.00 - \$12.00 per day.

NATIONAL FILM BOARD

10031 - 103 Avenue
429-3261

AVAILABLE TO: Groups of individuals

A/V AVAILABLE: Wildlife, educational and documentary films

HOW TO GET THEM: Phone the National Film Board giving seven
days notice in advance. There is a penalty
of \$1.00 daily if returned late.

CHARGE: Free

PUBLIC SHOWING FOR FUND RAISING: Not allowed

EQUIPMENT SUPPLIED FOR SHOWING: None

PROVINCIAL DEPARTMENT OF EDUCATION

Audio-Visuals Service Branch, Devonian Bldg.
488-8577

AVAILABLE TO: Only educational societies

A/V AVAILABLE: Tapes, films (of education matters)

HOW TO GET THEM: Contact the Provincial Department of Education,
Film Booking Section (488-8577)

CHARGE: The society pays one way postage

PUBLIC SHOWING FOR FUND RAISING: Not allowed

EQUIPMENT SUPPLIED: Tape recorders

EDMONTON PUBLIC LIBRARY

7 Sir Winston Churchill Square
429-5351

AVAILABLE TO: Groups or individuals

A/V AVAILABLE: Family and travelogue records and films

HOW TO GET THEM: Contact the Public Library, Main Branch,
Audio-Visual Department, 7 Sir Winston
Churchill Square (429-5351)

CHARGE: .10-.15/day for records, .15/day reel for 8m.m. film,
\$3.00 - \$5.00/day reel for 16 m.m. film.

PUBLIC SHOWING FOR FUND RAISING: Upon special permission

EQUIPMENT SUPPLIED: 8 m.m. projector rental at \$3.50 - \$4.00 per day

DEPARTMENT OF CULTURE, YOUTH AND RECREATION

CN Towers, 11th Floor
422-7629

AVAILABLE TO: Groups or individuals

A/V AVAILABLE: 35 m.m. slides on art forms (ceramics, paintings, etc.)

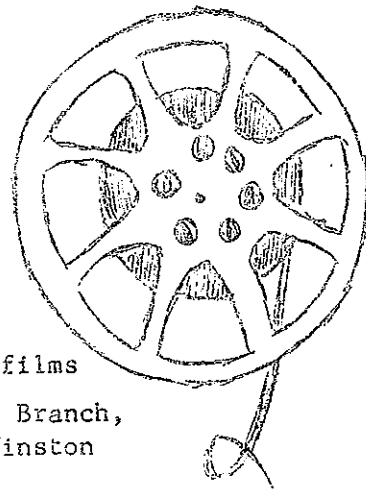
HOW TO GET THEM: Contact the Cultural Development Branch,
Arts and Craft Department (488-0234)

CHARGE: None

PUBLIC SHOWING FOR FUND RAISING: Not allowed

EQUIPMENT SUPPLIED: None

NOTE: They also have travelling exhibitions which citizens or citizen groups may have sent to them at no cost except the return postage. These exhibitions include art exhibitions (e.g. childrens paintings, ceramics, etc.)



CANADIAN MENTAL HEALTH

205 - 10711 - 107 Avenue
422-6137

AVAILABLE TO: Groups or individuals

A/V AVAILABLE: Films and tapes on mental health, specifically on kinds of mental illness, community involvement in mental health, etc.

HOW TO GET THEM: Write to the Canadian Mental Health Association, 205 - 10711 - 107 Avenue, Edmonton (422-6137)

CHARGE: Free unless audio-visual expenses are provided for in the organization's budget

PUBLIC SHOWING FOR FUND RAISING: Not allowed

EQUIPMENT SUPPLIED: None

RED CROSS

9931 - 106 Street
429-2671

AVAILABLE TO: Groups or individuals promoting some type of water safety.

A/V AVAILABLE: Films on water and ice safety

HOW TO GET THEM: Contact the Edmonton branch of the Red Cross at 9931 - 106 Street

CHARGE: Free except for one way postage

PUBLIC SHOWING FOR FUND RAISING: Not allowed

EQUIPMENT SUPPLIED: 16 m.m. projector and screen

ALBERTA TUBERCULOSIS AND RESPIRATORY DISEASE ASSOC.

7004 - 109 Street
434-1510

AVAILABLE TO: Groups or individuals

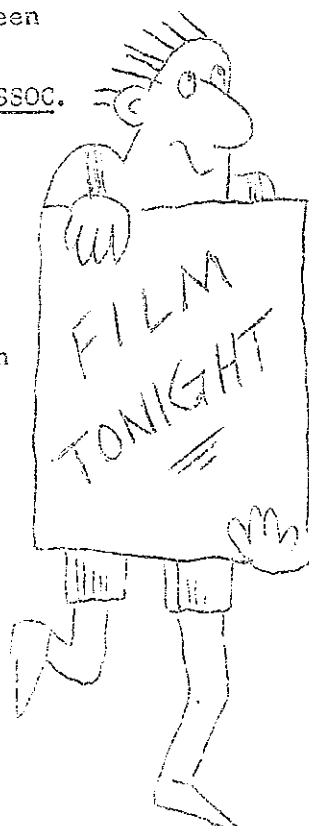
A/V AVAILABLE: 16 m.m. films covering respiratory diseases

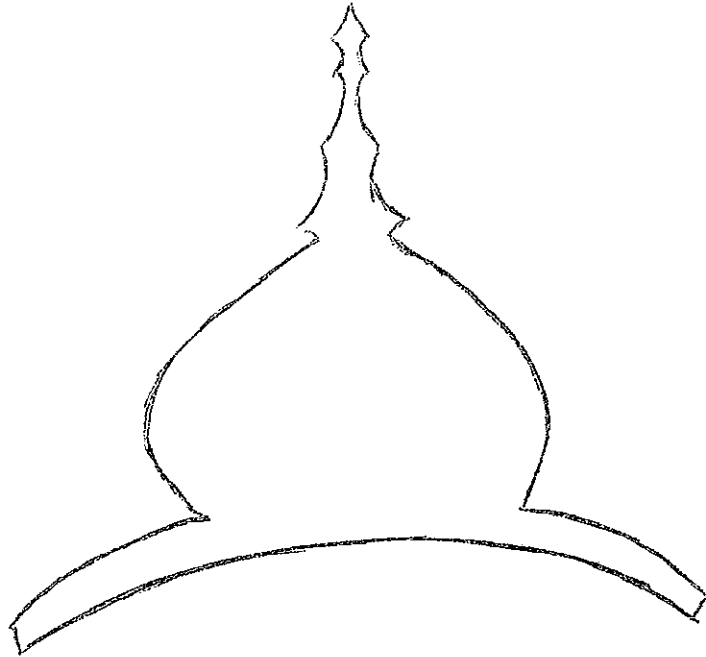
HOW TO GET THEM: Contact the above association at Provincial Headquarters, 7004 - 109 St. (434-1510)

CHARGE: None

PUBLIC SHOWING FOR FUND RAISING: Not allowed

EQUIPMENT SUPPLIED: Free projectors



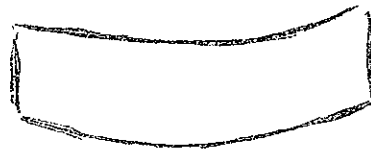
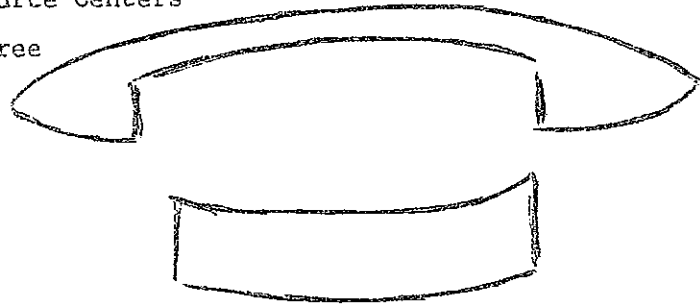


MEETING PLACE FACILITIES

In addition to the Resource Centers already listed, there are three types of meeting places available to you:

1. Churches
2. Schools
3. Others

The following is a partial list of these. Some are free or have a minimal charge. Use them to your best advantage.





MEETING PLACE FACILITIES: CHURCHES

ST. JOSEPH'S CATHEDRAL

113 Street and Jasper Avenue

488 - 7295

CONTACT: Father Karoetech in the morning
from 9:15 A.M. to 12:00 Noon.

FACILITIES: Parish Hall, kitchen, chairs,
tables, piano

AVAILABLE: Organizations must phone ahead
to reserve the hall

CHARGES: Fee for cleaning the hall after-
wards.

RITCHIE UNITED CHURCH

9624 - 74 Avenue

CONTACT: Reverend Spense (439-2442) or Cliff Harris (439-1815)

CAPACITY: 175

FACILITIES: Basement, stage, P.A. system, kitchen

AVAILABLE: Generally available, especially in July and August. Contact in
advance.

CHARGES: \$25.00 - this is negotiable.

RESTRICTIONS: No liquor

METROPOLITAN UNITED CHURCH

109 Street - 88 Avenue
439-1718

CONTACT: Miss N. Ewart

FACILITIES: kitchen, piano,
gymnasium (200), lounge (35)

AVAILABLE: Contact 2 weeks ahead

RESTRICTIONS: Non-profit organ.

CHARGES: Negotiable

AUGUSTANA LUTHERAN CHURCH

9901 - 109 Street
422-5841

CONTACT: Pastor Kruger

CAPACITY: 120-140 people in the largest
room

FACILITIES: tables, kitchen, chairs,
board room

AVAILABLE: Dates must be set at least
a month before the event

STRATHCONA BAPTIST CHURCH

8318 - 104 Street
439-3654

CONTACT: Reverend Bob Vaughn or Mr. Paul Wilton, Chairman of the Board of Property and Finance

CAPACITY: Upper lounge (70), lower lounge (60), gym (200), room (100), parking space (14 cars)

AVAILABLE: Contact two to three weeks in advance to make arrangements

CHARGES: Whole building for one day, including kitchen (\$40.00), whole building for one day without the kitchen (\$25.00), room for one meeting (\$5.00), lounge, upper or lower (\$10.00), for day long conferences using between one to five rooms (\$10.00 for the first room and \$5.00 for each additional room), for banquets (\$20.00), meal catering (\$1.25 - \$1.75 - \$2.50 per person)

McDOUGALL UNITED CHURCH

101 Street and MacDonald Drive

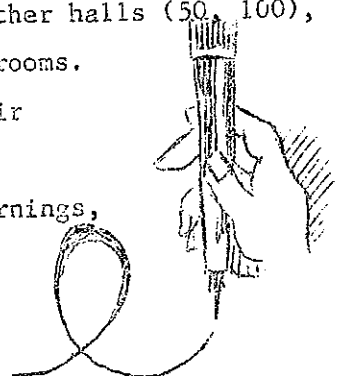
CONTACT: Mr. Henry Allen, Property Chairman, 8526-149 Street, Phone 489-6135

CAPACITY: Parlor with kitchenette (100), two other halls (50, 100), banquet hall (200), several smaller rooms.

CHARGES: Negotiable, free in some cases at their discretion.

AVAILABLE: For casual and ongoing meetings; mornings, some afternoons and evenings and perhaps some weekends. Two weeks notice is appreciated.

FACILITIES: Chairs, tables, projectors, screens.



FIRST PRESBYTERIAN CHURCH

10025 - 105 Street
422-2937 or 422-7897

CONTACT: Mr. T. D. Baker, Clerk of the Session

State the nature of the group and convince the session that this is the kind of organization that is making a contribution to the community. Applications must be made by letter.

CAPACITY: Two halls, meeting rooms (20 to 300 persons)

CHARGES: Free - nominal donation to the Church (approx. \$5.00 monthly)

FACILITIES: Kitchen, social and club rooms with kitchenettes, chairs, tables

AVAILABLE: Mornings or afternoons; two week notice is required.

RESTRICTIONS: Non -political.

MEETING PLACE FACILITIES: SCHOOLS

GENERAL: All amateur and/or non-profit recreation groups are eligible for FREE use of school facilities on a casual or ongoing basis. All groups will be limited to one allocation per week until space requirements are assessed.

Usually a minimum enrolment of ten persons is required for any group using school facilities.

Except when admission is to be charged, all bookings (Elementary, High, Public and Separate Schools) are made through Parks and Recreation.



CONTACT: Mrs. Canuel
Facilities Section
Edmonton Parks and Recreation
10th Floor, CN Tower
Phone: 424-0211, Ext. 591

AVAILABLE: Weekends, holidays; school days after 6 p.m.; Sunday 1-6 p.m.
(except to religious organizations).

Summer: At least six schools approved for use during summer holiday period. (School term runs approx Aug. 28-June 23).

EQUIPMENT: Kitchen facilities, chairs and tables, sports equipment, pianos, projectors in some cases.

CAPACITY: Gymnasium, classrooms, cafeterias, etc. are available.

BEST TIME TO APPLY:

- a. Before June 1st. Since all groups that have made use of school facilities the previous year must re-apply by June 1st, it would be best for new groups to apply before them.
- b. After June 1st. Requests may be submitted at any time on a first come first served basis.

Notice required: Twelve working days notice, in writing.

MEETING PLACE FACILITIES: OTHER

ADULT STUDENT CENTER

126 Corbett Hall, University of Alberta
439-2021, Ext. 44

CONTACT: Mr. Shaw

CAPACITY: 15 - 20 persons

AVAILABLE: Summer: 8:30 a.m. - 4:30 p.m. No evening hours for the summer.
Winter: 6:00 p.m. - 9:00 p.m. Monday - Thursday;
9:00 a.m. - 5:00 p.m. Monday - Friday.

BOY SCOUTS OF CANADA

14205 - 109 Avenue
454-8561

CONTACT: Mrs. Brouwer

CHARGES: \$10.00 to \$15.00

RESTRICTIONS: No liquor

FACILITIES: Kitchen, committee room,
training hall, counsel room.

AVAILABLE: Summer: 8:30 a.m.-4:30 p.m.
Evenings also but phone ahead.

LABATTS ALBERTA BREWERY

4415 Calgary Trail
434-3491

CONTACT: Mr. Ed. Kirsh

CAPACITY: 180

RESTRICTIONS: Organizations must
write in advance with date and
number of persons attending and
will be accepted subject to approval.

CHARGE: None

AVAILABLE: Mondays to Fridays
6:00 p.m. - 10:00 p.m.

EDMONTON PUBLIC LIBRARIES

7 Sir Winston Churchill Sq.
429-5351

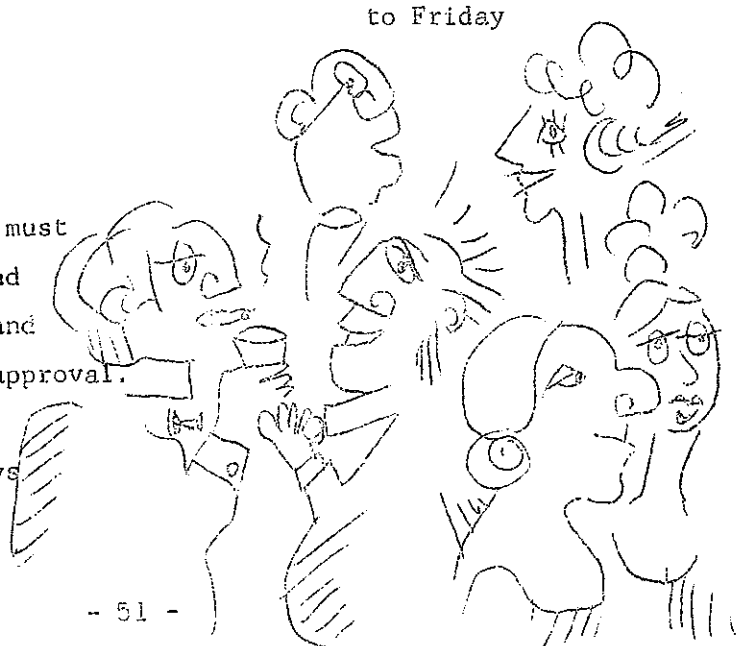
Southgate Shopping Centre
435-3214

CONTACT: Mrs. Fisk or Mrs. Rendell
between 9 a.m. and 5 p.m.

CAPACITY: 50-100 persons and a
theatre (250)

CHARGES: Non-profit groups \$15.00
to \$42.50 per session

FACILITIES: Kitchen, coffee urn
AVAILABLE: 10 a.m.-9 p.m. Monday
to Friday



MASONIC TEMPLE

10318 - 100 Avenue
422-5288

CONTACT: Above address or telephone number

CAPACITY AND COSTS: Auditorium (300-350) for \$60.00; banquet room (225) for \$40.00; club room (75 for meeting, 60 for meals) for \$25.00 a single meeting or \$18.00 if used more than once a month; library (35) for \$35.00; small board room (20) for \$10.00.

NORTHERN ALBERTA JUBILEE AUDITORIUM

87 Avenue and 114 Street
439-2001

CONTACT: Mr. Ron Wigmore

CAPACITY: Main theatre (2730); social room (400); club room (200); assembly room (120); banquet room (120).

CHARGES: Yes

AVAILABLE: Twenty-four hours

NORTHWESTERN UTILITIES

10540 - 112 Street
424-0281

CONTACT: Miss McCarthy

CAPACITY: Service Center Building at 10540-112 St. (250); Milner Building (150).

RESTRICTIONS: Non-profit, non-political, and non-religious organizations.

AVAILABLE: Week nights

CHARGES: None

MOLSONS EDMONTON HOUSE

10439 - 120 Street
482-5981

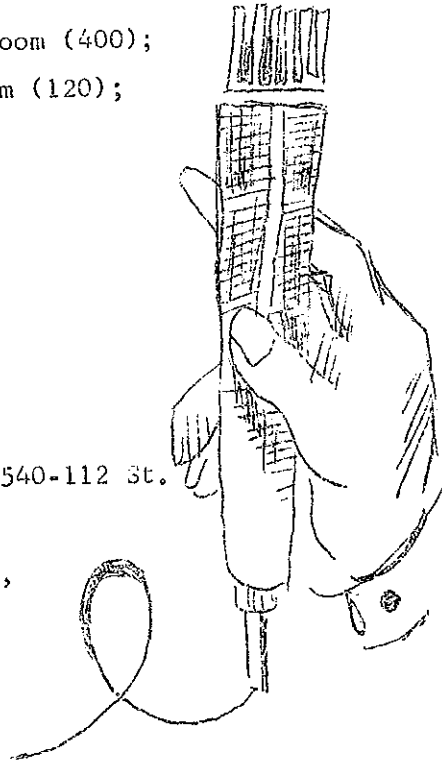
CONTACT: Mr. Jack Lange

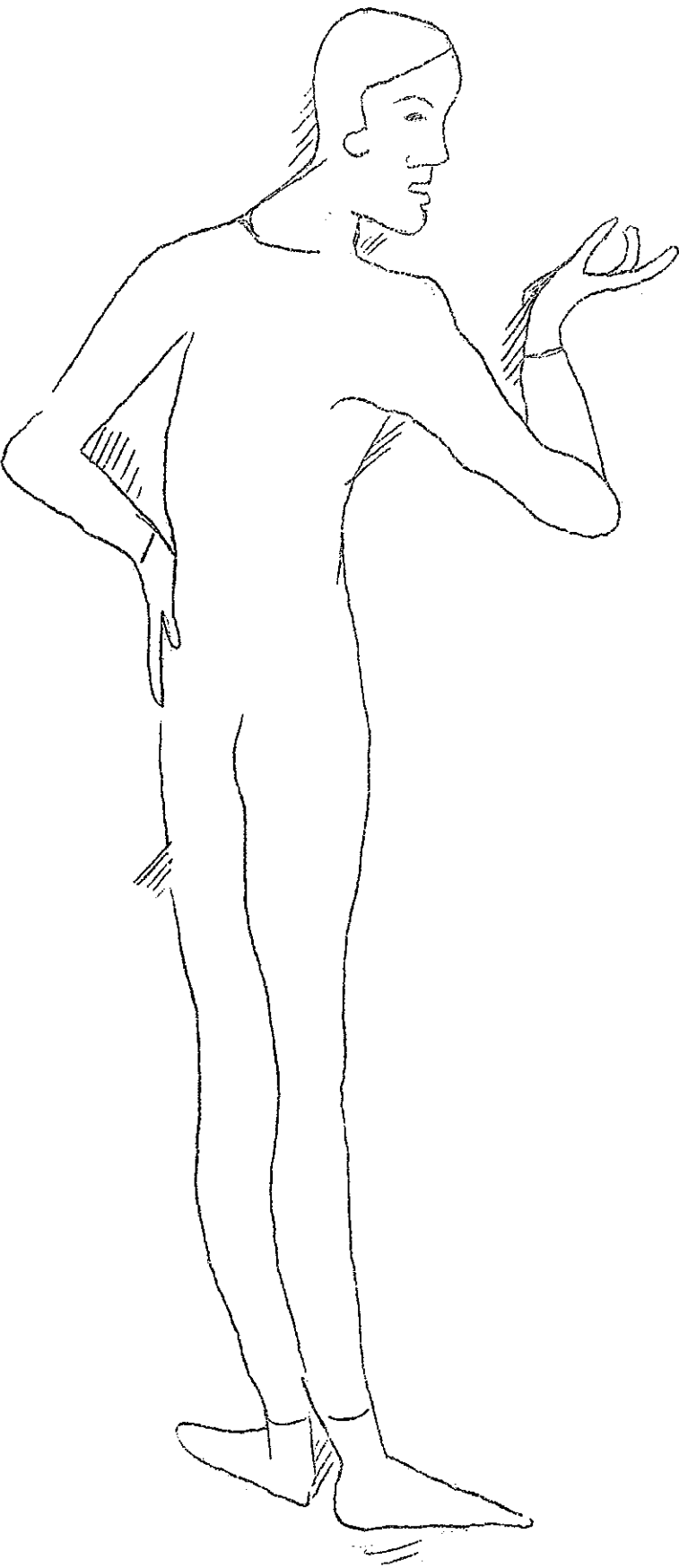
CAPACITY: 100

FACILITIES: Room, stage, kitchen, piano

AVAILABLE: Not in July and August; Winter: Tuesday, Wednesday, and Thursday from 7:00 p.m. to 11:00 p.m.

CHARGES: None





O'KEEFE CENTER

10542 Saskatchewan Drive
433-4455

CONTACT: Mr. Sandalack

CAPACITY: 75 persons

AVAILABLE: Only for parties; social gatherings in the Hospitality Room Monday to Thursday evenings until 10:30 p.m. Apply two to three weeks in advance.

CHARGES: None

SENIOR CITIZENS CENTER

11113 - 113 Street
455-8749

CONTACT: Mr. Munro

CAPACITY: 750

CHARGES: Rental fee

SOUTHGATE SHOPPING CENTER

51 Avenue and 111 Street
435-3721

CONTACT: Mr. G. Jones

CAPACITY: 250

FACILITIES: Room, projector

AVAILABLE: 9 a.m. - 6 p.m.

CHARGE: None for non-profit groups

NORTH SIDE CO-OP SHOPPING CENTER

12725 - 82 Street
476-1341

CONTACT: Mr. Boles

CAPACITY: 100 persons

AVAILABLE: Monday to Wednesday evenings only

RESTRICTIONS: non-political and non-religious groups

CHARGES: None



GRANT McEWAN OLD SCONA

10523 - 84 Avenue
439-4322

CONTACT: Scheduling office at 439-4322

FACILITIES: Large room, smaller classrooms

CHARGES: Minimal

AVAILABILITY: Anytime other than scheduled class time

RESTRICTIONS: None

CAPACITY: Ordinary classrooms (40), larger rooms (150)

GRANT McEWAN CROMDALE

8020 - 118 Avenue
425-8810

CONTACT: Scheduling office at 425-8810

FACILITIES: Large room, smaller classrooms, seminar rooms

CHARGE: Minimal

AVAILABILITY: Any time other than scheduled class time

RESTRICTIONS: None

CAPACITY: Varied

C. N. I. B.

12010 Jasper Avenue
488-4871

CONTACT: Donald Murray at the above telephone number

FACILITIES: Auditorium

CHARGES: None

AVAILABILITY: Negotiable

RESTRICTIONS: Affiliated organizations (e.g. International Order of the
Daughters of the Empire)

CAPACITY: 100 persons

EDMONTON ART GALLERY

2 Sir Winston Churchill Square
429-6781

CONTACT: Phone the Art Gallery at 429-6781

FACILITIES: Theatre room, lounge, kitchen

CHARGES: For theatre:

Non-profit: \$25.00 during gallery hours plus \$3.00 per hour for
guards any after hours.

Business: \$40.00 during gallery hours plus \$3.50 per hour for
guards for any after gallery hours.

For lounge:

Non-profit: \$10.00 (with kitchen \$15.00)

Business: \$15.00 (with kitchen \$20.00)

AVAILABILITY: Anytime, if booked well in advance

CAPACITY: Theatre room (210); lounge (20 - 30)

COMMUNITY LEAGUES

CONTACT: Contact the hall which you are interested in

FACILITIES: Usually includes a large hall and kitchen plus outdoor facilities

CHARGES: Vary

AVAILABILITY: Anytime if booked in advance

RESTRICTIONS: Generally none

CAPACITY: Varies

FOR ADDITIONAL INFORMATION
ON MEETING PLACES, CALL AID
AT 429-6227.

PUBLICITY

Media

Public Service Announcements:

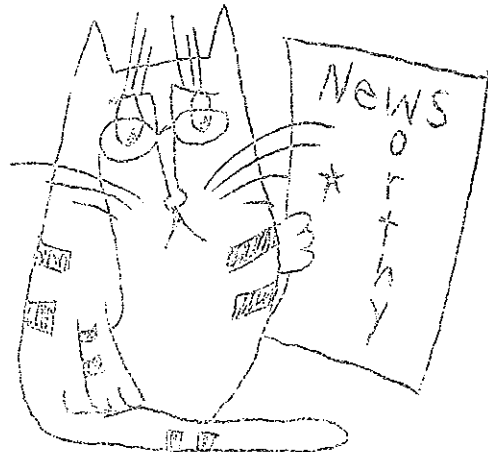
Any group or organization wishing to obtain publicity may do so by placing a public service announcement, free of charge, through several radio stations and newspaper publications.

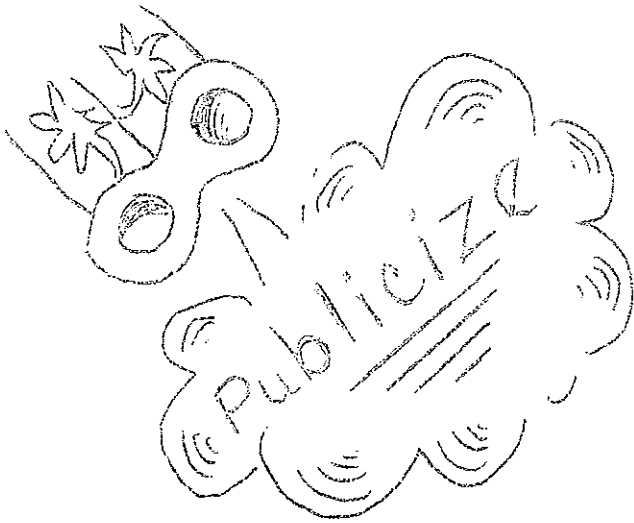
Any announcement made in this fashion, however, must be non-profit in nature, having public appeal and a generally wide range of public interest.

All public service announcements should be typed or neatly written and mailed to the radio station or newspaper concerned, well in advance of the date when it is to be released to the public.

The written announcements should include such details as:

1. Date when the announcement is to be made over the radio or in what issue it is to be presented in the newspapers.
2. When the announcement is to be made over the radio, the time of day and the number of times the announcement is to be repeated must be stated.
3. All information must be clear and concisely presented, giving all necessary information about the function being publicized.
4. Also, the name and telephone number of someone whom the radio station or newspaper may contact with regard to the announcement should be given.





The following weekly publications offer this kind of publicity:

BEVERLY PAGE

11407 - 50 Street
Letters must be in by Monday morning
479 - 3959

THE EDMONTON CO-OP NEWS

12725 - 82 Street
Letters should be in by Tuesday
476-1341

THE GAZETTE

31 B Perron Street, St. Albert
Phone or write in advance
599-7144

NORTHGATE NEWS

Northgate Shopping Centre
Administration Office
Attention: Northgate News
476-3737

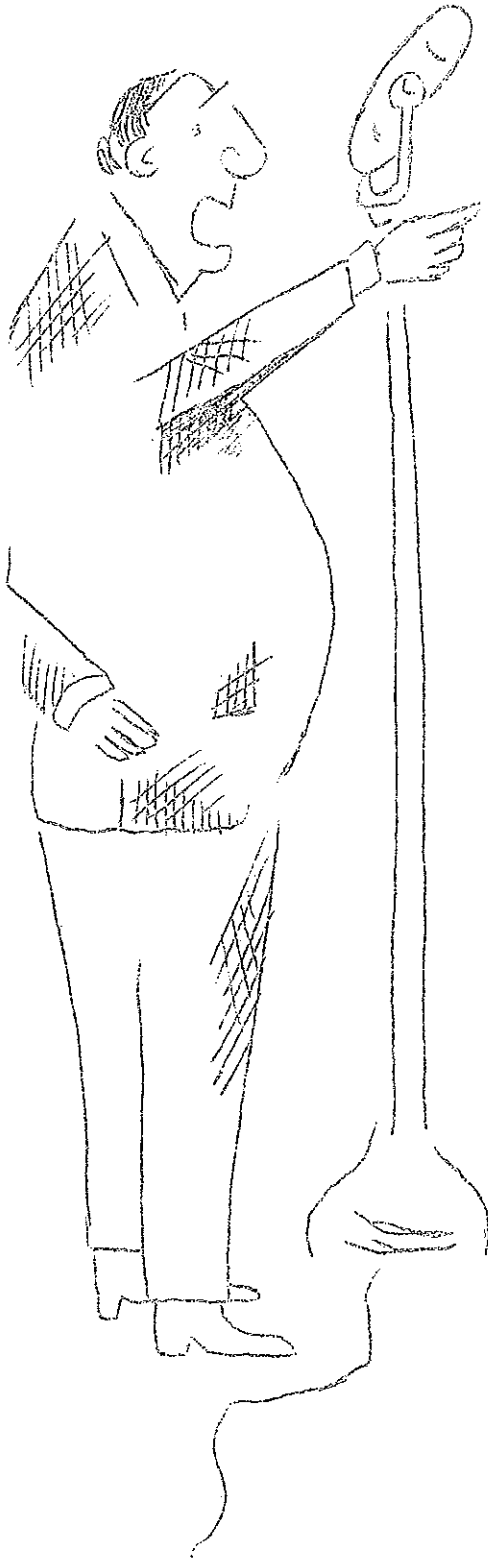
WESTERN CATHOLIC REPORTER

11645 Jasper Avenue
Write: Sandra Albers, Date Column
Western Catholic Reporter
9537 - 76 Avenue
433 - 6466

UKRAINIAN NEWS

Ukrainian News
10967 - 97 Street
No later than Monday noon

The following radio stations offer free publicity to community groups and projects:



- | | |
|-------------|---|
| <u>CBC</u> | Miss McDougall CBC Radio
Community Bill Board
Box 555, Edmonton |
| <u>CFRN</u> | Daily Diary
Box 5030
CFRN Radio
Postal Station E, Edmonton |
| <u>CHED</u> | Public Service Announcements
CHED Radio, Edmonton
-- 48 advance notice |
| <u>CHFA</u> | Public Service Announcements
Club Calendar
CHFA Radio, Edmonton
-- French only |
| <u>CHQT</u> | CHQT Public Service Announcement
10154 - 103 Street, Edmonton |
| <u>CJCA</u> | CJCA Public Service Announcement
Birks Building, Edmonton
-- 48 hour advance notice |
| <u>CKUA</u> | Bulletin Board or Community Events
CKUA Radio, Edmonton |

FOR ADDITIONAL INFORMATION
ON PUBLICITY, CALL AID AT
429-6227.

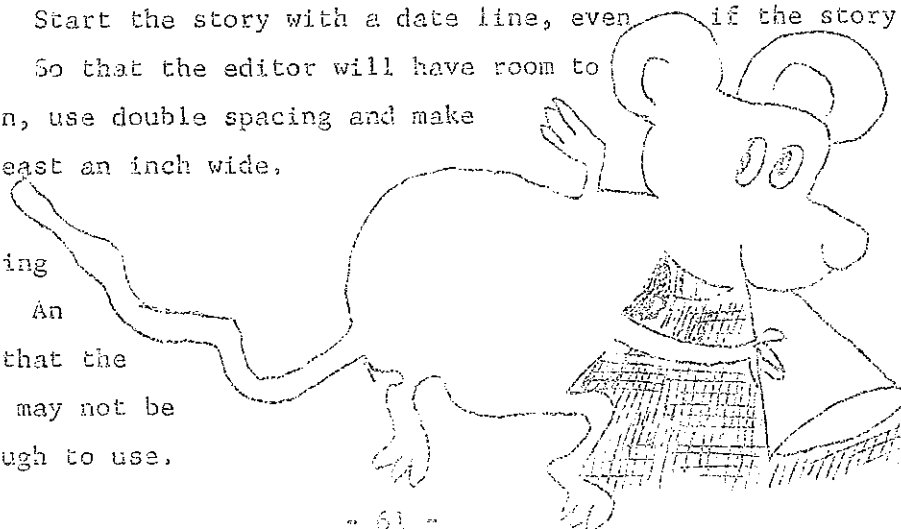
NEWS RELEASE

If your organization has accomplished something you feel is newsworthy, share it with the public. Write up a news release. Send a copy to any of the editors below and to any one else who may be interested.

Editors: THE EDMONTON JOURNAL	425-9120	A. Snaddon
BEVERLY PAGE	479-3959	Mrs. G. Dalton
ST. ALBERT GAZETTE	599-7144	E. Jamison
NORTHGATE NEWS	476-3737	Tony White
WESTERN CATHOLIC REPORTER	433-6466	Doug Roche
GATEWAY	432-5168	Terri Jackson
WEST 10	482-6511	Joan Unrath Judy Johnson Rhonda Want
NEW ERA	424-4106	Peter Tong
NORTH SIDE NEIGHBOUR	475-5526	Kathy Arsenault
SENIOR CITIZEN'S NEWS	246-1859	Jean Chernoff
HANDICAPPED FORUM		Dorothy Heppler
EXAMINER		Larry Feltier
ON OUR WAY	433-2042 465-4986	Cathy Pratt Deloris Russell
EDMONTON YWCA	422-8176	Cal Frazier

Make your releases easy to use.

1. Use a title line that tells the story at a glance.
2. Tell who released the story, so the editor will know to whom he can turn for confirmation or more information.
3. Start the story with a date line, even if the story is local.
4. So that the editor will have room to wield his pen, use double spacing and make margins at least an inch wide.
5. Be sure the typing is accurate. An error hints that the news release may not be reliable enough to use.



EXAMPLE OF A NEWS RELEASE

EDMONTON ANTI-POLLUTION GROUP

EDMONTON, ALBERTA

RELEASE - Immediately

FROM - Joyce Miller

POLLUTION SURVEY COMPLETED

Edmonton, Alberta, July 1

LAST WINTER, THE EDMONTON ANTI-POLLUTION GROUP RECEIVED A GRANT OF \$18,275 FROM THE LOCAL INITIATIVES PROGRAM OF THE FEDERAL GOVERNMENT TO INVESTIGATE PUBLIC ATTITUDES TOWARD POLLUTION.

THE POLLUTION SURVEY PROJECT INVOLVED 17 PEOPLE WHO CONTACTED PUBLIC OPINION LEADERS, ELEMENTARY AND HIGH SCHOOL STUDENTS AS WELL AS A CROSS-SECTION OF CITIZENS FROM VARIOUS SOCIO-ECONOMIC LEVELS CULLED FROM VOTER'S LISTS. A TOTAL OF 1104 PEOPLE WERE INTERVIEWED.

TO DETERMINE THE KNOWLEDGE, AWARENESS AND ATTITUDES OF THE PUBLIC THE SURVEY GROUP ASKED 93 QUESTIONS ON A VARIETY OF SUBJECTS, INCLUDING RAPID TRANSIT, THE AUTOMOBILE, POPULATION GROWTH, PESTICIDES AND URBAN PROBLEMS.

THE RESULTS OF THE SURVEY HAVE NOW BEEN TABULATED AND ON THURSDAY MORNING, AUGUST 3, AT 9:30, THE RESULTS WILL BE RELEASED TO THE PRESS. SHEILA ABERCROMBIE, DRAKE HOCKING, AND RAYMOND FONG WILL BE AVAILABLE TO ANSWER QUESTIONS RAISED BY THE REPORT.

A 16 POINT SUMMARY AS WELL AS A LIST OF 15 RECOMMENDATIONS WILL BE DISTRIBUTED AT THAT TIME. THE EDMONTON ANTI-POLLUTION GROUP OFFICE IS LOCATED IN THE CHED BUILDING, SECOND FLOOR.