

5 POTENTIAL GRANT INFORMATION

Community Facility Enhancement Program

Community Initiatives Program

Major Community Facilities Program

Development Initiatives Program

Edmonton Community Investment Operating Grant Program

Hosting Program



*Community Facility
Enhancement Program*

COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP)

PROGRAM GUIDELINES



COMMUNITY FACILITY ENHANCEMENT PROGRAM

PROGRAM GUIDELINES

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****1. Program Rationale****1.0 General Purpose**

The Community Facility Enhancement Program (CFEP) is intended to assist municipalities and local not-for-profit organizations to plan, upgrade and develop a wide range of community-use facilities and places in order to enhance community life and citizen well-being. CFEP will be responsive to local and regional needs and will encourage overall facility cost savings and improved facility utilization through innovative capital development and upgrading projects.

1.1 Program Aims

The CFEP program is primarily intended to accomplish the following:

To enhance and protect the existing community facility infrastructure in Alberta, in partnership with Albertans;

To assist in the development of community public-use facilities which are required to respond to the expressed needs of Alberta citizens;

To encourage Alberta communities to build on their strong tradition of volunteerism;

To empower local citizens, community organizations and municipalities to work together in responding to local needs; and

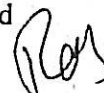
To reinvest into Alberta communities revenues generated from provincial lotteries.

2. Program Funding and Scheduling

2.0 Program funding is \$38.5 million per year.

2.1 To manage regional equity throughout the province, the CFEP program is managed in three year terms. In order to be considered for funding in any term of the program, the final deadline for receiving applications is the close of business March 15 in the third year of the term.

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- 2.2 Project funding will follow application review for conformity with program guidelines and signed approval by the Minister of Gaming (Minister).

3. Program Parameters

- 3.0 CFEP may provide financial assistance to:

Build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related family and community wellness facilities.

Help organizations conduct studies to assess an existing facility and its suitability to accommodate changes, provide life cycle analysis, develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.

Only one CFEP application can be submitted for a specific facility in each fiscal year (i.e. April 1 to March 31). The applicant can request funding assistance for a planning study, a capital project or a combination of the two. The maximum level of funding for any one facility in a fiscal year is \$125,000.

3.1 Grant Matching Requirements

CFEP funding is approved on a matching basis. This means the organization must contribute an amount equal to or exceeding the actual CFEP grant. The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

The valuation of volunteerism and donations is based on:

\$10.00/hour for unskilled labour,
\$25.00/hour for skilled labour,
donated materials and professional services at verified fair market value,
donated heavy equipment, including operator costs, \$50.00/hour.

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Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.

4. Program Eligibility**4.0 Eligible Organizations**

The following types of organizations may qualify for CFEP funding:

municipalities (a city, town, village, municipal district, specialized municipality, summer village or a town under the Parks Towns Act)
First Nations and Metis settlements
community not-for-profit groups who are registered (and in good standing) under one of the following:

- i) Societies Act
- ii) Agricultural Societies Act
- iii) Part 9 of the Companies Act
- iv) Part 21 of the Business Corporations Act
- v) Cemetery Companies Act/Cemeteries Act
- vi) Special Act of the Parliament of Canada
- vii) Special Act of the Alberta Legislature
- viii) Foundations established under and regulated by the Regional Health Authorities Act, Post-secondary Learning Act and Alberta Housing Act

4.1 Conditions of Capital Funding

4.1.0 The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.

4.1.1 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and accessible to the general public or; in the case where an

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applicant does not have formal control of the facility (e.g. School Parent Association) they must have written agreement from the organization that does and must be prepared to take full responsibility for the project for which the grant is being requested and all related financial accounting requirements.

- 4.1.2 Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, organizations are encouraged to submit reasons why. Applications involving land and/or facilities under the direction or ownership of the local municipality must include a statement of municipal opinion in support of the project.

A statement of general public access should be included with each application declaring that the general public may regularly participate in activities by satisfying standard admission requirements.

- 4.1.4 No funding under this program will go to facilities that fall within the exclusive domain of the private or commercial sector, or to components of a facility with restricted or extremely limited public use.

CFEP funds cannot be used for the purchase or installation of gaming equipment or for upgrades to facilities for the specific purpose of providing gaming activities (e.g. bingo halls).

The grant recipient is responsible for the prudent management of grant funds until required for the project:

Prudent management of grant funds would include:

deposit into an interest bearing account;
purchase of a secure deposit certificate.

All interest or other income earned becomes part of the grant funds and must be spent on the project but does not need to be matched.

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GST paid is considered as a project cost. Any GST recovery (either as GST input tax credit or as GST rebate) must be spent on the project but does not need to be matched.

The grant recipient must establish and maintain proper accounting records for the project for which CFEP funding is received.

4.1.9 Applicants with overdue Financial Accounting Statements for previous CFEP, Community Initiatives Program (CIP) or Community Lottery Board funding will not be eligible for any further lottery funding from these program(s) until financial accounting for the previous grant(s) has been satisfactorily completed and submitted to the Department of Gaming.

4.1.10 Funds would not normally be provided under this program for the following purposes:

endowments, charitable donations, fundraising campaigns,
individuals or commercial for-profit businesses,
school or post secondary institution projects for academic purposes,
licensed vehicles,
audio visual projects, preparation of books and manuscripts, research,
films, promotional campaigns, and related items,
work of art purchase,
church sanctuaries,
core/essential municipal facilities which are municipal responsibilities
(e.g. municipal administration buildings, roads, utilities),
other facilities which receive regular budgeted provincial capital support
(e.g. hospitals),

4.1.11 If a facility for which a CFEP grant has been received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date the applicant may be required to repay, to Alberta Gaming, a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Deputy Minister of Gaming. Considerations to be taken into account regarding the amount to be repaid (if any) include:

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length of time after the grant that the property is sold or the lease is terminated,
 whether the property is sold at fair market value,
 the reason for the sale or termination of the lease,
 whether it is in the best interest of the applicant to sell or terminate the lease, and
 if sold what the proceeds will be used for.

The applicant will be required to notify CFEP administration if the facility is sold or the lease is terminated.

4.2 Change of Project

If an applicant wishes to revise the nature of the project as outlined in the original approved application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of the Deputy Minister of Gaming. In circumstances where the request involves work outside of program parameters, approval of the Minister is required.

4.3 Needs Assessment Criteria

Criteria to demonstrate need for a project approval normally includes, but is not necessarily limited to, the following:

Project Viability

- background of Applicant (i.e. membership size/representation),
- sufficiency of matching resources,
- how total project funding will be provided,
- long term financial viability and self-sufficiency.

Project Benefits

- direct and indirect community economic benefit,
- quality of life/community wellness enhancement,
- operational efficiencies,
- protects previous provincial investments.

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****Community and Regional Need**

- public safety/improved access (including disabled),
- enhanced utilization/meet changing needs,
- municipal/community support.

Availability of CFEP Funding

- prior CFEP funding to applicant/community,
- regional funding equity.

Special Considerations

- proven extraordinary need,
- priority within a high needs region,
- special events/disaster related,
- regional/provincial scale projects,
- debt reduction.

In addition consideration will be given to:

- how the project will benefit community residents, beyond the applicant's direct membership.
the extent to which the project duplicates other available facilities in the area.

Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

5 Program Management**5.0 General**

Up to a maximum of 50% of project funding (excluding interest or other income earned on the CFEP grant, and GST input tax credits or GST rebates) can be obtained from the Alberta government, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****5.1 Freedom of Information**

The Department of Gaming operates under the Freedom of Information and Protection of Privacy Act (FOIP). Information requested from an applicant is to determine eligibility for a CFEP grant. Collection of this information is authorized by the Gaming Grants Regulation pursuant to the Government Organization Act. All records in its custody or under its control are subject to the provisions of the FOIP Act.

5.2 Application Requirements

5.2.0 In each fiscal year the maximum funding for any one facility is \$125,000. All applications must clearly show how the grant funds are to be spent. Development of the application is the responsibility of the applicant, with optional consultation with CFEP administration.

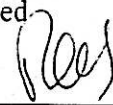
If an application is made requesting funding for both a study and a capital project and the capital project scope is dependent upon the results/recommendations from the study, the capital funding component will normally be held pending the receipt of the results from the study.

The applicant shall submit a fully completed application form and attach additional information to describe the nature of the project, to outline the estimated costs for the project, to identify project viability and the proposed method of funding for the project. Applicants must demonstrate their ability to meet the matching conditions of the grant.

The applicant must provide its financial statement for its most recent fiscal period. A minimum requirement is that the organization provide an opening cash balance, summarized revenue, summarized expenditures and closing cash balance for the organization's most recent fiscal period.

The application must be signed by one person with legal and/or financial signing authority for the organization/municipality. This signature indicates the organization's/municipality's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program. Facsimile documents are acceptable.

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****5.3 Program Delivery Process****Application Distribution**

- 5.3.0.0** The applicant requests CFEP application and information package from CFEP administration or obtains it from the Alberta Lottery Fund website.
- 5.3.0.** The applicant may contact CFEP administration for assistance in completing the application.

Application Submission

- 5.3.1.0** When the application is completed, the applicant forwards the application and all supporting documentation to CFEP administration.
- 5.3.1.1** The application is processed for entry into the CFEP Information System and for application review.

Application Review

- 5.3.2.0** CFEP administration conducts a review of the application, based upon the approved program guidelines. If necessary, CFEP administration contacts the applicant to obtain additional information concerning the application.
- 5.3.2.1** CFEP administration prepares a project evaluation sheet and a grant decision sheet including a funding recommendation and forwards this documentation to the Minister for a decision.

Approval Process

- 5.3.3.0** When an application has been declined, the Department of Gaming sends a letter of regret to the applicant.

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- 5.3.3.1 The applicant may appeal a decision in writing to the Minister or CFEP administration. The Minister will make the final decision on any appeals received.
- 5.3.3.2 When an application has been approved, CFEP administration requests that a cheque be prepared.
- 5.3.3.3 CFEP administration forwards a cheque and transmitting correspondence to the Minister.

5.4 Accounting Process

Recipients of CFEP funds must file with the Department of Gaming a Financial Accounting Statement. This statement must be filed no later than two years from the date of the cheque, unless an extension of the project completion date and/or the accounting period has been approved by the Deputy Minister of Gaming.

The Financial Accounting Statement for the project must be properly completed and signed by a duly authorized representative having legal and/or financial signing authority for the organization. The statement must show how the CFEP grant was expended, that matching funds were provided, that other funds (i.e. interest or other income earned on the CFEP grant, GST input tax credits or GST rebates) were expended on the project. This information should be supported with sufficient detail to indicate conformity with conditions associated with the grant.

The grant recipient shall, upon request of the Department of Gaming or its agent, provide access to all financial documents or records of the grant recipient relative to the CFEP funding provided. In addition, the grant recipient shall provide access to records or plans of the grant request related to the initiatives for which the CFEP funding is used.

In cases where the total funds to be accounted for (i.e. CFEP grant amount, plus other provincial grant funding, plus required matching funds, plus any interest or other income earned on the CFEP grant, plus project-specific GST rebates and/or input tax credits) were not spent on the identified project, then the following applies:

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5.4.2.0 The amount of the CFEP grant expended is determined based upon the matching funds provided for the project. The CFEP grant (plus other provincial grants) must be fully matched before other funds (i.e. interest or other income earned on the CFEP grant, GST input tax credits and/or GST rebates) may be considered expended on the project.

5.4.2.1 One of the following actions must be taken:

5.4.2.1.0 The grant recipient must request and receive approval from the Deputy Minister of Gaming for a change in use of unexpended funds. In circumstances where the change involves work outside of program parameters, the approval of the Minister is required.

5.4.2.1.1 The grant recipient must return to Alberta Gaming unexpended CFEP grant funds plus any interest or other income earned on the CFEP grant, plus project-specific GST rebates and/or input tax credits related to the project.

5.4.2.1.2 Unconditional use of immaterial amounts of funding is approved by the Deputy Minister of Gaming.

5.4.3 Any grant recipient that does not comply with a request for additional information or does not provide an acceptable accounting of program funds within the approved time frame, may be subject to legal action and will be ineligible to receive additional CFEP or CIP funding until acceptable accounting is provided.

6. Program Evaluation

6.0 An assessment of the CFEP program will be carried out by the Department of Gaming within six months of termination of each three year term of the program.

6.1 Any major changes or policy interpretations regarding program guidelines will be referred to the Minister for review and decision.

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****7. Project Communications**

Applicants are required to provide recognition of the Alberta Lottery Fund contribution to the project.

- 7.1 Where appropriate, a mock presentation cheque will be provided. A commemorative plaque will be provided for all grants of \$50,000 or more.

8. Special Need Consideration

Support may be provided to community organizations with a determined special need.

- 8.0.0 Support to community facilities with a proven extraordinary need, resulting from a disaster or inordinate circumstance creating a significant community hardship. Guideline: maximum \$125,000 per facility per year (no matching requirement).

- 8.0.1 Support to community organizations with a determined special need to assist in the retirement of existing capital debt. Guideline: up to 50% of total capital debt; maximum of \$125,000 per facility per year (no matching requirement).

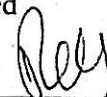
- 8.0.2 The Minister may support capital development or upgrading projects to assist in the staging of significant provincial/national/international events. Guideline: maximum \$125,000 per facility per year (grant to matching funds ratio 50/50).

- 8.0.3 Support to projects which identify regional or provincial wide use. Guideline: maximum \$125,000 per facility per year (grant to matching funds ratio 50/50).

9. Discretionary Consideration

In consideration of the public interest, the Minister may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

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At the discretion of the Minister, applications of more than \$125,000 for large regional facilities can be provided if strong community support is demonstrated (for example, significant funding provided by other public or private sources). Priority will be given to projects with grant requests over \$200,000. There will be an increased focus on determining feasibility of projects for grants of more than \$125,000.

The Minister can approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

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Information and Application Package



*Community Facility
Enhancement Program*





The Alberta Lottery Fund is the provincial government's share of net revenues from VLTs, slot machines, and ticket lotteries.

Thousands of volunteer and community-based initiatives are funded annually through the Alberta Lottery Fund. Examples include: community facilities, libraries, museums, sports and athletic events, agricultural societies, major exhibitions, arts and culture groups, wildlife and conservation projects, public athletic facilities, seniors groups, recreation, tourism and historical resources.

The Alberta Lottery Fund also funds public initiatives, through ministries, such as: infrastructure projects, school renewal and construction, seniors facility upgrades, health facility construction and strategic research. Alberta Lottery Fund expenditures are voted on in the Legislature and co-ordinated by the Ministry of Gaming.

For more information: albertalotteryfund.ca



The Community Facility Enhancement Program has been established to assist in fostering the unique characteristics of Alberta's many communities. To accomplish this, the program has been designed to respond to local facility enhancement needs and to work in partnership with community groups and volunteers.

By assisting communities with construction, renovation or re-development of community public-use facilities the Community Facility Enhancement Program will help enhance the quality of life and citizen well-being in communities across our province.



STRENGTHENING ALBERTA'S COMMUNITIES

The Community Facility Enhancement Program (CFEP) builds on the achievements of communities across Alberta and recognizes the volunteer spirit in our province.

The central purpose of CFEP is to continue to improve the public-use facilities that are important to our communities. The expansion and upgrading of Alberta's extensive network of community-use facilities will continue to enrich the quality of life in our province.

The success of CFEP is based on a grass roots, needs-driven, partnership approach to funding. Under CFEP, Albertans will have access to a matching-grant program which is responsive and relevant to their particular facility development needs.

Program Aims

Intended to be broad in its coverage, CFEP has the following basic aims:

- To enhance and protect the existing community facility infrastructure in Alberta, in partnership with Albertans;
- To assist in the development of community public-use facilities which are required to respond to the expressed needs of Alberta citizens;
- To encourage Alberta communities to build on their strong tradition of volunteerism;
- To empower local citizens to work together in responding to local needs; and
- To reinvest into Alberta communities revenues generated from provincial lotteries.

What This Package Contains

The information contained in this package identifies the organizations and projects eligible for funding, the level of funding available, the conditions of funding, general funding criteria, accounting guidelines and an application form. For further information about the program or additional application forms, please contact your Member of the Legislative Assembly (MLA) or:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

Toll-free at 1-800-642-3855
Website: albertalotteryfund.ca

Organizations Eligible for Funding

The following organizations are eligible to apply for funding under CFEP:

- Municipalities (a city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
- First Nations and Metis Settlements
- Community not-for-profit groups who are registered (and in good standing) under one of the following:
 - Societies Act
 - Agricultural Societies Act
 - Part 9 of the Companies Act
 - Part 21 of the Business Corporations Act
 - Cemetery Companies Act/Cemeteries Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - Foundations established under and regulated by the Regional Health Authorities Act, Post-Secondary Learning Act and Alberta Housing Act

CFEP Funding

CFEP funding provides financial assistance to build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related family and community wellness facilities. Eligible organizations may apply for funding to carry out major renovations and repairs to the structural, electrical or mechanical systems in their facilities, modernize facilities to improve operational efficiency or enhance programming, or expand facilities to increase public use or develop new facilities to meet changing needs and expectations of the community.

Organizations can also apply for assistance to conduct studies to assess an existing facility and its suitability to accommodate changes, life cycle analysis, develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.

Facilities Eligible for Funding

Generally any outdoor or indoor facility used for sports, recreation, culture or other related family and community wellness purposes can be considered for funding under CFEP. Only one application can be submitted for a specific facility in each fiscal year (April 1 to March 31). The application can include a request for funding assistance related to a planning study, a capital project or a combination of the two.

Level of Funding

Normally, the maximum level of funding for any facility is \$125,000 per fiscal year. Grant requests of more than \$125,000 will be considered if a special need can be shown and strong community support is demonstrated. If you are considering a grant request of more than \$125,000, please contact program administration to discuss the details.

Matching Funds Requirement

CFEP funding is approved on a matched-grant basis. This means that organizations must contribute an amount equal to or exceeding the grant they receive.

An organization's contribution may be in the form of any combination of money, volunteer labour or donated equipment, services and materials. The volunteer labour should be directly related to the project for which funding is being requested. The valuation of volunteerism and donations is based on:

- \$10.00/hour for unskilled labour

- \$25.00/hour for skilled labour
- Donated materials and professional services at verified fair market value and
- Donated heavy equipment, including operator costs, \$50.00/hour

It is important to note that a maximum of 50% of funding for a project can be obtained from grant programs of the Alberta Government, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Charitable gaming proceeds generated from licensed gaming events (e.g. bingos, casinos, raffles & pull tickets) can be used for matching purposes, provided the proposed use has been approved by the Alberta Gaming and Liquor Commission.

Funding Conditions

The following general terms and conditions for capital funding apply:

- The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and is accessible to the general public.
- The grant recipient must establish and maintain proper accounting records.
- The grant recipient may be required to repay to the Alberta Lottery Fund a portion or all of the grant amount if the facility is sold (if owned by the applicant) or if the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Alberta Gaming if either of these circumstances occur.
- Applications involving land or facilities under the ownership or direction of the local municipality must include a statement of municipal support for the proposed project.
- **Applicants must provide recognition of the Alberta Lottery Fund contribution to the project.**

Application Process

In order to process your application as quickly as possible, the information requested from the applicant needs to be fully completed. Instructions have been included to make the application form easier to fill out. **Please refer to the application form for further information.**

Completing the Application Form

A separate application is required for each project. Please read the instructions carefully. If you have any questions about CFEP or would like assistance in completing your application form, we encourage you to contact CFEP at:

Toll-free at 1-800-642-3855

Website: albertalotteryfund.ca

If necessary, you will be referred to one of our Community Liaison Officers who will be pleased to assist you with your application.

Northern Alberta 780-447-8814

Edmonton area 780-447-8815

Calgary area 403-297-8676

Southern Alberta 403-297-7631

Submitting Your Application

Submit completed applications to:

**Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5**

General Funding Criteria

In applying for CFEP funding, please note that the following will be taken into consideration in assessing your application:

- The stated benefit of the project to the community including the current and future use of the facility and the anticipated impact of the project on the community
- How the project will benefit community residents, beyond the applicant's direct membership
- Perceived cost benefits anticipated as a result of the project
- Benefits related to improved operational viability and facility utilization
- Improved facility access and utilization by disabled persons
- An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided

- An applicant's demonstration of community service
- The extent to which the project duplicates other available facilities in the area will be considered and
- Applicants with overdue financial accounting statements for previous CFEP and Community Initiatives Program (CIP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.

The number of CFEP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region will be considered.

Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

Freedom of Information and Protection of Privacy Act

The information that you provide on this CFEP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact CFEP administration at 1-800-642-3855.

Accounting of Funds

Recipients of CFEP funds must file a financial accounting statement of expenditures with Alberta Gaming upon project completion or no later than two years from the date of the grant cheque. The accounting must show that the CFEP grant and if applicable, other provincial government funding was expended, that matching funds equal to or greater than the CFEP grant plus other provincial government grants were provided, and that other funds (i.e. interest earned on the CFEP grant, GST input tax credits or GST rebates) were expended on the project. Earned interest, GST rebates and/or tax credits do not have to be matched.

Alberta Gaming may request additional information (e.g. financial statements, progress reports, permits, construction documents, on-site inspections or other relevant information) to determine that the funds were expended in accordance with the conditions upon which they were granted.

Application Instructions

These definitions and instructions will help with the accurate completion of your application form. A fully completed application together with all supporting documentation will facilitate timely processing.

Municipality/Organization

- **Legal Name** - The legal name under which your organization is registered.
- **Registration** - If a community organization, identify the applicable Act under which you are registered and provide your organization's registration number.
- **Registered Mailing Address** - The address to which ALL correspondence regarding your application is to be sent (including cheques).
- **Contact Person** - This person must be knowledgeable regarding the project and application submitted by your organization and be available during the day to discuss the project if any clarification is required.
- **Application information will only be given to the contact person and application signator.**

Facility

- **Name of Facility** - The formal/legal name of the facility.
- **Street Address or Legal Description** - An exact description of the facility location.
- **Registered Holder of Land Title** - The title holder of the land on which the facility is situated.
- **Facility Operator/Leaseholder** - If different from the holder of the land title of the facility.

Project Information

- **Nature of Project** - Identify work to be carried out (e.g. building addition, playground upgrading, roof repair).
- **Project Description/Details** - On a separate piece of paper outline your plans for the project including work to be carried out, an overview of the project's benefit to your community, community support for the project, and why you believe it should be funded. Also, identify how the public will have access to the facility.
- **Total Project Cost** - A project budget must be submitted which summarizes the estimated costs (including donated components) for your project.

Proposed Method of Funding

- **Grant Request** - Please indicate the amount of CFEP funding requested.
- **Donated Labour/Services and Material/Equipment** - Estimate the amount of donated labour/services, materials/equipment which will be donated and provide a summary of their estimated value. These components must be directly related to the project for which funding is being applied. **Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.**
- **Cash** - This refers to the actual cash amount your organization will contribute to this project. This amount will need to be supported by appropriate documentation. Applicants **must** submit a current financial statement for their organization. Letters should be submitted to support any contributions from other sources (e.g. other agencies, organizations, private firms or municipalities).
- **Your organization's contribution includes your matching amount which must equal or exceed the grant request. Applicants must demonstrate their ability to meet matching conditions of the grant.**
- **Other Alberta Government Funding** - Indicate support for the project that you have obtained or are seeking from other provincial government sources. A maximum of 50% of total project funding may be derived from provincial government sources, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Money received from the Alberta Government, including lottery funding, may not be used to meet matching requirements.

Municipal Opinion

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, please indicate the reasons why. Applications involving land and/or facilities under the ownership or direction of the local municipality, **must** include a statement of municipal support for the proposed project.

Declaration

- **Your application must be signed by one person with legal and/or financial signing authority for your municipality/organization. This signature indicates the municipality's/organization's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program.**



APPLICATION FORM

Please read instructions prior to completing application form

MUNICIPALITY / ORGANIZATION

LEGAL NAME:

INCORPORATION/ACT REGISTERED UNDER:

REGISTRATION NO.:

REGISTERED MAILING ADDRESS: All correspondence and cheque will be mailed to this address.

CONTACT PERSON: MR./MRS./MS.

PHONE NOS.

Work: ()

Home: ()

Fax: ()

Email:

Website (if applicable):

LIST OF EXECUTIVES: On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work).

FACILITY

NAME OF FACILITY:

STREET ADDRESS OR

LEGAL DESCRIPTION:

REGISTERED HOLDER OF LAND TITLE:

FACILITY OPERATOR/LEASEHOLDER:

PROJECT INFORMATION

NATURE OF PROJECT:

PROJECT DESCRIPTION / DETAILS: On a separate piece of paper provide a detailed description of work to be carried out, need for this project, who will use it, and why you believe it should be funded.

TOTAL PROJECT COST \$ _____

PROPOSED METHOD OF FUNDING

CFEP GRANT REQUESTED \$ _____

Maximum request is 50% of total project cost.

DONATED LABOUR / SERVICES \$ _____

DONATED MATERIAL / EQUIPMENT \$ _____

CASH \$ _____

Please note: This includes your matching amount which must equal or exceed grant request. **Attach** a detailed breakdown of donated labour/ services, donated material/equipment and source of cash amounts.

OTHER ALBERTA GOVERNMENT FUNDING \$ _____

Attach a detailed list of other Alberta Government funding has been applied for or approved for this project.

TOTAL PROJECT FUNDING \$ _____

This figure should be the sum of the above figures and be equal to the Total Project Cost.

HAVE YOU RECEIVED OTHER CFEP GRANTS FOR THIS FACILITY? ☐ No ☐ Yes If yes, include year(s) _____

MUNICIPAL OPINION ATTACHED? ☐ Yes ☐ No (please attach either opinion or reason why it is not provided).

PLEASE COMPLETE THE FOLLOWING CHECKLIST, AND INCLUDE THE SUPPORTING DOCUMENTATION:

☐ **List of Executives:** A list of your current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work) is attached.

☐ **Project Description/Details:** Detailed description of work to be carried out, need for this project and why it should be funded is attached.

- You may also provide drawings, photographs, letters of local support and other supporting documents.

☐ **Project Cost:** Details regarding expenditures for your project are attached.

- The project costs may include donated labour, donated materials, services or equipment. These items should be included as a component of the overall project costs.
- Project quotes and sources of estimates.

☐ **Public Accessibility:** Details on who will use this facility, how the local community will access it and the extent of public use are attached.

(Continued on next page)

☐ **Method of Funding:** A complete breakdown of all donated labour/services, donated materials/equipment and source of cash amounts is attached.

- Labour/services/material/equipment **MUST** be directly related to the project that funding is being applied for.
- Valuation of volunteerism and donations is based on:
 - \$10.00/hour for unskilled labour
 - \$25.00/hour for skilled labour
 - Donated materials and professional services at verified fair market value and
 - Donated heavy equipment, including operator costs, \$50.00/hour

☐ **Other Alberta Government Funding:** A listing (detailing type of grant, source and amount) of all Alberta Government funding which has been applied for or approved for this project is attached.

A maximum of 50% of total project funding may be derived from provincial government sources including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

☐ **Financial Statement:** Your organization's latest financial statement is attached. Please ensure the statement is dated and signed.

☐ **Municipal Opinion:** Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project.
- Applications involving facilities under the direction or ownership of the local municipality **MUST** include a statement of municipal opinion in support of their proposed project.

IMPORTANT:

- **Unsigned applications will not be considered.** Applications are not reviewed until a detailed project description, a statement of project costs, and the proposed method of funding for the project are received.
- **Application information will only be given to the contact person and application signator.**
- **Applicants with overdue financial accounting statements for previous CFEP and Community Initiatives Program (CIP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.**
- **Applicants must provide recognition of Alberta Lottery Fund contribution to the project.**

Freedom of Information and Protection of Privacy Act: The information that you provide on this CFEP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact CFEP administration at 1-800-642-3855.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Phone 1-800-642-3855 (toll-free)

DECLARATION

(PLEASE READ DECLARATION BEFORE SIGNING.)

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of project or no later than two years from date of the grant cheque.
- Alberta Gaming will be notified if the facility for which a CFEP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Gaming, and/or the Minister's representatives.
- **The contribution from the Alberta Lottery Fund for the project will be recognized.**

Signature _____		Title _____	Dated (Year/Month/Date) _____
Mr./ Mrs./ Ms. _____ (Print Name)	First Name _____	Surname _____	E-mail Address _____
Contact phone numbers:	Work: (_____) _____	Home: (_____) _____	

Please keep a copy of this grant application for your reference.

BARRIER FREE ACCESS

Key Program Consideration

This section provides information that may help with planning your facility enhancement initiative. The Premier's Council on the Status of Persons with Disabilities has been instrumental in the development of this information.

An important consideration of CFEP is that facilities eligible for enhancement under the program are accessible to people with disabilities, who form 17% of Alberta's population. Accessibility is defined as making a facility free of any barriers that might prevent a person with a disability from entering or using any part of that facility.

Barrier free access is equally important for people with all types of disabilities. Just as a narrow doorway presents a barrier to a person using a wheelchair, a sign not written in Braille presents a barrier to a blind person, as does a public address system without

assistive listening devices for a hard of hearing person.

The challenge is not only to solve accessibility problems, but to resolve them in an inclusive manner. For example, a wheelchair ramp should be integrated into a facility's main entrance, rather than a back entrance that nobody else uses. In addition, complete solutions must be found. A wheelchair accessible washroom that can only be accessed by a set of stairs is practically useless.

The Safety Codes Council has developed a Barrier Free Design Guide to assist builders with accessibility standards. Applicants are encouraged to consider barrier free access and to use the Barrier Free Design Guide in any facility enhancement project. Copies are available (for a fee) from the Safety Codes Council at 780-413-0099 or 1-888-413-0099.

THOUGHT STARTERS

Reviewing the following information will help you determine if the proposed facility enhancement will benefit all people in your community.

1. Convenient, barrier free access into and throughout facilities should exist for people who use wheelchairs or have any other mobility impairment. Curb cuts should exist to provide access from the street.
2. All doors within the facility should be wide enough to allow access for the largest of wheelchairs. Spectator and participant areas should be accessible for people who use wheelchairs.
3. Facilities should have convenient, wheelchair accessible washrooms. The path of travel to these washrooms must also be completely barrier free.
4. If the facility has more than one level, a system other than stairs should exist to access each level. There are many types and sizes of elevators and lift devices, with a wide range of cost.
5. If the facility is a park, nature trails and paths should be smooth enough to allow wheelchair access.
6. If the facility is an auditorium for public speaking or performances, an assistive listening system should exist for hard of hearing people. All facilities should have visual fire alarms for deaf and hard of hearing people.
7. Braille versions of signs and interpretative material should exist for blind people. Signs and interpretative material should be set in large type for visually impaired people. Tactile warning strips should be placed on floors to warn visually impaired people of changes in pathway conditions.
8. Facility parking lots should have designated parking stalls of appropriate width and proximity to entrances for people with disabilities.

If you have any questions about barrier free access and your group's CFEP application, please contact one of our CFEP Community Liaison Officers at 1-800-642-3855.



PROGRAM GUIDELINES



COMMUNITY INITIATIVES PROGRAM

PROGRAM GUIDELINES

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SUBJECT**COMMUNITY INITIATIVES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****1. Program Rationale****1.0 General Purpose**

The Community Initiatives Program (CIP) provides funds from the Alberta Lottery Fund to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines.

1.1 Program Aims

The CIP program is primarily intended to accomplish the following:

- 1.1.0 To enhance and enrich project-based community initiatives in partnership with Albertans;
- 1.1.1 To assist in the development or enhancement of programs and services that provide a direct service to the community and are responsive to community needs and issues;
- 1.1.2 To encourage Alberta communities to build on their strong tradition of volunteerism;
- 1.1.3 To empower local citizens, community organizations and municipalities to work together in responding to local needs; and
- 1.1.4 To reinvest into Alberta communities revenues generated from provincial lotteries.

2. Program Funding and Scheduling

2.0 Program funding is \$30 million per year.

2.1 To manage regional equity throughout the province, the CIP program is managed in three year terms. In order to be considered for funding in any term of the program,

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the final deadline for receiving applications is the close of business March 15 in the third year of the term.

- 2.2 Project funding will follow application review for conformity with program guidelines and signed approval by the Minister of Gaming (Minister).

3. Program Parameters**3.0 Funding Coverage**

CIP may provide financial assistance for the enrichment and enhancement of project-based initiatives in community services, children's services, recreation and sport, arts and culture, libraries, parks, health, education, social services, seniors services and the environment.

Only one CIP application can be submitted for a specific project in each fiscal year (i.e. April 1 to March 31). The maximum level of funding for any one project in a fiscal year is \$75,000.

An applicant may not receive funding from another lottery-funded program or foundation for the same identified project in the same fiscal year; however, different aspects of the same project may be funded by different programs or foundations providing the total funding received does not exceed the maximum allowable for any involved program or foundation.

CIP funding may not be used for core or essential municipal, education, health and wellness or social services; or for religious purposes. Funding may not be used to supplement operating costs. One-time operating grants will be considered if a special need can be demonstrated by the applicant.

Priority will be placed on project-based community initiatives rather than ongoing programs. The maximum number of grants for program initiatives will be two consecutive years (e.g. pilot project and first year of program or two consecutive years of an existing program).

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CIP funds cannot be used as matching funds for other provincial lottery-funded grants.

No funding under this program will go to facilities or programs that fall within the exclusive domain of the private or commercial sector, or to components of a facility or program with restricted or extremely limited public use.

CIP funds cannot be used for costs related to a gaming activity, or for the purchase or installation of gaming equipment or for upgrades to facilities for the specific purpose of providing gaming activities (e.g. bingo halls).

CIP funds cannot be used for endowment purposes.

3.1 Grant Matching Requirements

CIP funding is approved on a matching basis. This means the organization must contribute an amount equal to or exceeding the actual CIP grant. The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

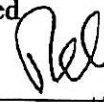
If an applicant does not have matching funds, or can demonstrate significant difficulty raising matching funds, then up to \$10,000 of funding may be approved on a non-matching basis.

Applicants will be encouraged to show self help for all initiatives, within their resource capabilities.

The valuation of volunteerism and donations is based on:

- \$10.00/hour for unskilled labour,
- \$25.00/hour for skilled labour,
- donated materials and professional services at verified fair market value,
- donated heavy equipment, including operator costs, \$50.00/hour.

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Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising and similar activities are not eligible for matching purposes.

4. Program Eligibility**4.0 Eligible Organizations**

The following types of organizations may qualify for CIP funding:

Community not-for-profit groups registered under one of the following:

- Societies Act
- Libraries Act
- Agricultural Societies Act
- Part 9 of the Companies Act
- Part 21 of the Business Corporations Act
- Cemetery Companies Act/Cemeteries Act
- Special Act of the Parliament of Canada
- Special Act of the Alberta Legislature
- School Act
- Foundations established under and regulated by the Regional Health Authorities Act, Post-secondary Learning Act and Alberta Housing Act

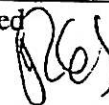
Social Services Sector, and Regional Children's Authorities

First Nations and Metis Settlements

Municipalities (e.g. city, town, village, municipal district, specialized municipality, summer village or town under the Park Towns Act)

Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be an eligible organization for CIP funding and must take full legal and financial responsibility for the grant funds approved.

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4.1 Conditions of Funding

4.1.0 Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. Applications involving land and/or facilities under the direction or ownership of the local municipality must include a statement of municipal opinion in support of the project.

4.1.1 The grant recipient is responsible for the prudent management of grant funds until required for the project:

Prudent management of grant funds would include:

- deposit into an interest bearing account;
- purchase of a secure deposit certificate.

All interest or other income earned becomes part of the grant funds and must be spent on the project but does not need to be matched.

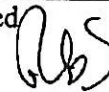
4.1.2 GST paid is considered as a project cost. Any GST recovery (either as GST input tax credit or as GST rebate) must be spent on the project but does not need to be matched.

4.1.3 The grant recipient must establish and maintain proper accounting records for the project for which CIP funding is received.

4.1.4 Applicants with overdue Accounting Statements for previous CIP, Community Facility Enhancement Program (CFEP) or Community Lottery Board funding will not be eligible for any further lottery funding from these programs until financial accounting for the previous grant(s) has been satisfactorily completed and submitted to the Department of Gaming.

4.1.5 If a facility or capital equipment purchased through a CIP grant is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date the applicant may be required

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to repay, to Alberta Gaming, a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Deputy Minister of Gaming. Considerations regarding the amount to be repaid (if any) include:

- length of time after the grant that the property or equipment is sold or the lease is terminated,
- whether the property or equipment is sold at fair market value,
- the reason for the sale or termination of the lease,
- whether it is in the best interest of the applicant to sell or terminate the lease, and
- the use of proceeds from the sale.

The applicant will be required to notify CIP administration if the facility or capital equipment is sold or the lease is terminated.

4.2 Change of Project

4.2.0 If an applicant wishes to revise the nature of the project approved in the original application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of program administration for grants up to \$10,000. For grants over \$10,000, approval of the Deputy Minister of Gaming is required. In circumstances where the request involves work outside of program parameters, approval of the Minister is required.

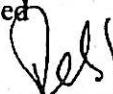
4.3 Needs Assessment Criteria

Criteria to demonstrate need for project approval normally includes, but is not necessarily limited to, the following:

Project Viability

- background of Applicant
(i.e. membership size/representation),

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- sufficiency of matching resources,
- how total project funding will be provided,
- long term financial viability and self-sufficiency.

Project Benefits

- direct and indirect community economic benefit,
- quality of life/community wellness enhancement,
- programming/operational efficiencies,
- protects previous provincial investments.

Community and Regional Need

- public safety/improved access (including disabled),
- enhanced utilization/meet changing needs,
- provide a direct service to the community,
- municipal/community support.

Availability of CIP Funding

- prior CIP funding to applicant/community,
- regional funding equity.

Special Considerations

- proven extraordinary need,
- priority within a high needs region,
- disaster related,
- regional/provincial scale project,
- operational/debt reduction.

In addition, consideration will be given to:

- how the project will benefit community residents, beyond the applicant's direct membership.
- the extent to which the project duplicates other available facilities/programs in the area.

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Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

5. Program Management**5.0 Freedom of Information**

The Department of Gaming operates under the Freedom of Information and Protection of Privacy Act (FOIP). Information requested from an applicant is to determine eligibility for a CIP grant. Collection of this information is authorized by the Gaming Grants Regulation pursuant to the Government Organization Act. All records in its custody or under its control are subject to the provisions of the FOIP Act.

5.1 Application Requirements

5.2.0 In each fiscal year the maximum funding for any one project is \$75,000. All applications must clearly show how the grant funds are to be spent. Development of the application is the responsibility of the applicant, with optional consultation with CIP administration.

5.2.1 The applicant shall submit a fully completed application form and attach additional information to describe the nature of the project, to outline the estimated costs for the project, to identify project viability and the proposed method of funding for the project. Applicants must demonstrate their ability to meet the matching conditions of the grant or provide reasons why the matching requirement up to \$10,000 should be waived.

5.2.2 The applicant must provide its financial statement for its most recent fiscal period. A minimum requirement is that the organization provide an opening cash balance, summarized revenue, summarized expenditures and closing cash balance for the organization's most recent fiscal period.

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- 5.2.3 The application must be signed by one person with legal and/or financial signing authority for the organization/municipality. This signature indicates the organization's/municipality's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program. Facsimile documents are acceptable.

5.2 Program Delivery Process**5.2.0 Application Distribution**

- 5.2.0.0 The applicant requests CIP application and information package from CIP administration or obtains it from the Alberta Lottery Fund website.

- 5.2.0.1 The applicant may contact CIP administration for assistance in completing the application.

5.2.1 Application Submission

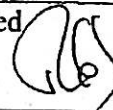
- 5.2.1.0 When the application is completed, the applicant forwards the application and all supporting documentation to CIP administration.

- 5.2.1.1 The application is processed for entry into the CIP Information System and for application review.

5.2.2 Application Review

- 5.2.2.0 CIP administration conducts a review of the application, based upon the approved program guidelines. If necessary, CIP administration contacts the applicant to obtain additional information concerning the application.

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- 5.2.2.1 CIP administration prepares a project evaluation sheet and a grant decision sheet including a funding recommendation and forwards this documentation to the Minister for a decision.

5.2.3 Approval Process

- 5.2.3.0 When an application has been approved, CIP administration requests that a cheque be prepared.
- 5.2.3.1 CIP administration forwards transmitting correspondence to the Minister and once signed the cheque is forwarded to the applicant.
- 5.2.3.2 When an application has been declined, the Department of Gaming sends a letter of regret to the applicant.
- 5.2.3.3 The applicant may appeal a decision in writing to the Minister or CIP administration. The Minister will make the final decision on any appeals received.

5.3 Accounting Process

- 5.3.0 Recipients of CIP funds must file with the Department of Gaming an Accounting Statement. This statement must be filed no later than two years from the date of the cheque, unless an extension of the project completion date and/or the accounting period has been approved by program administration for grants up to \$10,000. For grants over \$10,000, approval of the Deputy Minister of Gaming is required.

The Accounting Statement for the project must be properly completed and signed by a duly authorized representative having legal and/or financial signing authority for the organization. The statement must show how the CIP grant was expended, that matching funds were provided (if applicable), that other funds (i.e. interest or other income earned on the CIP grant, GST input tax credits or GST rebates) were expended on the

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project. This information should be supported with sufficient detail to indicate conformity with conditions associated with the grant.

5.3.1 The grant recipient shall, upon request of the Department of Gaming or its agent, provide access to all financial documents or records of the grant recipient relative to the CIP funding provided. In addition, the grant recipient shall provide access to records or plans of the grant request related to the initiatives for which the CIP funding is used.

5.3.2 In cases where the total funds to be accounted for (i.e. CIP grant amount, plus other provincial lottery grant funding, plus required matching funds, plus any interest or other income earned on the CIP grant, plus project-specific GST rebates and/or input tax credits) were not spent on the identified project, then the following applies:

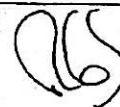
5.3.2.0 The amount of the CIP grant expended is determined based upon the matching funds provided (if applicable) for the project. The CIP grant (plus other provincial lottery grants, if applicable) must be fully matched before other funds (i.e. interest or other income earned on CIP grant, GST input tax credits and/or GST rebates) may be considered expended on the project.

5.3.2.1 One of the following actions must be taken:

5.3.2.1.0 The grant recipient must request and receive approval from program administration for a change in use of unexpended grant funds up to \$10,000. For unexpended grant funds over \$10,000, approval of the Deputy Minister of Gaming is required. In circumstances where the change involves work outside of program parameters, the approval of the Minister is required.

5.3.2.1.1 The grant recipient must return to Alberta Gaming any unexpended CIP grant funds plus any interest or other

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income earned on the CIP grant, plus project-specific GST rebates and/or input tax credits related to the project.

5.3.2.1.2 Unconditional use of immaterial amounts of funding is approved by the Deputy Minister of Gaming.

5.3.3 Any grant recipient that does not comply with a request for additional information or does not provide an acceptable accounting of program funds within the approved time frame, may be subject to legal action and will be ineligible to receive additional CIP or CFEP funding until acceptable accounting is provided.

6. Program Evaluation

6.0 An assessment of the CIP program will be carried out by the Department of Gaming within six months of termination of each three year term of the program.

6.1 Any major changes or policy interpretations regarding program guidelines will be referred to the Minister for review and decision.

7. Project Communications

7.0 Applicants are required to provide recognition of the Alberta Lottery Fund contribution to the project.

7.1 Where appropriate, a mock presentation cheque will be provided. A commemorative plaque will be provided for all grants of \$50,000 or more.

8. Special Need Consideration

8.0 Ten percent of program funding will be set aside to fund special need projects such as disaster, and regional and provincial scale projects. These projects will be identified for special consideration of the Minister of Gaming.

Approved



November 19, 2004

SUBJECT

COMMUNITY INITIATIVES PROGRAM

PURSUANT TO LEGISLATION

GOVERNMENT ORGANIZATION ACT

- 8.0.1 Support to community projects with a proven extraordinary need, resulting from a disaster or inordinate circumstance creating a significant community hardship. Guideline: maximum \$75,000 per project per year (no matching requirement).
- 8.0.2 Support to projects which identify regional or province-wide use. Guideline: maximum of \$75,000 per project per year. (50% matching requirement).
- 8.1 One-time operating grants or debt reduction/retirement grants will be considered if a special need can be demonstrated by the applicant. Guideline: operating deficit or up to 50% of total outstanding debt; maximum \$75,000 per project (no matching requirement).
9. **Discretionary Consideration**
- 9.1 A waiver of matching funds for grants over \$10,000 will be considered at the discretion of the Minister of Gaming, if a special need can be shown by the applicant.
- 9.2 In consideration of public interest, the Minister of Gaming may exercise discretion in approving applications which fall outside the general intent of the program.

Approved



November 19, 2004



APPLICATION AND GUIDE



WHAT IS THE COMMUNITY INITIATIVES PROGRAM?

The Community Initiatives Program (CIP) provides funds from the **Alberta Lottery Fund** to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines.

WHO MAY APPLY FOR CIP FUNDING?

Eligible applicants include:

1. Community not-for-profit groups registered (and in good standing) under one of the following:
 - Societies Act
 - Libraries Act
 - Agricultural Societies Act
 - Part 9, Companies Act
 - Part 21, Business Corporations Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - School Act
 - Regional Health Authorities Act, Post-Secondary Learning Act, Colleges Act, Alberta Housing Act and Foundations established under and regulated by these Acts
 - Cemetery Companies Act/Cemeteries Act
2. Municipalities (e.g. city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
3. First Nations and Métis Settlements
4. Social Services Sector and Regional Children's Authorities

Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under CIP funding criteria, and must take full legal and financial responsibility for the grant funds approved.

WHAT PROJECTS MIGHT BE FUNDED?

CIP is intended to support project-based initiatives in the areas of:

- community services
- parks
- libraries
- education
- children's services
- environmental protection
- recreation and sport
- arts and culture
- health
- social services
- seniors' services

CIP HIGHLIGHTS

1. Total CIP funding of \$30 million per fiscal year.
2. Maximum CIP grant of \$75,000 per project per fiscal year. Only one CIP application can be submitted for a specific project in each fiscal year (April 1 to March 31).
3. **A CIP applicant may not receive funding from another lottery funded program or foundation for the same identified project in the same fiscal year.**
4. Applicants will be encouraged to demonstrate self-help for all initiatives, within their resource capabilities.
5. CIP funding is approved on a matching basis. This means organizations must contribute an amount equal to or exceeding the actual CIP grant. The matching requirement may be met in the form of any combination of money, donated labour/services, donated materials/equipment, all of which must be specifically related to the project.
6. The value of project-specific volunteerism for CIP is based on:
 - \$10.00/hour for unskilled labour
 - \$25.00/hour for skilled labour
 - Donated materials and professional services at verified fair market value and
 - Donated heavy equipment (including operator) \$50.00/hour

Charitable gaming proceeds generated from licensed gaming events (eg. bingo, casinos, raffles, and pull tickets) can be used for matching purposes, provided the proposed use has been approved by the Alberta Gaming and Liquor Commission.

Time and labour provided towards preparation of CIP funding applications, committee planning meetings, fundraising and similar activities are not eligible for CIP matching purposes.

7. **If a group can demonstrate significant difficulty in raising matching funds, up to \$10,000 will be considered on a non-matching basis.**
8. One-time operating grants will be considered if a special need can be demonstrated by the applicant.
9. Priority will be placed on project-based community initiatives rather than ongoing programs. CIP funding for an initiative will be considered to a maximum of two consecutive years.
10. Applicants are encouraged to obtain a statement of municipal opinion in support of their project. Applications involving land and/or facilities under the direction or ownership of the local municipality **must** include a letter from the municipality in support of the project. If not owned by a municipality, a letter of support from the owner (if different than the applicant) is required.

11. CIP funding **cannot** be used for:
 - religious purposes
 - ongoing, core or essential municipal, educational, health and wellness or social services
 - supporting "for profit" commercial ventures or private organizations
 - endowment purposes
12. CIP grant recipients must expend all funding, accrued interest and GST rebates on the approved project and provide financial accounting within two years of the cheque date unless otherwise agreed to by Alberta Gaming.
13. Based on assessment criteria, CIP funding awarded may be less than that sought by the applicant.
14. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain CIP funding.
15. The number of CIP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region will be considered.
16. Applications with overdue financial accounting statements for previous CIP and Community Facility Enhancement Program (CFEP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.
17. Application information will only be given to the project contact person and application signator.

CIP OFFICE

Submit completed CIP applications to:

Community Initiatives Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

For further information about CIP or for additional application forms, please call or visit our website:

Toll-Free at 1-800-642-3855 or albertalotteryfund.ca

Applications are reviewed and processed throughout the year.

Freedom of Information and Protection of Privacy Act.

The information that you provide on this CIP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, please contact CIP administration at 1-800-642-3855.



APPLICATION

APPLICANT INFORMATION

Legal Name of Applicant:			
Act Incorporated Under:		Incorporation Number:	
Registered Mailing Address:			
	Postal Code		

***All correspondence and cheque will be mailed to this address.**

Please attach:

- List of **current executive and/or board of directors**, including names, positions/titles, and phone numbers (home and work);
- **Most recent financial statement** must be dated and signed.

INITIATIVE INFORMATION

Contact Person		Phone No.:	Work:	
Mr./Mrs./Ms.:			Home:	
E-Mail:			Fax:	
Website (if applicable):				

Initiative Name

Initiative Location – Apt. No., Street No., Street Name /P.O. Box, R.R. City Province Postal Code

Initiative Description:

- Please provide a one-sentence description of the initiative (e.g. facility upgrade, playground, program development, event):
- Please **attach a detailed description of the initiative** for which CIP funding is requested and an indication of how this initiative will benefit your community.

INITIATIVE FUNDING

Have you applied for another provincial grant for this initiative this fiscal year (April 1 to March 31)? Yes ☐ No ☐

If yes, please specify which grant(s) and amount(s) expected: _____

Please note: Applicants may not receive funding from more than one lottery funded program or agency for the same identified initiative in the same fiscal year.

- ☐ Please check if you are applying for a non-matching grant and, if so, on a separate sheet, identify the reason for not providing matching funds.

TOTAL INITIATIVE COST \$

PROPOSED METHOD OF FUNDING

CIP Grant Request \$

Donated Labour/Services \$

Donated Material/Equipment \$

Cash \$

Other Approved Provincial Grants \$

TOTAL INITIATIVE FUNDING \$

Attach a detailed breakdown of cost.

Attach a detailed breakdown of donated labour/ services, donated material/equipment and source of cash amounts.

Attach a list of other provincial grants (dollars and year) related to this initiative.

This figure should be the sum of the above figures and be equal to the Total Initiative Cost.

APPLICANT AGREEMENT

I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE ORGANIZATION.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- The initiative will benefit the general public.
- An accounting of spending, showing compliance with conditions of the grant shall be provided upon completion of the initiative or no later than two years from the date of the grant cheque.
- Alberta Gaming will be notified if a facility/capital equipment purchased through a CIP grant is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the grant cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to CIP parameters unless otherwise agreed to by Alberta Gaming.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Gaming and/or the Minister's representatives.
- The contribution from the Alberta Lottery Fund for the initiative will be recognized.

Signature _____	Title _____	Dated (Year/Month/Date) _____
Mr./ Mrs./ Ms. _____ (Print Name)	First Name _____ Surname _____	E-mail Address _____
Phone numbers: Work: () _____	Home: () _____	

CIP FUNDING OBLIGATIONS

Financial Accounting

A financial statement showing all sources of funding and all costs of the initiative must be filed with Alberta Gaming upon project completion or no later than two years from the date of the grant cheque. Applicants with overdue financial accounting statements for previous CIP and Community Facility Enhancement (CFEP) grants are not eligible for further lottery funding until financial accounting has passed program review and acceptance.



Recognition

Applicants must provide recognition of the Alberta Lottery Fund contribution to the initiative.

CIP APPLICATION – ATTACHMENT CHECKLIST

- ☐ **Complete Application** - In order to process your application as quickly as possible, application needs to be fully completed and signed.
- ☐ **Current List of Executives/Board of Directors** – Provide a complete listing of names, positions/titles, addresses and phone numbers (home and work).
- ☐ **Non-matching Grant** - If this is a non-matching grant request, identify the reason for not providing matching funds.
- ☐ **Initiative Description/Community Benefits** – Provide a detailed description of the work to be carried out, the need for this initiative, how the community benefits, public accessibility and why this initiative should be funded. You may provide drawings, photographs, letters of local support and other supporting documents.
- ☐ **Initiative Budget** – Provide details regarding costs and expenditures for your initiative.
 - The initiative costs may include donated labour/services, donated material/equipment. These items should be included as a component of the overall initiative costs.
 - Provide initiative quotes and sources of estimates.
- ☐ **Other Alberta Government Funding** – Provide a listing (detailing type of grant, source and amount) of all Alberta Government funding for this initiative.
- ☐ **Financial Statement** – Provide your organization's most recent financial statement which is dated and signed.
- ☐ **Municipal Opinion** - Applications involving land and/or facilities under the direction or ownership of the local municipality **MUST** include a statement of municipal opinion in support of the initiative. If you have not attached a statement of municipal opinion, note the reasons why.

Please keep a copy of this grant application for your reference.

Major Community Facilities Program

PROGRAM GUIDELINES



MAJOR COMMUNITY FACILITIES PROGRAM

PROGRAM GUIDELINES

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SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****1. Program Rationale****1.0 General Purpose**

The Major Community Facilities Program (MCFP) is intended to address the need for major community facilities where funding requirements exceed the level of grants provided by the Community Facility Enhancement Program (CFEP), which generally has a cap of \$125,000.

MCFP is intended to assist municipalities and not-for-profit organizations to plan, upgrade and develop large outdoor and indoor community-use facilities in order to enhance community life and citizen well-being. MCFP will be responsive to local and regional needs, support facility construction, and encourage overall facility cost savings and improved facility usage through innovative capital development and upgrading projects.

1.1 Program Aims

MCFP is primarily intended to accomplish the following:

- 1.1.0 To enhance and protect the existing large community facility infrastructure needs in Alberta which are not met by existing programs, in partnership with Albertans;
- 1.1.1 To assist in the development of large community public-use facilities which are required to respond to the expressed needs of Alberta citizens, and are not met by existing programs;
- 1.1.2 To encourage Alberta communities to build on their strong tradition of volunteerism through supporting facilities for community activities;
- 1.1.3 To empower local citizens, community organizations and municipalities to work together in responding to local needs; and
- 1.1.4 To reinvest revenues generated from provincial lotteries into Alberta communities.

SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****2. Program Funding and Scheduling**

- 2.0 This is a one-time program and funding is \$140 million per year for fiscal 2007-08 and 2008-09.
- 2.1 To manage regional equity throughout the province, MCFP is managed over a two year term. Funding will be generally managed on the basis of ¼ Rural, ¼ Calgary, ¼ Capital Region and ¼ Other Cities.
- 2.2 There is an open application process and the final deadline for receiving applications is the close of business January 30, 2009.
- 2.3 Project funding will be based on a review of the application to ensure conformity with program guidelines, including the provision of a Business Case, and signed approval by the Minister of Tourism, Parks, Recreation and Culture (Minister).

3. Program Parameters

- 3.0 MCFP may provide financial assistance to:
 - Build, purchase, repair, renovate, upgrade or otherwise improve major sports, recreational, cultural or other related family and community wellness facilities.
 - Help organizations conduct studies to assess an existing facility and its suitability to accommodate changes, provide life cycle analysis, develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.
 - Only one MCFP application can be submitted per facility. The applicant can request funding assistance for a planning study, a capital project or a combination of the two. The maximum level of funding for any one facility is \$10 million.
- 3.1 Grant Matching Requirements
 - Funding requests up to \$500,000 will require equal or greater matching dollars from the applicant. Provincial funding must not exceed 50 per cent of total project costs.

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For funding requests of more than \$500,000, the maximum grant is 1/3 of the project cost. The applicant must contribute an amount equal to, or exceeding two-thirds (2/3) of project costs. Provincial funding must not exceed one-third of total project costs.

The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

The valuation of volunteerism and donations is based on:

- \$12.00/hour for unskilled labour,
- \$30.00/hour for skilled labour,
- donated materials and professional services at verified fair market value,
- donated heavy equipment, including operator costs, \$60.00/hour.

Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.

4. Program Eligibility**4.0 Eligible Organizations**

The following types of organizations may qualify for MCFP funding:

- municipalities (a city, town, village, municipal district, specialized municipality, summer village or a town under the Parks Towns Act)
- First Nations and Métis settlements
- community not-for-profit groups who are registered (and in good standing) under one of the following:
 - i) Societies Act
 - ii) Agricultural Societies Act
 - iii) Part 9 of the Companies Act
 - iv) Part 21 of the Business Corporations Act
 - v) Cemetery Companies Act/Cemeteries Act
 - vi) Special Act of the Parliament of Canada
 - vii) Special Act of the Alberta Legislature

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- viii) Foundations established under and regulated by the Regional Health Authorities Act, Post-secondary Learning Act and Alberta Housing Act

4.1 Conditions of Capital Funding

- 4.1.0 The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- 4.1.1 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and accessible to the general public or; in the case where an applicant does not have formal control of the facility (e.g. School Parent Association) it must have written agreement from the organization that does and must be prepared to take full responsibility for the project for which the grant is being requested and all related accounting requirements.
- 4.1.2 Applications involving land and/or facilities under the direction or ownership of the local municipality must include a statement of municipal opinion in support of the project. For all other projects, applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, organizations are encouraged to submit reasons why.
- 4.1.3 A statement of general public access should be included with each application declaring that the general public may regularly participate in activities by satisfying standard admission requirements.
- 4.1.4 No funding under this program will go to facilities that fall within the exclusive domain of the private or commercial sector, or to components of a facility with restricted or extremely limited public use.
- 4.1.5 MCFP funds cannot be used for the purchase or installation of gaming equipment or for upgrades to facilities for the specific purpose of providing gaming activities (e.g. bingo halls).

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- 4.1.6 The applicant must enter into a formal agreement with Alberta Tourism, Parks, Recreation and Culture outlining the terms and conditions of the grant prior to funding being released.
- 4.1.7 Grant funds will be released according to project phases/milestones as outlined in the grant agreement.
- 4.1.8 The applicant shall maintain an interest-bearing account in a chartered bank, Treasury Branch or Credit Union into which shall be paid all of the funding received under this application. The applicant shall establish and maintain an accounting system which incorporates a segregated set of accounts for all funding received, interest earned on all funds and all disbursements of funding by the applicant. The applicant must also be able to clearly identify which bank account holds the funding and the balance of such funding.
- 4.1.9 All interest or other income earned becomes part of the grant funds and must be spent on the project but does not need to be matched.
- 4.1.10 GST paid is considered as a project cost. Any GST recovery (either as GST input tax credit or as GST rebate) must be spent on the project but does not need to be matched.
- 4.1.11 The applicant must establish and maintain proper accounting records for the project for which MCFP funding is received.
- 4.1.12 Applicants with overdue Financial Accounting Statements for previous Community Facility Enhancement Program (CFEP), Community Initiatives Program (CIP), First Nations Development Fund (FNDF) grant program, Centennial Legacies Program or Community Lottery Board funding will not be eligible for MCFP funding until financial accounting for the previous grant(s) has been satisfactorily completed.
- 4.1.13 Funds would not normally be provided under this program for the following purposes:
 - endowments, charitable donations, fundraising campaigns,
 - individuals or commercial for-profit businesses,
 - school or post secondary institution projects for academic purposes,
 - licensed vehicles,

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- audio visual projects, preparation of books and manuscripts, research, films, promotional campaigns, and related items,
- work of art purchase,
- church sanctuaries,
- core/essential municipal facilities which are municipal responsibilities (e.g. municipal administration buildings, roads, utilities),
- other facilities which receive regular budgeted provincial capital support (e.g. hospitals),

4.1.14 If a facility for which a MCFP grant has been received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date, the applicant must notify MCFP administration and may be required to repay, to Alberta Tourism, Parks, Recreation and Culture, a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Director, Lottery Funding Programs. Considerations to be taken into account regarding the amount to be repaid (if any) include:

- length of time after the grant that the property is sold or the lease is terminated,
- whether the property is sold at fair market value,
- the reason for the sale or termination of the lease,
- whether it is in the best interest of the applicant to sell or terminate the lease, and
- if sold, what the proceeds will be used for.

4.2 Change of Project

If an applicant wishes to revise the nature of the project as outlined in the original approved application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of the Director, Lottery Funding Programs. In circumstances where the request involves work greater than \$500,000 or is outside of program parameters, approval of the Minister is required.

4.3 Business Case

A Business Case must be attached to the application form and should describe the project's purpose, outcomes, timeframes and complete financial requirements. Key factors to address include:

- demonstrated need in the community

SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

- community support
- appropriate planning and review
- a project budget which provides a detailed description of project costs and project funding, including committed funding and other contributions (e.g. land) to complete the project
- cash flow requirements
- assumptions which have been used regarding cost escalation factors
- short and longer term viability including ability to meet ongoing operational and maintenance requirements
- regional cooperation where appropriate

4.4 Funding Assessment Criteria

Project approval normally includes, but is not necessarily limited to, the following:

Project Viability

- applicant profile (i.e. membership size/representation),
- sufficiency of matching resources,
- how total project funding will be provided,
- long term financial viability including operating costs.

Project Benefits

- direct and indirect community economic benefit,
- quality of life/community wellness enhancement,
- operational efficiencies,
- protection of previous provincial investments.

Community and Regional Need

- public safety/improved access (including disabled),
- enhanced utilization/meet changing needs,
- municipal/community support.

Availability of MCFP Funding

- prior funding to applicant/community,
- regional funding equity.

Special Considerations

- proven extraordinary need,
- priority within a high needs region,

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- special events/disaster related,
- regional/provincial scale projects,

In addition, consideration will be given to:

- how the project will benefit community residents, beyond the applicant's direct membership.
- the extent to which the project duplicates other available facilities in the area.
- the number of MCFP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region.

Given the fixed amount of funding, some eligible applications may receive an amount less than requested, or the grant request may not be approved.

5. Program Management**5.0 Freedom of Information**

The Department of Tourism, Parks, Recreation and Culture operates under the Freedom of Information and Protection of Privacy Act (FOIP). Information requested from an applicant is required to determine eligibility for a MCFP grant. Collection of this information is authorized by the Community Development Grant Regulation pursuant to the Government Organization Act. All records in its custody or under its control are subject to the provisions of the FOIP Act.

5.1 Application Requirements

5.1.0 The maximum funding for any one facility is \$10 million. All applications must clearly show how the grant funds are to be spent. Development of the application is the responsibility of the applicant, with optional consultation with MCFP administration.

5.1.1 If an application is made requesting funding for both a study and a capital project and the capital project scope is dependent upon the results/recommendations from the study, the capital funding component will normally be held pending the receipt of the results from the study.

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- 5.1.2 The applicant shall submit a fully completed application form and attach a Business Case for the project.
- 5.1.3 The applicant, other than municipalities, must provide its financial statements, including an income statement and balance sheet, for its most recent fiscal period.
- 5.1.4 The application must be signed by one person with legal and/or financial signing authority for the organization/municipality. This signature indicates the organization's/municipality's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program. Facsimile documents are acceptable.

5.2 Program Delivery Process

5.2.0 Application Distribution

5.2.0.0 The applicant can request the MCFP application and information package from a Member of the Legislative Assembly (MLA), program administration or download an application from the department website.

5.2.0.1 The applicant may contact MCFP administration for assistance in completing the application.

5.2.1 Application Submission

5.2.1.0 When the application is completed, the applicant forwards the application and all supporting documentation to MCFP administration.

5.2.1.1 The application is entered into the MCFP information system for review.

5.2.2 Application Review

5.2.2.0 MCFP administration reviews the application based upon the program guidelines. If necessary, MCFP administration contacts

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the applicant to obtain additional information concerning the application.

- 5.2.2.1 MCFP administration prepares a project evaluation sheet and a grant decision sheet including a funding recommendation and forwards this documentation to the Minister for a decision.

5.2.3 Approval Process

- 5.2.3.0 If an application is declined, MCFP administration sends a letter of regret to the applicant.

- 5.2.3.1 The applicant may appeal a decision, in writing, to the Minister or MCFP administration. The Minister will make the final decision on any appeals.

- 5.2.3.2 When an application is approved, MCFP administration requests that a cheque be prepared.

- 5.2.3.3 MCFP administration forwards a cheque and transmitting correspondence to the Minister.

5.3 Accounting Process

- 5.3.0 Within 90 days of the end of each of the grant recipient's fiscal years during which the grant agreement is in effect, the grant recipient shall submit to Alberta Tourism, Parks, Recreation and Culture a Review Engagement Report for the fiscal year just ended prepared by an independent accountant licensed to practice in Alberta, and signed by the president or designate, and by one other board member other than the treasurer of the recipient. These statements shall include information on the grant and interest, and shall state that the grant and any interest have been used for the purpose as set out in the agreement.

Upon completion of the project, but in no case later than six months past the project completion date set out in the agreement, the recipient shall submit an audited final report, prepared by an independent accountant, to Alberta Tourism, Parks, Recreation and Culture that includes:

- a detailed description of the completed project;

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- the benefits of the completed project;
- the uses to be made of the completed project, including any associated facility;
- a final set of financial statements relating to the completed project; and
- a description of communication opportunities provided for the Alberta Lottery Fund and Government of Alberta.

5.3.1 The grant recipient shall, upon request of Alberta Tourism, Parks, Recreation and Culture or its agent (e.g. Office of the Auditor General, Corporate Internal Audit Services), provide access to all financial documents or records of the grant recipient relative to the MCFP funding provided. In addition, the grant recipient shall provide access to records or plans related to the initiatives for which the MCFP funding is used.

5.3.2 In cases where the total funds to be accounted for (i.e. MCFP grant amount, plus other provincial grant funding, plus required matching funds, plus any interest or other income earned on the MCFP grant, plus project-specific GST rebates and/or input tax credits) were not spent on the identified project, then the following applies:

5.3.2.0 The amount of the MCFP grant expended is determined based upon the matching funds provided for the project. The MCFP grant (plus other provincial grants) must be fully matched before other funds (i.e. interest or other income earned on the MCFP grant, GST input tax credits and/or GST rebates) may be considered expended on the project.

5.3.2.1 One of the following actions must be taken:

5.3.2.1.0 The grant applicant must request and receive approval from the Director, Lottery Funding Programs for a change in use of unexpended funds. In circumstances where the change involves work greater than \$500,000 or is outside of program parameters, the approval of the Minister is required.

5.3.2.1.1 The grant applicant must return to the Department of Alberta Tourism, Parks, Recreation and Culture unexpended MCFP grant funds plus any interest or

SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

other income earned on the MCFP grant, plus project-specific GST rebates and/or input tax credits related to the project.

5.3.2.1.2 Unconditional use of immaterial amounts of funding is approved by the Director, Lottery Funding Programs.

5.3.3 Any grant recipient who does not comply with a request for additional information or does not provide an acceptable accounting of program funds within the approved time frame, may be subject to legal action, and will be ineligible to receive additional Major Community Facilities Program, Community Facility Enhancement Program, Community Initiatives Program, or First Nations Development Fund grant program funding until acceptable accounting is provided.

6. Program Evaluation

- 6.0 An assessment of the MCFP will be carried out by program administration within six months of termination of the program.
- 6.1 Any major changes or policy interpretations regarding program guidelines will be referred to the Minister for review and decision.

7. Project Communications

- 7.0 Applicants are required to provide recognition of the Alberta Lottery Fund and Government of Alberta contribution to the project.
- 7.1 Public announcements regarding projects funded by the MCFP will be developed jointly by the grant recipient, Alberta Lottery Fund and the Government of Alberta based on the communications requirements stated in the agreement for each Major Community Facilities Program grant.

8. Discretionary Consideration

SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

In consideration of the public interest, the Minister may use discretion to waive any specific component of the program guidelines, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community and region.

In the first year of the program, the Minister can approve two year funding commitments pending second year approval of program funding, and satisfaction of annual grant conditions.

Major Community Facilities Program

Funded by the Government of Alberta through the Alberta Lottery Fund

Application and Information Package



Major Community Facilities Program

The Major Community Facilities Program (MCFP) is intended to address the need for major community facilities where funding requirements exceed the level of grants provided by the Community Facility Enhancement Program (CFEP), which generally has a cap of \$125,000.

MCFP is intended to assist municipalities and not-for-profit organizations to plan, upgrade and develop large outdoor and indoor community-use facilities to enhance community life and citizen well-being.

MCFP will be responsive to local and regional needs and will support facility construction and encourage overall facility cost savings and improved facility utilization through innovative capital development and upgrading projects.



The Alberta Lottery Fund is the provincial government's share of net revenues from VLTs, slot machines, and ticket lotteries.

Lottery Fund dollars are distributed through allocations to specific ministries, and through those ministries to public initiatives, foundations and grant programs.

The Ministry of Tourism, Parks, Recreation and Culture administers a portion of lottery fund dollars for key foundations and grant programs.

Thousands of volunteer and community-based initiatives are funded annually through the Alberta Lottery Fund. Examples include: community facilities, libraries, museums, sports and athletic events, agricultural societies, major exhibitions, arts and culture groups, wildlife and conservation projects, public athletic facilities, seniors groups, recreation, children and social service organizations, tourism and historical resources.

For more information:

www.tprc.gov.ab.ca

STRENGTHENING ALBERTA'S COMMUNITIES

The Major Community Facilities Program (MCFP) builds on the achievements of communities across Alberta and recognizes the volunteer spirit in our province.

The Major Community Facilities Program is intended to assist municipalities and not-for-profit organizations to plan, upgrade and develop large outdoor and indoor community-use facilities in order to enhance community life and citizen well-being.

Guidelines are available at: www.tprc.gov.ab.ca

Program Funding

This is a one-time program and funding is \$140 million per year for two years: 2007-2008 and 2008-2009.

MCFP has an open application process and the final deadline for receiving applications is the close of business January 30, 2009.

Program Aims

Intended to be broad in its coverage, MCFP has the following basic aims:

- To enhance and protect the existing large community facility infrastructure needs in Alberta which are not met by existing programs, in partnership with Albertans;
- To assist in the development of large community public-use facilities which are required to respond to the expressed needs of Alberta citizens, and are not met by existing programs;
- To encourage Alberta communities to build on their strong tradition of volunteerism, through supporting facilities for community activities;
- To empower local citizens, community organizations and municipalities to work together in responding to local needs; and
- To reinvest revenues generated from provincial lotteries into Alberta communities.

What This Package Contains

The information contained in this package identifies the organizations and projects eligible for funding; the level of funding available, conditions for funding, funding criteria, accountability of recipients, application form and the requirements for a business case.

Application Package

MCFP information and application packages can be accessed through your Member of the Legislative Assembly (MLA), Program Administration (see contact info below) and can be downloaded from the website identified below.

A separate application is required for each project. Please read the instructions carefully. If you have questions about MCFP guidelines, project applicability or would like assistance in completing your application, we encourage you to contact one of our Community Liaison Officers (CLOs).

Northern Alberta	(780) 447-8811
Central/Southern Alberta	(780) 447-7449
Calgary Area	(403) 297-7631
Edmonton Area	(780) 447-8815
Toll-free at 1-800-642-3855	
Website: www.tprc.gov.ab.ca	

Submit completed applications to:

Major Community Facilities Program
Lottery Funding Programs
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Organizations Eligible for Funding

The following organizations are eligible to apply for funding under MCFP:

- Municipalities (a city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
- First Nations and Métis Settlements
- Community not-for-profit groups who are registered (and in good standing) under one of the following:
 - Societies Act
 - Agricultural Societies Act
 - Part 9 of the Companies Act
 - Part 21 of the Business Corporations Act
 - Cemetery Companies Act/Cemeteries Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - Foundations established under and regulated by the Regional Health Authorities Act, Post-Secondary Learning Act and Alberta Housing Act

MCFP Funding

Major Community Facilities Program funding provides financial assistance to build, purchase, repair, renovate, upgrade or otherwise improve large sports, recreational, cultural or other related family and community wellness facilities. Studies and design documents are also eligible for funding.

Facilities Eligible for Funding

Generally any outdoor or indoor facility used for sports, recreation, culture or other related family and community wellness purposes can be considered for funding under MCFP. Only one application can be submitted per facility until January 30, 2009. The application can include a request for funding assistance related to a planning study, a capital project or a combination of the two.

Level of Funding

The maximum funding for any one facility is \$10 million. Grant requests must be more than \$125,000.

Grant Funding Requirements

Funding requests for amounts up to \$500,000 will require equal or greater matching dollars from the applicant. Provincial funding must not exceed 50 per cent of total project costs.

For funding requests of more than \$500,000, the maximum grant is 1/3 of the project cost. The applicant must contribute an amount equal to or exceeding two-thirds (2/3) of project costs. Provincial funding must not exceed one-third (1/3) of total project costs.

The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

The valuation of volunteerism and donations is based on:

- \$12.00/hour for unskilled labour,
- \$30.00/hour for skilled labour,
- Donated materials and professional services at verified fair market value,
- Donated heavy equipment, including operator costs, \$60.00/hour.

Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.

Charitable Gaming Proceeds

Charitable gaming proceeds generated from licensed gaming events (e.g. bingos, casinos, raffles & pull tickets) can be used for matching purposes, provided the proposed use has been approved by the Alberta Gaming and Liquor Commission.

Funding Conditions

The following general terms and conditions for capital funding apply:

- The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and is accessible to the general public.
- The grant recipient must establish and maintain proper accounting records.
- If a facility for which a MCFP grant has been received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date, the applicant must notify MCFP administration and may be required to repay, to Alberta Tourism, Parks, Recreation and Culture, a portion or all of the grant amount.

Applications involving land or facilities under the ownership or direction of the local municipality must include a statement of municipal support for the proposed project.

The grant recipient must provide recognition to the Alberta Lottery Fund and the Government of Alberta for funding support to the project.

MCFP Application Process

In order to process applications as quickly as possible, the information requested from applicants needs to be fully completed. Instructions are included to make the application form easier to fill out. **Please refer to the application form for further information.**

General Considerations

The following items are taken into consideration in assessing your application:

- The stated benefit of the project to the community, including the current and future use of the facility, and the anticipated impact of the project on the community.
- How the project will benefit community residents, beyond the applicant's direct membership.
- Perceived cost benefits anticipated as a result of the project.
- Benefits related to improved operational viability and facility use.
- Improved facility access and use by disabled persons.
- An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided.
- An applicant's demonstration of community service.
- The extent to which the project duplicates other available facilities in the area will be considered.
- Applicants with overdue Financial Accounting Statements for previous Community Facility Enhancement Program (CFEP), Community Initiatives Program (CIP), First Nations Development Fund (FNDF) grant program, Centennial Legacies Program or Community Lottery Board funding will not be eligible for MCFP funding until financial accounting for the previous grant(s) has been satisfactorily completed.

Business Case **Please see Business Case Guidelines following application form.*

A Business Case must be attached to the application form and should describe the project's purpose, outcomes, timeframes and complete financial requirements. Key factors to address include:

- demonstrated need in the community
- community support
- appropriate planning and review
- a project budget which provides a detailed description of project costs and project funding, including committed funding and other contributions (e.g. land) to complete project

Business Case (continued)

- cash flow requirements
- assumptions used regarding cost escalation factors
- short and longer term viability including ability to meet ongoing operational and maintenance requirements
- regional cooperation where appropriate

Program Agreement and Accounting of Funds

Alberta Tourism, Parks, Recreation and Culture and the applicant will enter into a formal agreement prior to funding being released.

Grant funds will be released according to project phases/milestones as outlined in the grant agreement.

Monies must be deposited into an account where the funding and accrued interest can be tracked.

Interim accounting is required annually and an audited final report, prepared by an independent auditor, is required at the end of the project.

Please note:

The number of MCFP applications received from the same community or region, and previous Alberta Government and lottery grants provided to the applicant, community and region will be considered when making funding decisions.

Given the fixed amount of funding, some eligible applications may receive an amount less than requested, or the grant request may not be approved.

Freedom of Information and Protection of Privacy Act

The information that you provide on this MCFP application form is collected under the authority of the Community Development Grant Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request.

If you have any questions about the collection and use of this information, please contact MCFP administration at 1-800-642-3855.

MCFP Application Instructions

These definitions and instructions will help with the accurate completion of the application form. A fully completed application together with all supporting documentation will facilitate timely processing.

Municipality/Organization

- **Legal Name** - The legal name under which the organization is registered.
- **Registration** - Community organizations, must identify the applicable Act under which they are registered and provide the organization's registration number.
- **Registered Mailing Address** - The address to which ALL correspondence regarding the application is to be sent (including cheques).
- **Contact Person** - This person must be knowledgeable regarding the project and application submitted by the organization, and be available during the day to discuss the project if any clarification is required.
- **Application information will only be given to the contact person and application signator.**

Facility

- **Name of Facility** - The formal/legal name of the facility.
- **Street Address or Legal Description** - An exact description of the facility location.
- **Registered Holder of Land Title** - The title holder of the land on which the facility is situated.
- **Facility Operator/Leaseholder** - If different from the holder of the land title of the facility.

Municipal Opinion

Applications involving land and/or facilities under the direction or ownership of the local municipality, **must** include a statement of municipal opinion in support of the proposed project.

For all other projects, applicants are encouraged to obtain a statement of municipal opinion in support of a proposed project. If a statement is not submitted, please indicate the reasons why.

Project Information

Nature of Project – Provide a one sentence description of the project.

A **Business Case** demonstrating the need in the community, community support, appropriate planning and review, short and longer term viability including ability to meet ongoing operational and maintenance requirements, regional cooperation where appropriate, and committed funding or other contributions (e.g. land) to complete the project, cash flow requirements, complete project budget, associated deliverables and assumptions which have been used regarding cost escalation factors.

A guideline for the Business Case is enclosed with the application form.

Proposed Method Of Funding

Provide funding information from Project Funding details in the Business Case:

- Total Project Cost
- MCFP Grant Request
- Other Funds
- Total Project Funding

Declaration

The application must be signed by one person with legal and/or financial signing authority for the municipality/organization. This signature indicates the municipality's/organization's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program

Please keep a copy of the grant application for reference.

Application Form

Please read instructions prior to completing application form.

Major
Community
Facilities
Program



Alberta

MUNICIPALITY/ORGANIZATION

Legal Name:

Incorporation/Act Registered under:

Registration No.

All correspondence will be mailed to this address.

Registered Mailing Address:

Postal Code:

Contact Person: Mr/Mrs/Ms:

Phone #s: Work: ()

Home: ()

Fax: ()

Email:

Website (if applicable):

List of Executives: On a separate piece of paper, provide a list of the current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work).

FACILITY

Name of Facility:

Street Address or Legal Description:

Registered Holder of Land Title:

Facility Operator/Leaseholder:

PROJECT INFORMATION

Nature of Project:

Business Case: Provide Business Case as per enclosed guidelines.

PROPOSED METHOD OF FUNDING

Total Project Cost \$ _____

MCFP Grant Request \$ _____

Other funds to complete project cost ... \$ _____

Total Project Funding \$ _____

Total Project Cost and Total Project Funding should be equal.

Detailed figures should be included in Business Case.

Has this facility received other provincial grants? ____ Yes ____ No If yes, include amount and year(s) _____

Municipal opinion attached? ____ Yes ____ No (Please attach either opinion or reason why it is not included.)

Please continue on for Checklist, Declaration and Business Case Guidelines.

Please complete the following checklist and include the supporting documentation.

☐ **List of current executive**

☐ **Business Case – Guidelines enclosed**

This should demonstrate the need in the community, community support, appropriate planning and review, short and longer term viability including ability to meet ongoing operational and maintenance requirements, regional cooperation where appropriate and committed funding or other contributions (e.g. land) to complete the project, cash flow requirements, complete project budget and associated deliverables and assumptions which have been used regarding cost escalation factors.

☐ **Municipal Opinion:** Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

☐ **Financial Statement:** The applicant, other than municipalities, must provide its financial statements, including an income statement and balance sheet, for its most recent fiscal period. Please ensure the statement is dated and signed.

☐ **Public Accessibility:** Details on who will use this facility, how the local community will access it and the extent of public use are attached.

IMPORTANT:

- **Unsigned applications will not be considered.**
- Application information will only be given to the contact person and application signator.

- Applicants with overdue Financial Accounting Statements for previous Community Facility Enhancement Program (CFEP), Community Initiatives Program (CIP), First Nations Development Fund (FNDF) grant program, Centennial Legacies Program or Community Lottery Board funding will not be eligible for MCFP funding until financial accounting for the previous grant(s) has been satisfactorily completed.

- Applicant must provide recognition to the Alberta Lottery Fund and the Government of Alberta for funding support to this project.

Freedom of Information and Protection of Privacy Act:

The information that you provide on this MCFP application form is collected under the authority of the Community Development Grant Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact MCFP administration at 1-800-642-3855.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

**Major Community Facilities Program
Lottery Funding Programs
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Phone 1-800-642-3855 (toll free)**

DECLARATION

PLEASE READ DECLARATION BEFORE SIGNING.

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided as per program requirements.
- MCFP Administration will be notified if the facility for which a MCFP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Tourism, Parks, Recreation and Culture, and/or the Minister's representatives.
- **The contribution from the Alberta Lottery Fund and Government of Alberta for the project will be recognized.**

Signature of Authorized Representative

Title

Date (Year/Month/Date)

Mr./Mrs./Ms. _____

(Print Name)

First Name

Surname

E-mail Address: _____

Contact phone numbers: Work: ()

Home: ()

Please keep a copy of this grant application for your reference.

Major Community Facilities Program Business Case Contents

Note to applicant:

The following is offered as a guideline to illustrate how to prepare the Business Case requirement of the application for your project to the Major Community Facilities Program. The level of detail provided can vary depending on the complexity of your project, but must be adequate to make a clear case of project need, as well as project technical, financial and operational viability.

1. **Executive Summary** -The Executive Summary should provide a concise summary of the key highlights of the Business Case for your project. It should be a summary of the Who, What, Where, Why, How and When of the project. From this, the reader should be able to understand:

- ⊕ Who the applicant is
- ⊕ What the project is
- ⊕ What is the need for the project and what will the benefits of project completion be to the community
- ⊕ The viability of the project

The Executive Summary should be no more than 2 pages in length, not contain information that is not in the body of the Business Case and be able to exist as a stand alone document.

2. **Project Details** - This section will expand on the Executive Summary, providing the details required to illustrate the need, benefits and viability of the project. This section will include:
 - ⊕ Detailed applicant information. Applicants other than municipalities should include the history, size and mandate of their organization, the financial stability of the organization, programs offered, and the success of those programs.
 - ⊕ Project needs and benefits. Outline the need for this project, how that need was determined, and what benefits or outcomes the completed project will have in your community. If a study has been completed to assess these needs and the feasibility of the project, attach relevant portions of the study as an addendum.
 - ⊕ A summary and status of the project planning and review stages, as well as a project completion schedule.
 - ⊕ Illustration of ability to meet ongoing operational costs of proposed facility. Submit a budget showing estimated facility expenses, proposed revenues and cash flow requirements. If this has been prepared by a consultant, attach as an addendum.
 - ⊕ Where appropriate, outline how regional cooperation will enhance the completion, operation and utilization of this facility.
 - ⊕ Confirmation of public access to the facility.
 - ⊕ Community support for the project. Attach relevant letters of support.
3. **Project cost-** Provide a detailed project cost breakdown, including copies of consultant or contractor estimates. Costs should reflect a functional facility when completed i.e. not a phase of the facility, such as a shell.
4. **Project funding-**provide a detailed funding breakdown, which will equal the project cost. The breakdown is to identify the requested grant amount as well as identify and confirm the other sources of funds, contributions (such as land) necessary to complete the project, cash flow requirements, and assumptions which have been used regarding cost escalation. Provide confirmation of matching funds and other contributions as necessary to confirm project viability.

DEVELOPMENT INITIATIVES PROGRAM



GRANT APPLICATION



Mission of the ASRPWF

To facilitate and enhance activities, lifestyles and legacies through the development of active partnerships in Sport, Recreation, Parks and Wildlife programs.

Purpose of the Program

The purpose of the **Development Initiatives Program** is to provide support to Albertans working in the areas of sport, recreation, parks and wildlife for project and program related endeavors.

Eligibility – Who Can Apply?

Eligible applicants include, but are not limited to:

1. Community not-for-profit groups registered (and in good standing) under one of the following:
 - Societies Act
 - Agricultural Societies Act
2. Non-registered not-for-profit groups providing up to date financial statements and support documentation
3. Municipalities, First Nations and Métis Settlements
4. Educational Institutions
5. Individuals
6. Organizations and Individuals conducting research

For-profit organizations will not be considered for funding

For More Information

www.asrpwf.ca

Program Coordinator:

Steven Patrick 780-644-4897

North / South Regional Coordinator

Stacey Plitt 780-422-7108

All numbers can be reached toll free by first dialing 310-0000.



TransCanada
In business to deliver

Project Guidelines

Applications will be reviewed on their individual merit based on the objectives of the Foundation, the financial resources available and the following parameters:

- ◆ All projects must fit within the mandate of the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ◆ In order to avoid any duplication, projects must be outside the scope of existing Foundation programs.
- ◆ Priority will be given to projects that are innovative and creative.
- ◆ Please note that typical grants range up to \$5,000.
- ◆ Projects should have a component of self-help: an indication of funds and/or volunteer time contributed by the individual or organization.
- ◆ Applications for projects must be received prior to the initiation of the project/purchase of equipment.
- ◆ Projects requesting operational costs and administrative expenses are not eligible due to the ongoing nature of the request.
- ◆ A DIP applicant may not receive funding from another lottery funded program or foundation for the same identified project.

Additional Guidelines for Organizations

Purchase of Equipment

- ◆ Equipment for the effective running of programs is eligible.
- ◆ Quotes and Sources of Estimate must be included.
- ◆ Office related equipment will be considered low priority.
- ◆ **Items not to be funded:** uniforms and similar club apparel, and items of a personal nature for club members (footwear, jackets, waterbottles, etc.).

Conferences and Events

- ◆ Application may be made for costs of speakers.
- ◆ **Items not to be funded:** prizes and trophies, officials' costs, facility rental.

Coaches, Instructors and Leaders

- ◆ Consideration may be given to providing funds for the hiring of part-time/full-time coaches, leaders, or other personnel once every five calendar years.
- ◆ For these requests, an explanation of how the need was determined must be included.

Other Items not Funded

- ◆ Capital building projects.
- ◆ Debt reduction / covering shortfalls on operating budgets.
- ◆ Operational costs and administrative expenses.
- ◆ Team/group travel.

Additional Guidelines for Research

- ◆ A budget of expenses, a resume, and support letters relating to the project must be included.
- ◆ For university researchers, a supplemental signature page must be included.

Project Guidelines Continued

Additional Guidelines for Individuals

- ◆ A maximum of \$1,000 per 12 month period per applicant will be awarded.
- ◆ An individual may only receive funding for three years.
- ◆ A budget of expenses and a resume relating to the project must be included.
- ◆ A letter of support from the Provincial Sport/Recreation Association must accompany all individual applications.
- ◆ Priority will be given to:
 - athletes in the "training to win" stage of their sport's Long Term Athlete Development (LTAD) model
 - individuals with extraordinary circumstances.

The Application Process

The following process has been formulated so the Foundation can deal with applications in a fair, equitable and efficient manner.

- ◆ Application deadlines are January 1, May 1, and October 1 each year.
- ◆ Complete applications must be postmarked on or before the deadline and sent to the address on the application form.
- ◆ *Section 5: Declaration* must be completed and mailed with original signatures.
- ◆ Decisions on applications will be made within 90 days of the respective deadline

Faxed or emailed applications will not be accepted

*Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will be approved for **Development Initiatives Program** funding.*

Report and Commitment

An applicant receiving funding shall submit a completed Accountability Report to the Foundation within 60 days of the completion date of the project. A reporting template will be provided upon approval and includes:

- A. Performance Measurements
- B. Demonstration of Public Recognition of the Foundation
- C. Statement of Grant Expenditure
- D. Declaration of Grant Expenditure

- ◆ Any monies not utilized for the particular project stated on the application shall be returned to the Foundation within 60 days of the completion date of the project.
- ◆ A condition of accepting funding is that an auditor authorized by the Foundation will have access to all books and records having any connection with the monies received to ascertain whether they were spent for the purpose for which they were intended.

Previous financial accounting is required prior to considering future applications from the same group.

Application for: Development Initiatives Program

(Please print in blue or black ink or type all responses)

Section 1: Contact Information

Legal Name of Applicant/Organization: _____

Mailing Address (cheque will be forwarded to this address unless otherwise indicated):

Postal Code: _____

Contact Person: (Miss, Mrs., Ms., Mr.) _____

Res. Telephone: _____ Bus. Telephone: _____

FAX number: _____ Email Address: _____

Section 2: Program Information

Please answer the following questions in the space provided (more detailed information **must** be included in a covering letter - see document checklist below)

1. What are the purpose and program goals for this funding request?

2. Indicate the number of participants that will benefit from this funding and the location of this project.

3. Expected Start Date (month and year): _____ Expected Completion Date (month and year): _____
Please note: "Ongoing" as a completion date will not be accepted. An actual date must be indicated for accountability purposes. For equipment purchase, indicate a date by which the equipment will be purchased.

4. Indicate any **innovative** or **unique** factors that may be associated with this project.

Section 3: Freedom of Information and Protection of Privacy Act

This information is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the *Act*. This information will be used internally to process your Development Initiatives Grant application. Should you have any questions about the collection of this information, you may contact Steven Patrick, Alberta Sport, Recreation, Parks & Wildlife Foundation, Alberta Tourism, Parks, Recreation and Culture, at 905 Standard Life Centre, 10405 Jasper Avenue, Edmonton, AB T5J 4R7 or via telephone at 780-644-4897.

Section 4: Budget Information – please indicate amounts pertaining to this application

Internal Contribution _____ +
Other Contributions _____ +
DIP Grant Request _____ =
Total _____

Internal Contribution should include club funds, fundraising, volunteer time, etc. specific to this application.
Other Contributions should include other grants, sponsorships, donations (cash or in-kind), etc. specific to this application.
DIP Grant Request is the amount you are requesting with this application.
Total will equal the sum of the three other categories.

A detailed budget outlining revenues and costs must be attached. For purchases, please attach Quotes and Sources of Estimate.

Section 5: Declaration

Applicant (the Contact Person listed in Section 1 above)

(APPLICANT SIGNATURE)

(OFFICIAL POSITION)

Financial Contact (the person responsible for finances on the proposed project must complete the following declaration).
The Financial Contact will take full responsibility for receiving and disbursing all monies received from the Foundation.

(FINANCIAL CONTACT NAME)

(OFFICIAL POSITION)

(PHONE - BUSINESS)

(PHONE - HOME)

(FINANCIAL CONTACT SIGNATURE)

(DATE)

PLEASE RETURN TO: Alberta Sport, Recreation, Parks and Wildlife Foundation
Alberta Tourism, Parks, Recreation and Culture
905 Standard Life Centre
10405 Jasper Avenue, Edmonton, AB T5J 4R7

Please note – This declaration with original signatures must accompany all applications. Please keep a copy for your records.

Section 6: Document Checklist

Please mark with an ☒.

Application Checklist

- ☐ A covering letter is attached, presenting a clear and complete description of the proposed project and program goals.
- ☐ For individuals/research grant, a resume of experience relating to the proposed project and support documentation is included

Budget Checklist

- ☐ A detailed budget outlining revenues from all sources and costs is attached.
- ☐ Items on budget are listed in order of priority.
- ☐ Quotes and Sources of Estimates are attached if applicable.
- ☐ If your organization is non profit and not registered, a copy of most recent financial statement and support documentation is attached.

Support Documentation Checklist

- ☐ Support documentation from the municipality is attached (if applicable).
- ☐ Support documentation from other groups that will benefit (schools, local groups, etc.) is attached (if applicable).
- ☐ Support documentation from the respective provincial sport or recreation association (mandatory for individual applications).
- ☐ For University Researchers: Supplemental signature page is attached.

2008 Community Investment Operating Grant Program APPLICATION GUIDE

The purpose of the City of Edmonton Community Investment Operating Grant (CIOG) Program is to provide operating assistance to not-for-profit organizations to enhance their ability to provide programs, services or activities that result in benefits to the citizens of Edmonton (City Bylaw 14157 and City Policy C211F).

Applications are accepted from not-for-profit organizations whose primary mandate is in the area of **"Social Services, Multicultural or Recreation/Amateur Sport"** (as defined below). Community Leagues are eligible for Community League Operating Grants and therefore not eligible for this grant program.

The Edmonton Arts Council administers the Community Investment Operating Grant program for **"Arts," "Festivals"** and **"Celebrations"** organizations. If your organization best fits within these categories (this includes parades), contact the **Edmonton Arts Council** at **424-2787** or visit their web site at www.edmontonarts.ab.ca.

This Guide provides general information to assist in the completion of the application form. The following resources are available from the **Grants Office** of the **Community Services Department** by calling **496-4946** or **496-4812** or by e-mailing grants@edmonton.ca.

1. Consultation with the Community Services Department, Community Grants Coordinators;
2. Workshops on grant criteria and helpful tips for preparing and completing the application form:
 - ♦ **Monday, September 10 (1-2:30 p.m.)** *The Old Timers Cabin, 9430-99 Street [free parking]*
 - ♦ **Wednesday, September 12 (7-8:30 p.m.)** *The Old Timers Cabin, 9430-99 Street [free parking]*
3. Copies of the Application (Microsoft Word format) and the Guide (Adobe format). The Application & Guide can be downloaded off the City of Edmonton web site at www.edmonton.ca/grants.

The deadline for submission is **4:00 p.m., Thursday, November 1, 2007**. **Late applications will NOT be accepted and will be returned to the Applicant.** The location to mail or deliver the application is clearly indicated on the **cover page** (page 1) of the application. Do not e-mail or fax your application. Only one copy of the attachments is required, along with your **"original"** application.

ELIGIBLE "NOT-FOR-PROFIT" ORGANIZATIONS

Applications are accepted from not-for-profit organizations whose primary mandate is in the area of **Social Services, Multicultural or Recreation/Amateur Sport**. Organizations whose primary mandate is outside of these three sectors will not normally be eligible for funding under this grant program. These areas are defined as follows:

"Social Services" is defined as social programs and activities provided by not-for-profit organizations which help the citizens of Edmonton to strengthen personal or community life.

"Multicultural" means the practice of promoting human and group relations in which ethnic, racial, religious, and linguistic similarities and differences are valued, respected and exchanged.

"Recreation/Amateur Sport" means all those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but is not limited to, athletic, physical, historical, natural science, cultural, social and intellectual activities, experiences and programs.

ELIGIBILITY CRITERIA

The Applicant and its grant application must satisfy the following:

- a) The Applicant must be a registered not-for-profit organization in existence for more than one year as of the deadline date for filing the grant application.
- b) The Applicant's membership and beneficiaries of its programs and services must be predominantly residents of the City of Edmonton.
- c) The Applicant's membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Edmontonians.
- d) The grant applied for shall not be intended or used for capital purposes, including but not restricted to, the purchase of land, equipment, fixtures or physical facilities.
- e) The grant applied for shall not be intended or used for a purpose beyond the constitutional objectives of the Applicant as outlined in its constitutional documents.
- f) The grant applied for shall be intended and used to further the Applicant's not-for-profit activities, and must not either directly or indirectly be intended or used to further a profit venture.
- g) Within the deadlines, the Applicant must file and provide all documents and information outlined in the grant application.
- h) The activities of the Applicant shall be of a quality to merit public funding support.
- i) The activities of the Applicant shall not substantially duplicate the activities of other Applicants or other government supported individuals or organizations.
- j) An Applicant that can accomplish an adequate level of activity without a grant, may not be recommended for a grant at the Board's discretion.
- k) The Applicant demonstrates fiscal responsibility and is managed in a responsible manner.
- l) The Applicant shall demonstrate initiative and success in generating diverse sources of revenue.
- m) The Applicant shall have an open membership to its organization, except for valid program factors (e.g. age).
- n) The Applicant shall meet the conditions and guidelines as outlined in the Terms of Reference of the specific Community Investment Operating Grant Program.

PROGRAM PRIORITIES & GUIDELINES

The Program Priorities and Guidelines are consistent with, and constitute an extension of; the Eligibility Criteria listed above, and are identified in City Bylaw 14157 and City Policy C211F. Grant awards will be recommended based on the evaluation of how well the organization demonstrates the Program Priorities and Guidelines. Given the limited dollars available to distribute throughout this program, City Council approved Program Priorities and Guidelines that enables the Community Services Advisory Board (CSAB) to provide meaningful grant awards to those organizations meeting the greatest need for the citizens of Edmonton.

Program Priorities (as approved by City Council, July 3, 2007)

Priority will be given to those organizations that exemplify the following Program Priorities:

1. Organizations that are actively encouraging Edmontonians to be involved in their programs/services.
Organizations are recognized for promoting, making aware, encouraging, and actively seeking out citizens to become involved or stay involved in their program/services as participants and/or volunteers.
2. Organizations that are providing direct ongoing Social Services, Multicultural or Recreation/Amateur Sport community-based programs/services that benefit Edmontonians.
These direct programs/services are identified as those that meet community needs and benefit participants. The organization must demonstrate its programs/services are guided by a planning process with some form of measured results and/or outcomes.
3. Organizations that are enriching and/or enhancing the lives of Edmontonians through their direct programs/services.
The activities delivered through the direct programs/services provide the participants/volunteers the opportunity to develop, enhance or build on existing skills and acquire new skills and/or abilities.

4. Organizations that are addressing new and emerging issues in the community as relevant to their organization's mandate, purpose or mission.
The organization identifies new and emerging issues in the community as relevant to their mandate, purpose or mission. This may include responding to those trends and issues and adapting the direct programs/services accordingly to better meet the needs of the community.
5. Organizations that actively engage participants who often experience barriers to their ability to access programs and services.
Barriers to participation may include: gender, ethnicity, culture, faith, age, literacy, language, abilities, income and/or location. This may be accomplished through the provision of direct programs/services to populations that have experienced these types of participation barriers.
6. Organizations that are demonstrating initiative and success in generating diverse sources of revenue.
Organizations are encouraged to have more than one source of funding, whereas multiple sustainable funding sources support financial stability and longevity. Sources of funds may include: membership fees, fee for service, fundraising activities/events, corporate sponsorship, grants, etc.

Guidelines

The following Guidelines will be considered when evaluating applicants for the 2008 Community Investment Operating Grant Program:

- ♦ Operational funding and other forms of assistance from the City of Edmonton whether through grants or lease subsidies will be considered in the review of this grant.
- ♦ An Applicant materially in arrears in payment of its accounts with the City of Edmonton at the time the Grant Committee's review of the grant application shall not normally be recommended for a grant.
- ♦ The grant applied for shall not be intended or used for the funding of a specific project.
- ♦ An Applicant will not normally receive a grant in excess of 25% of their operating expenditures as reported in financial statements recorded for their most recently completed financial year.
- ♦ Those Applicants that have more than one year of unrestricted operating cash reserve will not normally be considered for a 2008 Community Investment Operating Grant.
- ♦ Those Applicants where a maximum grant award of \$ 20,000 represents less than 1% of their operating budget will not normally be considered for a 2008 Community Investment Operating Grant.
- ♦ Not-for-profit organizations with a provincial mandate, providing ongoing direct community-based programs/services for predominantly City of Edmonton residents may be considered for this grant.

APPEALS

There is limited provision by which an appeal can be made. Any appeal needs to be submitted in writing by the Applicant within the designated timeframes provided in the letter of recommendation identifying what information you believe was not taken into consideration during the assessment of your grant application.

The following is **not** considered **grounds for appeal**:

- ♦ A grant application received after the deadline date & time.
- ♦ Changes in circumstances of the Applicant since the date of the grant application. The circumstances of the Applicant and of the appeal must be limited to the date of the original grant application or the deadline date for filing the grant application and not to facts or circumstances subsequently arising.
- ♦ Actions of other City departments which have affected the Applicant since the deadline date for filing the grant application will not be considered relevant (e.g. complaints about taxes, utilities, rentals).
- ♦ Changes in the application since the date of the grant application deadline will not be considered.
- ♦ An appeal from a finding of fact regarding fundamental eligibility is not considered grounds for reconsideration (e.g. Applicant not properly registered as a non-profit society, etc.).

GRANT REVIEW PROCESS

The Community Investment Operating Grant Program for Social Services, Multicultural and Recreation/Amateur Sport organizations is administered by the Community Services Advisory Board (CSAB). The CSAB is responsible for the review of applications and the formulation of recommendations for consideration by the Community Services Committee and City Council. The CSAB undertakes this review with the assistance of the Grant Review Committees made up of individuals from the Board as well as the community at large.

The Grant Review Committees review all of the applications and make recommendations to the CSAB, who then review the recommendations and generate a report with the recommendations for consideration by the Community Services Committee and City Council.

The review process takes approximately six months. An overview of the process is as follows:

1. **Application Deadline** – Your application reaches the City of Edmonton Grants office by the deadline date and time.
2. **Acknowledgement** – Within two weeks of the deadline date, the City of Edmonton Community Services Department will send you a letter acknowledging the receipt of your application.
3. **Initial Review/Screening** – The Grant Coordinators check your application to ensure that **ALL** required information is attached.
4. **Grant Review Sub-Committee** – If your application is complete, it will be assessed according to the Program Priorities and assigned a score. The Grant Review Sub-Committee is comprised of community people with knowledge about community-based not-for-profit organizations in one of the three sectors of Social Services, Multicultural & Recreation/Amateur Sport organizations.
5. **CSAB Grant Committee** – The CSAB Grant Committee is a committee of the Community Services Advisory Board (CSAB) that is appointed by City Council. Its purpose is to make recommendations to the Board on whether an Applicant should be approved or declined, and determine the funding award allocation.
6. **CSAB Review** – The Community Services Advisory Board reviews the recommendations put forward by the CSAB Grant Committee, then approves or amends the recommendations. Letters are sent to all the Applicants with the recommendations, with a limited timeframe for appeals. The Board creates an "Appeals Committee" that consists of the Chair of the Grant Review Committee and two to three members of the CSAB that were not involved in the original Grant Review Process.
7. **CSAB C.I.O.G. Appeals Committee** – Reviews any appeals and arranges for a hearing if necessary. Appeal recommendations go to the CSAB for approval.
8. **City Council** – A final report is prepared for the Community Services Committee and City Council for final approval. Once City Council approves the recommendations or makes amendments, letters and cheques are mailed to the successful Applicants.

GRANTSMANSHIP TIPS – PREPARING A STRONG APPLICATION

The following are a number of points regarding what can make a good application.

- i) **Know the Funding Purpose** – The most important aspect of the application process is knowledge of the grant purpose. If you don't fit the granting guidelines, it is suggested that you contact a Community Grants Coordinator to discuss other potential funding sources.
- ii) **Request Clarification on Application Requirements** – If you have trouble answering parts of the application, attend one of the free workshops offered in September or contact a Community Grants Coordinator **well in advance of the deadline date**. You will be able to prepare a better response if you clearly understand the intent of the question.
- iii) **Follow the Requested Format** – Submit your application for this grant on the application form provided and do not change the format.
- iv) **Conform to the Grant Guidelines** – While filling out the application, you should refer back to the guidelines of the grant program. The Eligibility Criteria and Program Priorities and Guidelines are identified from City Bylaw 14157 and City Policy C211F and are approved by City Council. They serve as the foundation for the review and assessment of your application. Not all organizations will be the perfect fit; however, how you explain your organization's priorities and how they converge with those identified in the guidelines will demonstrate how you are meeting the greatest need for the citizens of Edmonton. Just because your mandate is important does not necessarily make your organization the highest funding priority.
- v) **State Accurate and Factual information** – Be truthful and accurate in all statements made in your application. Establish sincerity and integrity in everything you do. Applications may be subject to random audits and information and statistics should be able to be proven with appropriate documentation if need be.
- vi) **Provide Clear, Concise and Relevant Answers** – Inaccurate, vague or poorly written statements can affect your potential score. Vague or inaccurate answers also make it difficult to review and evaluate your application, even though the Grant Review sub-committee may perceive huge value in what you do. Try to keep in mind that a successful application will engage the reader and hold their interest, while demonstrating a compelling reason to support your organization. The Grant Review sub-committee can only score you on the information you provide in your application and not on any other knowledge. Promote your organization - put your best foot forward but don't overwhelm us with a lot of material.
- vii) **Provide Measurable Outcomes/Results/Successes** – Demonstrate the potential outcomes or benefits of how your organization contributes to the quality of life for citizens of Edmonton. Besides showing the direct benefit of your work, include information about the positive impact on the community as a whole, as well as any potential benefits for the future, and methods you used to collect and measure the results.
- viii) **Duplication of Service** – Attempt to differentiate or distinguish yourself from other service providers. Outline clearly how your programs differ from others; present any unique demographic or constituencies you represent; detail changes to your program over time; and explain how the funds will help to address emerging needs or trends.
- ix) **Sustainability** – Demonstrating that some thought, planning and strategic analysis has been undertaken shows your organization is aiming for self-sufficiency. When reporting information on the Financial Summary page of the application, it is to your advantage to specify individual sources under Revenues where requested.
- x) **Make Your Application Aesthetically Pleasing** – Applications that are typed and well-formatted are easy to review. If you cannot provide an application that is typewritten please print clearly. Use light-coloured paper (**preferably white**) for printing of your application; dark colors do not photocopy well and can be unreadable. **Do NOT BIND or COIL your application and attachments.**

APPLICATION INSTRUCTIONS

Ensure the necessary attachments are provided along with your "original" application for a 2008 Community Investment Operating Grant. Financial Statements must be independently reviewed and signed by two board members other than the Treasurer as specified in your Society's Bylaws. Only one copy of the attachments is required.

Primary Mandate of Organization

Indicate the primary mandate of your organization from one of the three areas: **Social Services, Multicultural or Recreation/Amateur Sport** as defined in this Guide.

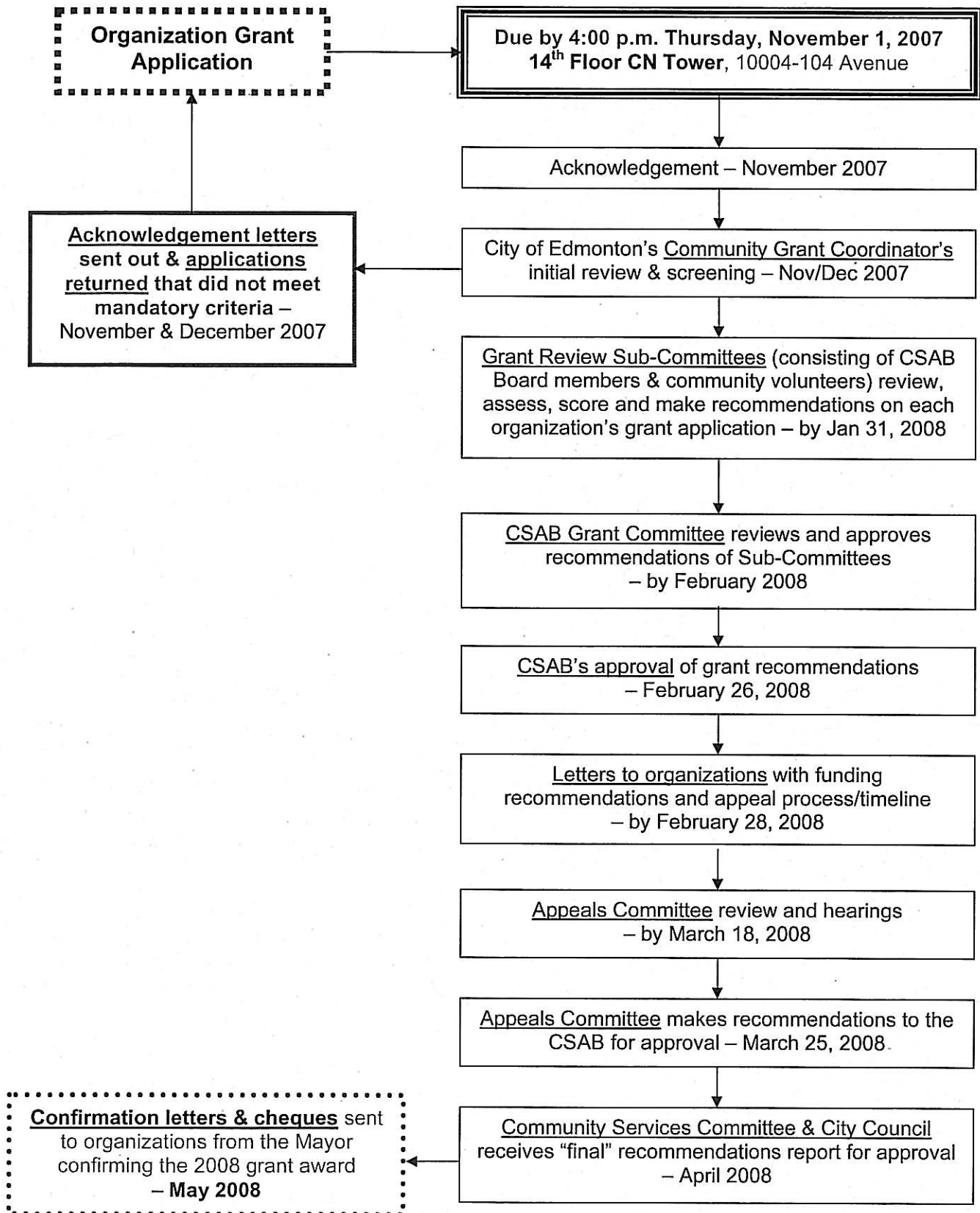
Declaration of Officers

Two officers from your organization with "**authorized signing authority**" must sign the application. Applications that are not signed will be returned and not considered for a 2008 Community Investment Operating Grant.

Organization Contacts

The "Organization Contacts" identified (Primary & Alternate) will be those contacted for additional information or for other communication during the grant process. **All** correspondence will be sent to the "**Primary Contact**" for the organization at the address indicated on the Application. Should any of these contacts change over the course of the grant review process, please contact our office as soon as possible at 496-4933.

FLOW CHART & TIMELINES



2008 Community Investment Operating Grant – Cover Sheet

LIST OF REQUIRED ATTACHMENTS

(Only one copy of the attachments must be enclosed with your “original” Application)

All attachments must be in English.

ATTACHED Please Indicate	ATTACHMENT NUMBER	DESCRIPTION
	1	The most recent Financial Statements for the last fiscal year (independently reviewed and/or <u>signed by 2 board members</u> other than the Treasurer as specified in your Society Bylaws). The Financial Statements <u>must include</u> : i) Statement of Operations (Income & Expense Statement/Revenue & Expenditure Statement/Profit Loss Statement). ii) Statement of Financial Position (Balance Sheet)
	2	Strategic Document/Business or Long-Term Plan/Outcomes Document (if applicable)
	3	Current Executive/Board list with names and positions (personal information not required)
	4	Most recent Annual General Meeting Minutes or organization's Annual Report.
	5	Copy of a <u>current</u> Annual Return submitted to Alberta Corporate Registries (<i>indicate which <u>one</u> applies</i>). <input type="checkbox"/> Annual Returns for Society and Non-Profit Company – Proof of Filing <input type="checkbox"/> Submission of Alberta Registries Society Annual Return <u>date stamped</u> by Alberta Corporate Registries
	6	Amendments to Bylaws (if applicable) as filed with Alberta Corporate Registries.
	7	Certificate of Amendment (if name changes for organization).
<u>FIRST TIME APPLICANTS MUST ALSO SUBMIT THE FOLLOWING:</u> If you have not applied within the last 3 years, consider yourself a “ <u>first-time</u> ” applicant.		
	8	Bylaws (must have Alberta Corporate Registries stamp on it).
	9	Certificate of Incorporation (copy).

CHECKLIST FOR SUBMITTING A WELL-PREPARED APPLICATION

- ✓ We have attached all the required documentation and obtained authorized signatures for submission of the grant application.
- ✓ Our financial statements are signed, and we have confirmed that the amounts in the budget summary match our financial statements.
- ✓ We have attached the appropriate Annual Return, and planning/outcome documents.
- ✓ We have answered all questions fully – information is relevant, clear, concise, and accurate.
- ✓ We used a computer to complete the application form and we did not leave any questions unanswered, OR, our application is neatly hand-written and legible and we have ensured all pages are attached.

Applications can be mailed or delivered to the following addresses:

Mailing Address:

City of Edmonton - Community Services
Grants Office (14th Floor C.N. Tower)
P.O. Box 2359
Edmonton, AB T5J 2R7

Delivery Address:

City of Edmonton - Community Services
Grants Office
14th Floor, C.N. Tower
10004-104 Avenue, Edmonton
****Drop-off at this location ONLY****

2008 Community Investment Operating Grant

APPLICATION

Primary Mandate of Organization – please indicate only one (double-click in box ☒)

☐ SOCIAL SERVICES ☐ MULTICULTURAL ☐ RECREATION/AMATEUR SPORT

“Registered” Name of Organization: _____

Organization “STREET” Address: _____

City: _____ Province: Alberta P.C.: _____

Bus. Phone: (780) **Fax #:** (780) **E-mail:** _____

Organization “MAILING” Address: _____

(if different from “Street” Address)

City: _____ Province: Alberta P.C.: _____

Alberta Registries #: _____ Date of Incorporation: _____

Web Site Address (if applicable): WWW. _____

DECLARATION OF OFFICERS

In making this application, we the undersigned Officers of the applicant confirm that we are authorized by the applicant organization to complete the application and hereby represent to the City of Edmonton and declare that:

- the information provided is truthful and accurate, and
- the application is made on behalf of the organization named on page two with the Officers’ full knowledge & consent.

Dated at EDMONTON, ALBERTA, this _____ day of _____, 2007.

Signature of President/Chair

Print Name

Title

Signature of Second Officer/Director

Print Name

Title

ORGANIZATION CONTACTS

PRIMARY Contact (Mr./Mrs./Ms./Dr.): _____ Title: _____

☐ Board Member

☐ Staff Member

Work Phone: (780) _____

Fax #: (780) **Home Phone:** (780) **E-mail:** _____

Correspondence will be sent to the “Primary” contact at the Organization’s “Mailing” address.

ALTERNATE Contact (Mr./Mrs./Ms.): _____ Title: _____

☐ Board Member

☐ Staff Member

Work Phone: (780) _____

Fax #: (780) **Home Phone:** (780) **E-mail:** _____

Deadline for Submission: Thursday, November 1, 2007 at 4:00 p.m.

Do not e-mail or fax your application.

1. Provide a **brief** summary of your organization's mandate, purpose or mission statement, and list your organization's "objects" according to your Society's Bylaws.

Start typing at grey Form Field – box will expand - delete all this text when you put in your response

2. Indicate the **number** of people involved in your organization in the chart below, for the past three years (if applicable).

Specify your fiscal year _____ (i.e. Jan-Dec; April-March; July-June)

Year	Board Members	General Voting Members	Full-Time Staff	Part-Time Staff	Active # Volunteers (excluding board members)	Participants in your Programs/Services (# of Individuals)	% of Participants that are Edmonton residents
Year#1: 200							
Year#2: 200							
Year#3: 200							
Estimate for Current Year							

[Calculate part-time staff in relation to full-time equivalency (i.e. 3 half time staff = 1.5 FTE)]

According to your organization's **Bylaws** please provide the following information:

- i) **Minimum** number of **Board member** positions: _____
- ii) **Maximum** number of **Board member** positions: _____
- iii) Number of **current vacancies** on your Board: _____
- iv) **Frequency of Board Meetings**: _____
- v) **Average attendance at Board meetings**: _____

In reference to the questions above, comment on any trends or significant changes (e.g. board restructuring, volunteer turnover, number of active board members, etc.).

- 3a. Please list and describe what methods your organization uses to recruit or encourage involvement and participation of volunteers and participants in your programs/services (i.e. newsletters, brochures, special events, clinics, etc.). Indicate which methods are internal or external methods, in some cases they may even be both.

Methods	Descriptions	Internal or External
♦	♦	
♦	♦	
♦	♦	
♦	♦	
♦	♦	

- 3b. For the past fiscal year, briefly outline details about any partnerships, joint or linked programs or services, shared facility arrangements, equipment, lease of facilities, etc., that you were involved in to achieve the goals and objectives of your organization (as related to service delivery in Edmonton).

Please indicate by an "X"

Organization Name	Shared Service X	Monetary X	In-Kind X	Other X	Description

Shared Service: Usually organizations will share the resource of an item(s) or professional to carry out the mandate of the organization (e.g. phone line, receptionist, accountant, snow removal company, etc.).

Monetary: Usually are direct funds received in order to assist the organization in fulfilling its goals. Individual donations are not to be included unless they are from foundations or other governmental/non-governmental organizations (e.g. grants from United Way, Capital Health, etc.).

In-Kind: Usually are resources of materials, people or equipment given in place of dollars to be used by the organization to save on the traditional expenditure of those items (e.g. prizes, volunteer recognition, professional consul/advice).

Other: Any relevant relationships that your organization has which contributes to fulfilling the mandate of your organization or delivering services to your membership.

- 3c. Please list and/or describe the **successes** as well as **challenges** your organization has had in getting people involved as volunteers, participants, and as partners (if applicable).

Category of People in organization	Successes	Challenges
Volunteers:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Participants:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Partnerships:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

- 4a. Do you have a current "strategic" document or long-term plan with some form of "measured" results or outcomes in place for your organization? YES ☐ NO ☐
If YES, please attach a copy of the plan (Attachment 2). Do not answer question 4b.

- 4b. If you do not have a current "strategic" document or long-term plan that measures results or outcomes, please explain how the progress of your organization will be measured or evaluated?

5a List and describe all programs/services offered by your organization in your current fiscal year. This may be presented in a table format or described in paragraphs, whichever is most appropriate for your organization. If you do not utilize the chart below, ensure you include all information as required in the column headings. Please indicate which programs/services are offered **directly** or **indirectly** by your organization or in **partnership** with another organization/group.

#	Name of Program or Service	Brief Description	Group Served (age, gender, ethnicity, etc.)	Level of Program ("learn to," beginner, intermediate, elite)	Program Delivery (direct or indirect in partnership with other Organization)	Location of Program (Edmonton, St. Albert, Leduc)	Frequency of Program or Service (daily, weekly, monthly)	Fees (if applicable)	Total # of Participants	Program Capacity	Percentage of Edm. Residents Participating
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Name of Program or Service – What is the name of the program that your organization uses to market to the external community.

Brief Description – Outline the purpose of the program/service, its outcomes, and/or goals.

Group Served – If applicable, indicate whom the program specifically targets.

Level of Program – If applicable, the level of skill/development in which the participants enter the program. In some cases it is mixed-in or can be very focused; it is dependent on the program/service.

Program Delivery – If your organization developed the program idea and was responsible for the implementation/delivery, it is direct. If you share the responsibility with another group, it is a partnership.

Fees – Does the group directly charge the participants any type of fee for the service/program? Even if it is a subsidized program, please indicate within the column.

Total Number of Participants – The number of people that you have registered, or drop-in, or take part in the program/service.

Program Capacity – Describe quantitatively the maximum number of participants that you can serve within the program/service (e.g. 25 total beds; 50 total registrations/term; 500 clients per year, etc.)

Percentage of Edmonton Residents Participating – The number of people living within the city limits that you provide the specific programs/services for.

- 5b. List and describe all the skills that participants and volunteers learn(ed) or gain(ed) through your programs/services.

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6. List and describe any emerging community and/or organizational issues/trends you have observed in the past 3 years as relevant to your organization's mandate, purpose, or mission. Comment on how your organization has progressively adapted to address these issues/trends (e.g. new programs/services, modifications to programs/services).

Year	Emerging community and/or Organizational issues/trends	Programs/Service modifications or adjustments made to address the emerging issues/trends
2007	♦	♦
2006	♦	♦
2005	♦	♦

7. Describe how your organization engages participants who experience barriers to their ability to access programs or services (refer to the Application Guide, Page 3 – **Program Priorities #5**).

Target Group	Strategies to involve these individuals	Describe any barrier(s)/challenges in reaching this group
♦	♦	♦
♦	♦	♦
♦	♦	♦

8. Provide any additional information you feel will assist the Grant Review Committee in developing a better understanding of your organization or its programs/services.

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9. ELIGIBILITY SECTION

The Community Investment Operating Grant Program is awarded based on a maximum of 25% of your organization's total operating expenditures for the most recently completed fiscal year. These expenditures must be taken directly from your last fiscal financial statement (matching the summary in the next section). Eligible expenses must not include any capital expenditures (e.g. building construction, renovations, equipment purchases, etc.), bingo and casino expenses, food and beverage operations or depreciation.

The information below is taken directly from your most recently completed annual financial statements for the year _____ found under "**B) Expenses**" in the next section on the **Financial Summary** page.

TOTAL EXPENSES:

A \$ _____ (Box 1)

Less Ineligible Expenses:

Capital Expenses: \$ _____

Bingo Expenses: \$ _____

Casino Expenses: \$ _____

Food & Beverage Operations
including Staffing Expenses: \$ _____

Depreciation: \$ _____

TOTAL INELIGIBLE EXPENSES:

B \$ _____ (Box 2)

TOTAL ELIGIBLE OPERATING EXPENSES:

(Line A minus Line B)

C \$ _____ (Box 3)

MAXIMUM ELIGIBILITY:

(25% of Line C)

\$ _____

2008 GRANT REQUEST

(Cannot be more than the maximum grant award of \$20,000

or more than the maximum eligibility noted above in Line C)

\$ _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used to administer Community Investment Operating Grant funding. All information gathered by the City of Edmonton is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information by this program, please contact the Community Grants Coordinators at 496-4933.

FINANCIAL REPORTING SECTION

Complete the Financial Summary – Question 9. The information provided in the table must match the totals provided in the most recently completed annual financial statements you have included with your application.

The purpose of this summary is to have information from financial statements presented in a consistent manner by all applicants, making the task of comparison easier and more accurate and efficient for those reviewing the applications.

- ♦ The first column of the summary labelled **“Last Completed Fiscal Year Actuals”** should contain information that matches your 2006 or 2006-2007 financial statements. The “Total Revenues” and “Total Expenses” lines on the table should represent the total amount of Revenues and Expenses reported on your groups signed financial statements.
- ♦ The second column of the summary labelled **“Current Projected/Budgeted”** should contain information regarding your 2007 or 2007-2008 fiscal year. The “Total Revenues” and “Total Expenses” lines on the table should represent the total amount of Revenues and Expenses reported on your groups proposed budgetary forecast.

Please be sure to total all columns correctly and check to ensure the information matches your attached financial documents.

- ♦ Under **EXPENSES**, the *asterisked* portion allows you to enter in what is termed **“Ineligible Expenses”** for this grant program (bingo, casino, capital, food and beverage, and depreciation). This information is also requested in the “Eligibility” section. We ask that you total these **“Ineligible Expenses”** as well as your **“Total Expenses.”**
- ♦ The **net Revenue** (deficit) should be your **Total Revenue** minus your **Total Expenses**. This must correspond with your financial statements from your most recently completed fiscal year.

9. FINANCIAL SUMMARY – must be completed (refer directly to your attached financial statements)

A. REVENUES	LAST COMPLETED FISCAL YEAR ACTUALS	CURRENT PROJECTED/BUDGETED
(complete "From and To" fields)	From _____, 20____ to _____, 20____	From _____, 20____ to _____, 20____
Fees:		
Membership Fees		
Fees for Services – Individual/Groups		
Fees for Services – Government		
Fundraising Activities (specify each activity);		
Donations: (Do not include in-kind – only financial)		
Individual donations		
Grants:		
Federal Government (specify each)		
Provincial Government (specify each)		
- City of Edmonton – CIG Operating		
- City of Edmonton – FCSS		
- City of Edmonton – Other (specify)		
Other Grant Sources (Foundations or Corporations – specify)		
- United Way		
Other Income (specify):		
TOTAL REVENUES:		

ENSURE YOUR TOTALS MATCH YOUR FINANCIAL STATEMENTS!

B. EXPENSES	LAST COMPLETED FISCAL YEAR ACTUALS	CURRENT PROJECTED/BUDGETED
(complete "From and To" fields)	From _____, 20____ to _____, 20____	From _____, 20____ to _____, 20____
Eligible Expenses		
- Salaries and Benefits		
- Office Operations		
- Facility Costs		
- Utilities/Maintenance		
- Insurance		
- Staff Training and Development		
- Volunteer Expenses		
- Fundraising Costs		
- Printing, Stationary, Postage		
- Program Costs		
- Other (specify)		
Total Eligible Expenses: (Box 3)		
Ineligible Expenses*		
- Capital* - please specify Note: purchase of office equipment or furnishings essential to the operation of the organization are eligible as a one-time expense – do not include these items here		
- Bingo*		
- Casino*		
- Food & Beverage Operation*		
- Depreciation*		
*Total Ineligible Expenses: (Box 2)		
TOTAL EXPENSES: (Box 1)		
NET REVENUE (Deficit):		
C. ASSETS		
- Current Assets (Cash, Investments)		
- Fixed Assets		
- Other Assets		
TOTAL ASSETS:		
LIABILITIES		
- Current Liabilities		
- Long-Term Liabilities		
TOTAL LIABILITIES:		
NET EQUITY (Deficit):		
Indicate which column refers to attached financial statements with an "X"		

ENSURE YOUR TOTALS MATCH YOUR FINANCIAL STATEMENTS!

- 10a. With reference to the financial information provided, please explain any significant variances (large increase or decrease) from one year to the next in any category.

- 10b. For your past fiscal year please identify if any of your revenue sources are related to **capital projects or purchases** (e.g. purchase of land, buildings, motor vehicles, construction or renovation of buildings).

- 10c. With reference to the **past fiscal year**, if you have identified **donations** as a revenue source please briefly describe the nature of these donations (an endowment, individual donations, corporate financial donation). (Reference to question 3b is appropriate if already answered.)

- 10d. With reference to the **past fiscal year**, if your organization has more than one year unrestricted operating cash reserve, please outline the specific plans for its use (include supporting documents for this decision (e.g. AGM motion).

- 10e. Outline other types of City of Edmonton assistance either through grants or lease/license subsidies and the term of your lease/license.

- 10f. If the maximum grant award of \$20,000 is less than 1% of your eligible operating expenses, outline the importance of a Community Investment Operating Grant to your organization (e.g. What specific impacts would it have on your organization if you did or did not receive funding?).



HOSTING PROGRAM

INFORMATION and APPLICATION FOR:

**Financial assistance towards
hosting a major event**

**Pre-event expenses and bid preparation
for International events**

Submit completed application to:

**Alberta Sport, Recreation, Parks and Wildlife Foundation
#101, 525 – 11 Avenue SW
Calgary, Alberta T2R 0C9**

Phone: (403) 297-2909

Fax: (403) 297-6669

The word "Alberta" in a stylized, bold, sans-serif font.

HOSTING PROGRAM INFORMATION

PURPOSE

The purpose of the Hosting Program is to encourage the development of sport, recreation, parks and wildlife programs by providing financial support to communities and associations to assist them in hosting major events thereby promoting economic growth throughout the province.

ELIGIBILITY

Applications will be accepted for the following:

Sporting Events:	World Championships	- up to \$20,000.00
	World Cups/International Events	- up to \$15,000.00
	Canadian/North American Championships/Cups	- up to \$10,000.00
	Western Canadian Championships/Cups	- up to \$3,000.00
	Pre-event expenses and bid preparation for Multi Sport Events – Olympic Games, Pan Am Games, Commonwealth Games, as well as International Championships and Events	- up to \$20,000.00
Non Sporting Events:	International Events	- up to \$15,000.00
	Canadian/North American Events	- up to \$5,000.00
	Western Canadian Events	- up to \$3,000.00
AGMs, Seminars, etc:	Based on number and origin of delegates	- up to \$10,000.00

- Funding amounts are **maximum** levels and may be adjusted depending on the number of applications received.
- **International Championships and Events** are sanctioned by the International governing body. In the case of a sporting event, the international body will declare an international champion or the event will lead to the declaration of an international champion.
- **Canadian/North American Championships and Events** are those that include representation from **no less than seven provinces/territories/states. [teams or individuals may have earned the right through playoffs to represent more than one province, territory/state]** In the case of a sporting event, a Canadian or North American Champion is declared for that year or the event will contribute to the declaration of a champion. Such events require sanction by the National Organization.
- **Western Canadian Championships and Events** are those that include representation from **no less than four provinces/territories.** In the case of a sporting event, a Western Canadian Champion is declared for that year or the event will contribute to the declaration of a champion. Such events require sanction by the Provincial Association.
- Annual community based or provincial events are not eligible for funding.
- Priority will be given to programs for the development of youth.
- Events receiving funding must be open events that are not restricted to members of a certain group or club. Standards, age categories or categories of disability may be established for such events.
- Priority will be given to applicants that have not received hosting funding in previous years.
- If more than one Alberta group is bidding to host the same event, funding may be available only after the Alberta representative has been determined.
- Financial assistance towards pre-event expenses and bid preparation will constitute a portion of the total hosting funding if the bid is successful.
- Funding totalling \$30,000.00 is the maximum awarded to any one sport, association or group in any fiscal year.

APPLICANT REQUIREMENTS

An applicant receiving Alberta Sport, Recreation, Parks and Wildlife Foundation Hosting Program funding shall:

- ♦ Print the ASRPWF logo and Alberta logo on the event letterhead, posters and printed materials (logos will be provided upon request).
- ♦ Print the ASRPWF logo and Alberta logo in the event program. A message from the Chairman or ads are also available upon request.
- ♦ Verbally acknowledge the contributions of ASRPWF and Alberta Tourism, Parks, Recreation and Culture at all event functions (e.g. press conference, during the event, banquet, etc.).
- ♦ Display ASRPWF / Alberta banners at the site and at all event functions (banners will be provided upon request).
- ♦ Provide complimentary tickets so that ASRPWF representatives and sponsors can attend the event.

ACCOUNTABILITY

An applicant receiving funding shall submit a report to the Alberta Sport, Recreation, Parks and Wildlife Foundation within 90 days of the event's completion. This report must include:

- ♦ A financial statement indicating all income and expenses related to the event or bid. This statement is to be signed by the Association President (or Event Chairperson) and the Event Treasurer.
- ♦ A copy of the event program or bid proposal and final results of the competition.
- ♦ A condition of accepting funding is that an auditor authorized by the Alberta Sport, Recreation, Parks and Wildlife Foundation will have access to examine an applicant's books and records.
- ♦ If the event is cancelled for any reason, all hosting funds are to be returned to the Alberta Sport, Recreation, Parks and Wildlife Foundation.

APPLICATION PROCESS

The following process has been formulated so that the Alberta Sport, Recreation, Parks and Wildlife Foundation can deal with applications in a fair, equitable and efficient manner.

- ♦ A letter of intent to apply for Hosting Program funding for all International events is to be submitted to the Alberta Sport, Recreation, Parks and Wildlife Foundation at least twelve (12) months prior to the date of the event. For all other events, a letter should be submitted as soon as possible.
- ♦ **A completed application form, with all required attachments, is to be submitted to the Alberta Sport, Recreation, Parks and Wildlife Foundation at least six (6) months prior to the event.**
- ♦ Applications will be reviewed on a quarterly basis with **deadlines being January 1, April 1, July 1 and October 1 each year.**
- ♦ All applications should be forwarded to the Alberta Sport, Recreation, Parks and Wildlife Foundation's Calgary office for processing.
- ♦ Late applications will not be considered and funding will not be provided after the event.
- ♦ Previous financial accounting is required prior to considering future applications from the same group.
- ♦ The review process can take up to 90 days from the deadline date. If you require information on the status of your application, please contact the Calgary office at (403) 297-2909.

HOSTING PROGRAM APPLICATION

Applicant Name: _____
(legal corporate name)

Corporate Access

Number: _____
(if applicable)

Address: _____

City, Province: _____ Postal Code: _____

(Cheque will be made out to the registered name in the Corporate Registry and forwarded to the above)

Contact Person: _____ Phone (r): _____

Position: _____ Phone (b): _____

email: _____

Event Name: _____ Event Date: _____

Event Description: _____

Event Location: _____ Facility/Site: _____

Facility Address: _____
(Required for constituency purposes)

Indicate the Provinces/Territories/States/Countries that will be attending:

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

Indicate the **total** number of **participants** attending:
(For sporting events breakdown)

Athletes: _____ Coaches: _____ Referees/Officials: _____

Are there any grants or services being provided by other provincial departments, cities/towns and/or crown corporations?

Yes ☐

No ☐

If "Yes", please describe: _____

Indicate the funds being requested through the ASRPWF Hosting Program: \$ _____

To complete your application, please prepare and attach the following:

- ☐ A budget for the event indicating all projected operating costs and sources of total revenue related to the event. Indicate those expenditures for which you are requesting support from the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ☐ An organizational chart outlining the committees and duties that have been established to host this event. Provide names of designated personnel.
- ☐ Include letters of sanction from the following applicable agencies:
 - ♦ International Federation (for all International Events)
 - ♦ National Organization (for all Events)
 - ♦ Provincial Association (for all Events)
- ☐ Provide a copy of the Technical Regulations related to this event from the appropriate Governing Agency.
- ☐ Provide letters of acknowledgment from agencies and individuals that have pledged support for this event. For example:
 - ♦ Municipal Government
 - ♦ Facility/Site Operator
 - ♦ Other Granting Agencies
 - ♦ Sponsors
- ☐ Any additional information to support your application.

NOTE: If your organization is not registered as a non-profit society, you MUST include letters of support from your provincial association and/or your municipality.

DECLARATION

We, the undersigned, declare that all information provided in this application is correct. We understand that if actual events, participation and other data differ from the information presented in this application, the financial assistance (or appropriate portion of it) may have to be returned to the Alberta Sport, Recreation, Parks and Wildlife Foundation.

We also declare that we have read the Hosting Program Information and agree to all conditions contained therein and we agree to adhere to the Applicant Requirements and Accountability.

Association (Group) President

Signature

Date

Association (Group) Treasurer

Signature

Date

Freedom of Information

The personal information collected using this form is required for the administration of the Hosting Program. Collection is authorized under the Alberta Sport, Recreation, Parks and Wildlife Foundation Act for the purpose of operating this program.

The information will be used to administer the program and ensure payment of funds and may only be disclosed as provided in the Freedom of Information and Protection of Privacy Act.

For further information about this collection and the use of the personal information, please contact the Calgary office at (403) 297-2909.

