



CHECKLIST of Required Documents for 2018 CFPCG Construction Grant

These should all be attached to online application before submitting
(Note: nothing can be attached after submission)

ORGANIZATIONAL DOCUMENTS

- First Time Applicants: Constitutional Documents (must be date stamped by Alberta Corporate Registries) including
 - Application for incorporation
 - Articles of Incorporation
 - Memorandum of Association
 - Articles of Association and bylaws
- Amendments to the Constitutional Documents not already submitted to Grants Office (must be date stamped by Alberta Registries)
- Most recent proof of filing of annual return
- For those not already set up for Electronic Funds Transfer (EFT) payments:
Electronic Funds Transfer (EFT) Form and VOID cheque

PROJECT DOCUMENTS

- Project Budget Spreadsheet (use provided template from link on web page)
- Quotes or estimates to support all the amounts listed on the Project Budget spreadsheet - if estimate includes both concept/pre-design costs and post concept/design costs, the vendor (for example architect) must break out the costs for concept/pre-design phase work, and post concept/design work
- Business Case (use provided template and include cost estimate)
- For those on City Land - Municipal Improvement Agreement (MIA) - available through your city project manager
- Concept Drawings
- Cost Estimation Checklist (use provided template from link on web page)
- Public Engagement Plan (use provided template from link on web page)
- Project Committee Terms of Reference (use provided template from link on web page)

APPROVALS TO UNDERTAKE THE PROJECT

- Organization minutes to confirm project has approval of the board
- Project on City land - City of Edmonton approval (obtained through your City liaison)
- Project on Private land
 - Documentation verifying ownership by applicant OR
 - If property not owned by applicant, letter from landlord confirming permission to undertake project or excerpt from lease/license confirming permission to undertake project.

FINANCIAL RECORDS

- Annual audited (or reviewed) financial statements for most recent fiscal year. Prior year's information must be included for comparison and minimally must include the following 2 statements
 - Statement of Financial Position (may be called Balance Sheet)
 - Statement of Operations (may be called Statement of Revenue or Expenses, Income Statement)
- If annual statements not prepared by an external Chartered Professional Accountant (CPA)
 - Bank statements including balances for the last month of the fiscal year
 - Bank Reconciliation for the last month of the fiscal year
- Year to Date Financial Statements as of the end of February
 - Statement of Financial Position (may be called Balance Sheet)
 - Statement of Operations (may be called Statement of Revenue or Expenses, Income Statement)
- Bank statements including balances as of the end of February (or the same date as the year to date financial statements)
- Bank Reconciliation as of the end of February (or the same date as the year to date financial statements)