



Community Initiatives Program (CIP)

Program Guidelines

Funded by the Government of Alberta through the Alberta Lottery Fund in order to build strong communities and enhance the quality of life for Albertans.

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A. General Guidelines

Program Rationale

What is the Community Initiatives Program (CIP)?

The Community Initiatives Program (CIP) provides funds from the Alberta Lottery Fund to enhance and enrich community initiatives throughout Alberta. The program is intended to reinvest revenues generated from provincial lotteries in communities, to empower local citizens, and community organizations to work together and respond to local needs.

Within Community Initiatives Program (CIP) funding there are three high level categories:

- **Project-Based Grant Applications** that provide financial assistance for community organizations for such things as equipment purchases, facility construction or renovation projects, hosting/travel/special events, new programs or special funding (i.e. disaster) requests within Alberta.
- **Community Operating Grant Applications** that provide financial assistance to registered non-profit organizations in Alberta to enhance the organization's ability to operate and to deliver services to the community.
- **International Development Grant Applications** that provide financial assistance to small and medium sized Alberta based non-government organizations to meet Alberta's commitment to give people in developing countries the tools to eventually meet their own needs. The purpose of the international development grants are to match or supplement the donations the citizens of Alberta make to humanitarian projects of their choosing.

The Community Initiatives Grant Program is governed by the terms outlined in the Community Development Grant Regulation.

Program Processing

What constitutes a complete application form?

Application forms are tailored by project type to ensure that all relevant information is collected. In addition, application forms include a checklist to ensure that the application is complete and all required supporting documentation is included. Incomplete application forms will be returned.

How often are applications processed during the year?

Application decisions will be administered on a quarterly basis according to the following timelines. Applications received between:

- December 16 to March 15 - will be reviewed between April 1 and June 30
- March 16 to June 15 - will be reviewed between July 1 and September 30
- June 16 to September 15 – will be reviewed between October 1 and December 31
- September 16 to December 15 – will be reviewed between January 2 and March 31

Applicants will be informed of decision after the end of the applicable review period..

Organization Eligibility

Who can apply for Community Initiatives Program (CIP) funding?

Eligible organizations may include groups that are registered under one of the following:

- *Agriculture Societies Act*
- *Canada Corporations Act* (non-profit sector)
- *Cemeteries Act* or *Cemetery Companies Act*
- Child and Family Services Authorities
- First Nations and Métis Settlements
- Foundations established and regulated under the *Regional Health Authorities Act*
- *Income Tax Act of Canada* and operating in the Province of Alberta (Charities);
- *Libraries Act*
- Part 9 of the *Companies Act* (non-profit)
- Part 21 of the *Business Corporations Act - Extra-Provincial Corporations*
- *Societies Act*
- Special Act of the Parliament of Canada
- Special Act of the Alberta Legislature
- *School Act*
- Universities, colleges and institutes as defined under the *Post-secondary Learning Act*

Project Eligibility

What projects might be funded?

The Community Initiatives Program (CIP) is intended to support projects that provide a direct service to the community and are responsive to community needs and issues.

Applicants will classify projects under one of the following main categories:

- Community Services
- Arts
- Education
- Environmental
- Health
- International Development
- Social Services
- Sport and Recreational
- Other

Subcategory headings for project applications include:

- Book/Resource Material Purchases
- Equipment Purchases
- Facility Renovations
- Office Supplies
- Program Development
- Program Expenses
- Promotional Costs
- Technology Upgrades
- Vehicle Purchase
- Wages and Salaries
- Other _____

Subcategory headings for community operating applications include:

- Community Services (subcategories)
 - Immigrant Services
 - Volunteer Information and Referral
 - Ethno-Cultural Services
 - Senior Services
 - Youth Services
 - Transportation Services
 - Animal Services
 - Other _____
- Health Services (subcategories)
 - Disease Services
 - Physically and Mentally Challenged Services
 - Rehabilitation Services
 - Other _____

- Social Services (subcategories)
 - Child Care Services
 - Family Support Services
 - Counselling Services
 - Drug and Alcohol Addiction Services
 - Family Violence Services
 - Food Services
 - Literary Services
 - Housing Services
 - Victim Services
 - Other _____

Subcategory headings for community international development applications include:

- Basic Human Needs
- Emergency Disaster Relief
- Human Infrastructure Development
- Small Business Development
- Women In Development
- Other _____

Applicants will also identify the group that will benefit most from the project:

- Children
- Men
- Seniors
- Women
- Youth
- General public
- Other (if other please specify)

Program Parameters

What are the general funding limits under this program?

- Project-Based grant applications – maximum \$75,000.
- Community Operating grant applications – maximum \$75,000.
- International Development grant applications – maximum \$25,000.

Application Processing

Should applications include letters of support for the project?

Applicants are encouraged to obtain letters of support from local community stakeholder groups that will benefit from the project.

If an application meets the eligibility criteria will it automatically get all the requested Community Initiatives Program (CIP) grant funding?

No. Due to the high volume of applications received and the limited funds, not all eligible projects receive funding and even the projects that are approved may receive less than their requested amounts.

Will an application be considered if our organization has outstanding financial reporting?

No. Applicants that have overdue accounting from any previously approved Government of Alberta funded projects will not be considered for new funding until their outstanding final reporting requirements have been satisfied.

What criteria will be used to evaluate applications?

Due to limited funds and the popularity of the Community Initiatives Program (CIP), not all requests that meet the established criteria will be approved. Application submissions will be considered using the following criteria:

- **Project Viability**
 - background of applicant (ie. organization size/representation, length of time organization has been in operation, prior experience)
 - 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
 - demographics served (ie. social disadvantaged, most vulnerable)
- **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 Funding**
 - prior funding to applicant/community
 - demonstration of need for financial assistance
 - regional equity considerations
- **Special Considerations**
 - proven extraordinary need
 - priority within a high needs region
 - disaster related events
 - regional/provincial scale project

- **Other Considerations**

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

Should the applicant contact the Community Initiatives Program (CIP) Office before submitting their application form?

Applicants are encouraged to contact the program office to ensure their application forms are completed properly and all required supporting documentation is included and to avoid processing delays.

Incomplete applications will be returned to the applicant.

How should applications be submitted?

Beginning September 2009 applicants can submit applications online by accessing the link from the Culture and Community Spirit website at <http://culture.alberta.ca/grantprograms>. Alternatively a paper application can still be submitted by mail.

Is the information in my application protected?

The *FOIP Act* applies to any information that is provided to Alberta Culture and Community Spirit. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the Act.

The personal information that is provided on the grant application form will be used for the purpose of administering the Community Initiatives Program (CIP). It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of the Act.

Please note: Once an application has been approved and funding issued to an organization, the community/city, grant recipient, project and amount funded and fiscal year become a matter of public record.

What are the steps in the application approval or decline process?

When an application has been approved, the Community Initiatives Program (CIP) Office will make the necessary payment arrangements.

When an application is declined, the applicant will be notified in writing by the Community Initiatives Program (CIP) Office. The Minister of Culture and Community Spirit will make the final decision on any appeals received.

What if the project scope changes after the grant has been approved?

An applicant must request approval in writing to the Community Initiatives Program (CIP) Office if the nature of the project approved in the original application changes. The scope of the project may only be adjusted with written approval from the Community Initiatives Program (CIP) Office.

Final Reporting

When is the final report due on completed projects?

- Project-Based Grant Applications – project must be completed within one year of cheque date and final reporting is due no later than 120 days after project completion.
- Community Operating Grant Applications - project timing will be agreed at the application approval stage. Applicants may have up to two years from cheque date to complete their projects depending on the agreed terms, and must submit final reporting no later than 120 days after project completion.
- International Development Grant Applications – project timing will be agreed at the application approval stage. Applicants may have up to two years from cheque date to complete their projects depending on the agreed terms, and must submit final reporting no later than 120 days after project completion.

Is there a standard format for submitting reporting on projects?

Yes. Standard templates have been set by project type. Applicants must submit their final report using these templates.

What access to records is required from the applicant?

A grant recipient must permit the Minister or Minister's representative to examine during regular business hours, the books or records relating to the expenditure of the grant to determine if the grant has been properly spent.

Can an applicant request an extension on the final reporting due date?

Yes. If a project is not completed within the required time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Community Initiatives Program (CIP) Office. The request letter should include:

- an explanation as to why the project could not be completed within the timeframe;
- a description of what has been completed to date (in order to demonstrate that some progress has been made);
- a description of what remains to be done and a reasonable timeline for doing it (including a proposed new project completion date).

The decision on extension requests will be communicated in writing to the applicant by the Community Initiatives Program (CIP) Office.

What happens if actual project costs are less than the approved budget?

If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or send in a cheque made payable to the Minister of Finance for the remaining unexpended funds once the final amount has been confirmed by the Community Initiatives Program (CIP) Office. Repayments must be submitted to the Community Initiatives Program (CIP) Office.

B. Project-Based Grant Applications

Rationale

Project-Based Grant Applications that provide financial assistance for community organizations for such things as equipment purchases, facility construction or renovation projects, hosting/travel/special events, new programs or special funding (i.e. emergency) requests within Alberta.

Types of Projects

Examples of previously funded Project-Based Grants:

- Capital purchases
- Facility construction or renovation projects
- Hosting/travel/special events
- Project or new program initiatives
- Special funding (ie. disaster funding requests within Alberta)

Are there any specific restrictions on Project-Based grant applications that would not be funded?

Project-Based Grants cannot be used for:

- Core education, health and wellness and social services or for religious purposes
- To fund private or commercial sector facilities or programs
- For costs related to a gaming activity, the purchase and installation of gaming equipment or upgrades to facilities that provide gaming activities (i.e. bingo halls, casinos)
- For endowment purposes or donations to a third party
- Debt reduction
- For time and labour provided towards preparation of funding applications, committee planning meetings or fundraising and similar activities not related directly to the project.
- No retroactive funding for costs that have already been incurred prior to application submission.

Parameters

What are the funding limits for Project-Based applications?

- Organizations can only receive funding for one program/operating project and one capital project per year from either the Community Initiatives Program (CIP) or the Community Facility Enhancement Program.
- Program funding for travel will not exceed \$10,000 per application.
- Program funding for technology upgrades will not exceed \$50,000 per application.
- Playground projects are not eligible.
- Debt reduction funding is not eligible.
- Government of Alberta funding cannot exceed 50% of the total project cost.
- Applicants cannot receive funding for the same project for more than 2 successive years.
- The maximum grant available is \$75,000 per project per fiscal year.
- Project start date should follow application submission.

Is there a matching funding requirement?

Project-Based Grant Applications are primarily approved on a matching basis however, non-matching funding up to \$10,000 will be considered where an organization can demonstrate financial hardship. Project-Based grant application matching funding may be in the form of cash received from non-Government of Alberta sources or donated labour, equipment or materials, all of which must be specifically related to the project.

Are there any restrictions on donated resources that are acceptable for matching funding purposes for project-based applications?

Example 1 - Estimated Budget for Matching Funding:

Project: To construct a shed to store snow-clearing equipment for a community use rink.

Project Cost

Labour (\$15/hour x 25 hours) to build the shed	\$ 375.00 (donated)
Materials (shed package – attach supplier quote)	1,125.00 (purchase)
Donated equipment (bobcat and operator to prepare site (\$60/hour x 2 hours)	<u>120.00 (donated)</u>
Total Project Cost (TPC) =	\$1,620.00

Funding

Requested Project-Based Grant funding	\$ 810.00 (max 50% of TPC)
Donated Labour	375.00
Donated Equipment	120.00
Cash provided by the organization	315.00

Total Funding = \$ 1,620.00 (Must equal TPC)

The value of project-specific donated resources for Project-Based Grant funding projects is based on:

- \$15.00/hour for unskilled labour working directly on the project
- \$30.00/hour for skilled labour working directly on the project
- \$60.00/hour for heavy equipment (including operator) working directly on the project

Donated labour that is NOT eligible as matching funding for a project includes any other volunteer time that provides a general benefit to the organization such as volunteer hours related to general fundraising, time spent preparing the grant application, time spent in meetings or any activities related to planning for the project or any other planning activities for the organization.

Example 2 - Estimated Budget for \$10,000 Maximum Non-Matching Funding:
Project: Community hall renovations

Total Project Cost (TPC)	\$50,000 (breakdown required as per matching example)
Subtract 1 st \$10,000	<u>\$10,000</u> (Non-matched component)
	\$40,000 (Applicant MUST match 50% of remainder)
	<u>÷ 2</u>
	\$20,000 (matched component of Grant request)
	\$20,000 (Applicant's Contribution)

Therefore:

Total Grant Request	\$30,000 (1 st \$10,000 non-match + \$20,000 of remainder)
Plus Group's Contribution	<u>\$20,000</u> (includes cash plus donated components)
Total Project Funding	\$50,000 (must equal TPC)

Are there any restrictions on the source of cash eligible to support matched funding?

Charitable gaming proceeds generated from licensed gaming events (i.e. bingo, casinos, raffles and pull tickets) can be used for matching purposes provided this is disclosed in the application and is an approved use of proceeds for the funds from Alberta Gaming and Liquor Commission.

Cash funding must be supported by current financial statements (including balance sheet) of the organization or current bank records to show that the cash is available.

Are there any Special Needs Considerations taken into account when considering applications for project-based community funding?

For Project-Based Grant Applications ten percent of program funding will be set aside to fund special need projects such as disasters (within Alberta), and regional and provincial scale projects. These projects will be identified for special consideration by the Minister of Culture and Community Spirit. These projects may include: 1). Projects with a proven extraordinary need, projects resulting from a disaster or inordinate circumstance creating a significant community hardship or; 2). Support to projects which identify regional or province-wide use.

Are there any Discretionary Considerations taken into account when considering applications for Project-Based community funding?

A waiver of matching funds for grants over \$10,000 will be considered at the discretion of the Minister of Culture and Community Spirit, if a ‘special need’ can be shown by the applicant. In consideration of public interest, the Minister of Culture and Community Spirit 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.

Project Eligibility

Does this program provide funding for ongoing programs?

The Project-Based Grant is intended to support project-based initiatives not ongoing operating or program costs.

Application Processing

Should applications include letters of support for the project?

In the Project-Based Grant Application, if the application involves capital upgrades to land and/or facilities under the direction or ownership of the local municipality, a letter of support from the municipality is mandatory. If the land and/or facilities are not owned by a municipality, a letter of support from the owner (if different than the applicant) is required.

How should applications be submitted?

Beginning, September 2009 applicants will have the option to submit applications online by accessing the link from the Culture and Community Spirit website at <http://culture.alberta.ca/>.

Alternatively, paper applications for Project-Based Grant Applications can be submitted to:

Community Initiatives Program
Culture and Community Spirit
Suite 212, 17205 – 106A Avenue
Edmonton, Alberta T5S 1M7

Final Reporting

When is the final reporting due on Project-Based Applications?

Projects must be completed within one year of cheque date and final reporting is due within 120 days after project completion.

Can an applicant request an extension on the final reporting due date?

If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Community Initiatives Program (CIP) Office and the decision on these requests will be communicated in writing to the applicant.

What happens if actual project costs are less than the approved budget?

If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or send in to the CIP Office a cheque payable to the Minister of Finance for the remaining unexpended funds once the final amount has been confirmed by the Community Initiatives Program (CIP) Office.

For Project-Based Grant Applications, if the actual costs are less than the approved budget the funding from this grant may be reduced to ensure that cost sharing for the project from all Government of Alberta sources is no more than 50% of the total project cost.

What are the financial reporting expectations on completed Project-Based projects?

Applicants must submit a financial report of actual costs within one year +120 days of receipt of the funds. The financial report must be submitted and signed by an authorized representatives having legal and/or financial signing authority for the organization. The financial report must also be accompanied with the appropriate source documentation as outlined in the instructions.

Applicants also agree to provide access to all financial documents or records relative to all expenses and revenues related to the project including Community Initiatives Program (CIP) grant funding.

Any applicant that does not comply with the reporting requirements may be subject to legal action and will be ineligible to receive additional grant funding until acceptable accounting is provided.

What if an organization receives funding for a facility or piece of equipment and the asset is subsequently sold?

If the sale takes place within five years of receiving the grant the applicant may be required to repay a portion of or the entire grant. Similarly, if a facility is leased and the lease is terminated within five years of receiving the grant the applicant may be required to repay a portion of or the entire grant. The amount of funding to be repaid will be at the discretion of Culture and Community Spirit, according to defined approval authority. Considerations regarding the amount to be repaid (if any) include:

- length of time after the grant that the property or equipment is sold

- 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
- use of the proceeds from sale
- the applicant is required to notify the Community Initiatives Program (CIP) Office if the facility or equipment is sold or the lease is terminated.

C. Community Operating Grant Applications

Rationale

Community Operating Grants provide financial assistance to eligible registered organizations in Alberta to enhance the organization's ability to operate and to deliver services to the community.

Types of Projects

The following outlines the types of projects that will be considered:

- Operating resources. For example, ongoing, volunteer and program personnel, fund development personnel, executive director and other necessary staffing, volunteer development and training, operating supplies, travel, materials and operating projects that develop and enhance the internal capacity of non-profit organizations.
- Additional operational, service support. For example, strategic planning, ongoing operating development, evaluation, rent, utilities, insurance, technology development and training.

Are there any specific restrictions on Community Operating Grant Applications that would not be funded?

Community Operating Grants cannot be used for:

- start-up costs of organizations
- debt or deficit reduction
- endowment funds
- contracted fundraising professionals
- research projects
- celebrations/anniversaries/festivals
- field trips or tours
- equipment and furnishings
- historic/commemorative book projects
- artwork, equipment and performances
- vehicles
- facilities and buildings
- recreational projects including playgrounds, campgrounds and parks
- land purchases

- projects that benefit those who reside outside of Alberta
- projects that are completed before or between the application deadline and the time you are notified of a decision
- projects that have received funding from other Government of Alberta funded programs for the same project, however, different aspects of the same project may be funded

Parameters

What is the funding limit for Community Operating Grant Applications?

- Organizations can receive no more than one operating grant every three years including funds received under the former Wild Rose Quarterly Grants Program.
- The maximum grant you can apply for is \$75,000.
- Operational funding can be up to two years in length.
- Organizations cannot receive grants under the Community Operating funding category any more than once every three years.
- Organization must be legally registered for a minimum of one year
- No retroactive funding for costs that have already been incurred prior to application submission.

Is there a matching funding requirement?

Community Operating Grant applicants must demonstrate matching funding in the form of cash received from non-Government of Alberta sources, donated goods or services and volunteer time at \$15/hour for core and casual volunteer contributions to your organization.

Are there any restrictions related to resources that are acceptable for matching funding purposes?

Community operating application example: Operating funding for agency staff.

Volunteer Manager	\$ 35,000.00
Support Staff	13,000.00
Training Costs	<u>2,000.00</u>
	\$50,000.00

Match Funding:

Volunteer Hours \$15/hr x 1000 Hours	\$15,000.00
Fundraising	\$30,000.00
Donated equipment and services	\$5,000.00

Total Match Funding	<u>\$50,000.00</u>
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Community Operating Grant Application eligible amount	\$50,000.00
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Note: Submit current and previous fiscal year financial statements to support the organization's cash contributions. Include documents to support the fair market value of donated goods and services received.

For Community Operating Grant Applications volunteer hours may include attending board meetings, committee/event/planning meetings, program delivery through volunteers, fund raising, administrative work or facility maintenance.

Project Eligibility

Does this program provide funding for ongoing programs?

The Community Operating Grant is intended to support ongoing operating or program costs not project-based initiatives.

Application Processing

How should applications be submitted?

Beginning September 2009 applicants can submit applications online by accessing the link from the Culture and Community Spirit website at <http://culture.alberta.ca/>.

Alternatively, paper applications for Community Operating Grants can be submitted to:

Community Initiatives Program
Culture and Community Spirit
Suite 212, 17205 – 106A Avenue
Edmonton, Alberta T5S 1M7

Final Reporting

When is the final report due on completed Community Operating Grant Projects?

- Community Operating Grant Applications – project timing will be agreed at the application approval stage. Applicants may have up to two years from cheque date to complete their projects depending on the agreed terms, and must submit final reporting no later than 120 days after project completion.

Is there a standard format for submitting reporting on projects?

Yes. Standard templates have been set by project type. Applicants must submit their final report using these templates.

What access to records is required from the applicant?

A grant recipient must permit the Minister or Minister's representative to examine during regular business hours, the books or records relating to the expenditure of the grant to determine if the grant has been properly spent.

Can an applicant request an extension on the financial reporting due date?

Yes. If a project is not completed within the required time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Community Initiatives Program (CIP) Office. The request letter should include:

- An explanation as to why the project could not be completed within the timeframe;
- A description of what has been completed to date (in order to demonstrate that some progress has been made);
- A description of what remains to be done and a reasonable timeline for doing it (including a proposed new project completion date).

The decision on extension requests will be communicated in writing to the applicant by the Community Initiatives Program (CIP) Office.

Can an applicant request an extension on the completion of the project?

An applicant can request in writing an extension on the completion of the project. If the project extends past a two year period their eligibility to apply again is extended the time period after two years.

What happens if actual project costs are less than the approved budget?

If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or send in to the CIP Office a cheque payable to the Minister of Finance for the remaining unexpended funds once the final amount has been confirmed by the Community Initiatives Program (CIP) Office.

D. International Development Grant Applications

Rationale

International Development Grants provide financial assistance to small and medium sized Alberta based non-government organizations to meet Alberta's commitment to give people in developing countries the tools to eventually meet their own needs. The purpose of International Development Grants is to match or supplement the donations the citizens of Alberta make to humanitarian projects of their choosing.

Types of Projects

Examples of previous International Development projects:

- Immunization and health projects
- Educational and awareness projects
- Food production and livelihood projects
- Construction projects
- Micro-financing and sustainability projects
- Sanitation and hygiene projects

Are there any specific restrictions on projects that would not be funded?

International Development Grants cannot be used for:

- donations, rebates, payments or contributions to another Canadian organization
- repayment or shortfall on completed projects
- debt or deficit reduction

Parameters

What are the funding limits for International Development Grant Applications?

Organizations can make one application per year up to \$25,000 or the amount the non-government organization raised in its most recently completed year for the project.

In the case of multi-year projects, a new application must be completed each year and must be accompanied by an accountability report for the previous year's funding. The Community Initiatives Program reserves the right to determine the length of its support to multi-year projects (which is usually no more than five years).

Project start date should follow decision date (no retroactive funds for projects that have already been completed).

Is there a matching funding requirement?

Yes. International Development Grant applicants must show that they have cash matching funds in its most recently completed fiscal year up to \$25,000 and must contribute this same amount to the project.

Are there any restrictions related to donated / in-kind resources for matching funding purposes?

Yes. In-Kind resources cannot be used to match funding. Cash is required to match the grant and any other government grants (i.e. federal, provincial or municipal) cannot be used to match International Development project funding.

International Development Project
Estimated Budget:

Project: Potable Water Project in Ethiopia	\$50,000.00
Non-Government Organization Fundraising (most recently completed year)	\$25,000.00
International Development grant application eligible amount	<u>\$25,000.00</u>
Total	\$50,000.00

Organization Eligibility

Are there specific eligibility criteria for organizations to apply for International Development Grants?

Yes. Where required under legislation, or in the bylaws of the corporation as a fundamental purpose, have stated objects that include conducting developmental projects in developing countries or countries in crisis and be actively engaged in fundraising in Alberta for this same purpose. Organizations must have prior experience with conducting humanitarian projects, be in existence at least two years and have an experienced/qualified member of the Alberta organization or overseas partner organization responsible for executing the project.

Organizations based outside of Alberta, but within Canada, must have a strong Alberta presence that includes registration as an extra provincial corporation under part 21 of the *Business Corporations Act* of Alberta and have a board appointed resident of Alberta as its Alberta Representative. The Alberta Representative must be an elected member of the organization's board or a staff member authorized to sign and execute documents required by the Community Initiatives Program (CIP) to receive the grant cheque if funding is awarded. Furthermore, organizations who are based outside of Alberta may only apply for the January 1 application deadline date subject to availability of funds.

Organizations whose total annual operating expenses, pertaining to international development activities, exceeds \$1.5 million (based on the organization's most recently completed fiscal year) are not eligible to apply.

Application Processing

How should applications be submitted?

Beginning, September 2009 applicants can submit applications online by accessing the link from the Culture and Community Spirit website at <http://culture.alberta.ca/grantprograms>.

Alternatively, paper applications for International Development Grants can be submitted to:

Community Initiatives Program
Culture and Community Spirit
Suite 212, 17205 – 106A Avenue
Edmonton, Alberta T5S 1M7

Final Reporting

When is the final reporting due on completed International Development projects?

Grant recipients have up to two years from cheque date to complete the project and must submit a final report within 120 days after project completion that includes a written report and a financial report of the project along with copies of receipts and bank transfers.

If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or send in to the CIP Office a cheque payable to the Minister of Finance for the remaining unexpended funds once the final amount has been confirmed by the Community Initiatives Program (CIP) Office.