

# Alberta Culture and Community Spirit

## Financial Support Programs



# Culture and Community Spirit

Ministry of CCS administers:

- Alberta Foundation for the Arts
- Alberta Historical Resources
- Human Rights, Citizenship and Multiculturalism Education Fund
- Community Spirit Program (CSP)
- Community Facility Enhancement Program (CFEP)
- Community Initiatives Program (CIP)

# Culture and Community Spirit



# CIP/CFEP Program Overview

Quarterly grant program with four deadlines:

- March 15
- June 15
- September 15
- December 15

# CIP/CFEP Program Overview

Applications are available on the CCS website:  
[culture.alberta.ca](http://culture.alberta.ca)

Applications can be:

- submitted online
- mailed into our Edmonton office *\*recommended*
- **original signed grant agreement** is required within 5 business days of online submission.

***\*\*Old and/or incomplete applications are not accepted and will be returned to you.***

# CIP/CFEP Program Overview

- One capital and one non-capital grant per fiscal year
- Travel funding: \$10,000 maximum
- Technology funding: \$50,000 maximum
- Playgrounds funded only through CFEP
- No retroactive funding in CIP and CFEP
- Municipalities are ineligible under CIP and CFEP
  
- New CIP/CFEP application is required.

# Community Initiatives Program

CIP provides funds to enhance and enrich community initiatives throughout Alberta.

2011-2012: \$25.25 million

Eligible organizations are listed in the guidelines and on the CCS website.

# Community Initiatives Program

## Three streams of funding:

- **Project-Based Grant:**
  - \$75,000 maximum
- **Community Operating Grant:**
  - \$75,000 maximum
- **International Development Grant:**
  - \$25,000 maximum

# Community Facility Enhancement Program

CFEP responds to local facility enhancement needs and to work in partnership with community groups and volunteers

2011-2012: \$38 million

\$125,000 maximum per facility per fiscal year  
(April 1 – March 31)

# Community Facility Enhancement Program

CFEP provides funding for capital projects

- Build
- Purchase
- Repair
- Renovate
- Upgrade
- Improve facilities

# Community Facility Enhancement Program

## CFEP Program Highlights:

- CFEP is a matching-grant program
- \$125,000 maximum
- Funds cannot be used for private or commercial facilities or core/essential municipal facilities
- Bricks and mortar in nature
- No retroactive funding

# Community Facility Enhancement Program

## CFEP Grant inquiries

Toll-free: 1-800-642-3855

### Community Liaison Officers:

- North: Kristine Newman 780-422-9705
- Central/South: Maggie Low-On 780-422-9578
- Edmonton Area: Noel McIntee 780-422-9574
- Calgary: Cheryl Dalwood 403-297-3489

# CIP/CFEP Project Budget

## Project Budget – example

Sample Budget – Community Hall upgrade

<b>Business</b>	<b>Details</b>	<b>Paid Expense</b>	<b>D L/S</b>	<b>D M/E</b>	<b>Total</b>
Acme Supplies	Rebuild walls – lumber, drywall	\$850	\$15x20hr=\$300	200 discount 200 nail gun	\$1550
	Electrical work		\$30x8=\$240		240
Flooring & More	Subfloor, install new linoleum	1250	\$15x4=\$60 \$30x2=\$60		1370
Home Hardware	Paint and trim	450	\$15x20=\$300		750
Carpet Galore	Carpet & installation	650	\$400 Letter enclosed		1050
<b>Total</b>		<b>\$3200</b>	<b>\$1360</b>	<b>\$400</b>	<b>\$4960</b>

# Accounting

CIP Project-Based and CFEP accounting is due within 1 year + 120 days from cheque date.

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM CAREFULLY BEFORE BEGINNING		
COMMUNITY INITIATIVES PROGRAM GRANT .....	\$	_____
ADDITIONAL FUNDING SPENT ON THIS PROJECT		
Other Alberta Lottery Funded Program grants .....	\$	_____
Interest/other income earned on CIP grant .....	\$	_____
GST input tax credits/rebates .....	\$	_____
SUB TOTAL (this amount must be spent on the project) .....	\$	=====
PROJECT COMPONENT (Detailed breakdown to be provided on attached form)		
Donated labour/services .....	\$	_____ A
Donated material/equipment .....	\$	_____ B
Total Paid Expenditures .....	\$	_____ C
TOTAL PROJECT COST .....	\$	=====

# Summary

CIP/CFEP – Quarterly Grant program

Submit a **complete application**

Contact us if you have questions or need more information.

# Community Initiatives Program

## Project-Based Grant

- Intended to support initiatives that are new or short term
- Matching grant program
- \$75,000 maximum per fiscal year (April 1 – March 31)

# Community Initiatives Program

## Project-Based Grant - Eligible Projects:

- Equipment/furnishing purchases\
- Vehicles
- Event/special events
- New programs
- Facility construction/renovation
- Travel (\$10,000 limit)
- Technology upgrades (\$50,000 limit)
- Start-up funding for new organizations

# Community Initiatives Program

## Project-Based Grant - Ineligible Projects:

- Debt reduction
- Retroactive funding
- One-time operating
- Ongoing programs
- Core funding: education, health, wellness, social services, religious programs
- Playgrounds

# Community Initiatives Program

## Project-Based Grant Inquiries:

Toll-free: 1-800-642-3855

## Community Liaison Officers:

- North: Kristine Newman 780-422-9705
- Central/South: Maggie Low-On 780-422-9578
- Edmonton Area: Noel McIntee 780-422-9574
- Calgary: Cheryl Dalwood 403-297-3489

# Community Initiatives Program Community Operating Grant

- Website – [culture.alberta.ca/cip](http://culture.alberta.ca/cip)
- CIP Community Operating Worksheet Template
- Sample completed worksheet
- CIP Community Operating Budget Template
- Sample completed budget
- CIP Community Operating application form
- Sample completed application form
- Instructions to complete the application form
- Checklist for application form
- Final Report

# Community Initiatives Program

## Community Operating Grant:

- Maximum grant is \$75,000
- Can spend up to two years.
- Can receive one grant every three years.
- Start date should follow decision date.

# Community Initiatives Program

## Community Operating Grant:

- Organization must be incorporated a minimum of one year.
- List of eligible organizations is available in the CIP Guidelines

# Community Initiatives Program

Community Operating Grant funds cannot be used for:

- Start-up costs of organizations
- Debt or deficit reduction
- Repayment or shortfall
- Others listed in the CIP Guidelines

# Community Initiatives Program

- Community Operating Grant funds core operating and program operating the organization funds annually.

Operating Costs. For example:

- Staffing (ED, Admin. Staff, Program Staff, etc).
- Volunteer/Staff Training

# Community Initiatives Program

Additional Operating Costs: For Example:

- Rent/Utilities/Insurance
- Ongoing Operational Development
- Technology Development/Training
- Strategic Planning/Evaluation

# Community Initiatives Program

## Community Operating Grant Matching Requirements:

- Cash Fundraising/Donations
- Goods and Services In Kind
- Volunteer Hours
- See Worksheet Handout.

# CIP Community Operating Grant Community Fundraising Eligibility Worksheet

Category Description	Most Recent Complete Fiscal Year	Current Financial Period
<b>Financial Statement Revenue</b>		
<b>Eligible Fundraising Revenue</b>		
Non Government/Non Program Revenue		
Community Foundation Grants		
United Way Grants		
Casino / Bingo Revenue		
Corporate Donations		
Private Donations		
Fundraising / Event gross revenue		
Facility Rental		
Other Fundraising Revenue		
<b>A. Total Eligible Fundraising Revenue</b>		

Donated or Non-Cash Services

Non-Government In Kind Goods & Services		
Capital donation (i.e. chair, computer)		
Accounting / Secretarial Services		
Photocopying		
Rent		
Other		
<b>B. Total Value Donated Goods &amp; Services</b>		

Number of Volunteer Hours		
Number of Volunteer Hours		
Board Meetings		
Committee / Event / Planning meetings		
Program Delivery through volunteers		
Fundraising; events / Bingo / Casino		
Administrative Work		
Facility Maintenance		
Other		
<b>Total # Volunteer Hours</b>		
<b>C. Value of Volunteer Hours x \$15/hour</b>		
<b>Total Community Fundraising Eligibility (Sum of A + B + C)</b>		

# Community Initiatives Program

Community Operating Grant Inquiries:

Office: Toll-free 310-0000:  
1-780-422-9305

Contacts:

- Lori Campbell – Grant Consultant - 780.427-0387
- Winston McConnell – Coordinator - 780.422-2258

# Community Initiatives Program

International Development Grant:  
\$25,000 maximum



- Intended to support Alberta based non government organizations with humanitarian projects in underprivileged countries
- Contact: Jackie Switzer 780.422-2315

# Community Initiatives Program

## Types of Projects:

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

# Community Initiatives Program

## Funding limits:

- One project application per year
- Maximum \$25,000
- Project start date should follow decision date

## Matching requirement:

- Applicants must show cash matching in its most recently completed fiscal year
- In-kind resources and government grants cannot be used to match project funding

# Community Initiatives Program

Funds cannot be used for:

- Contributions to another Alberta or Canadian organization
- Repayment or shortfall on projects already completed
- Debt or deficit reduction
- Administrative costs in Alberta
- Monitoring or evaluation costs overseas
- Supporting an individual

# Community Initiatives Program

## Organization eligibility:

- Organizations must be registered
- Have stated objects of incorporation that include conducting developmental projects in underprivileged countries
- Be actively raising funds in Alberta
- Have prior experience
- Be in existence at least two years
- Have an experience/qualified member of the organization or overseas partner responsible for executing the project

# Community Initiatives Program

## Accountability:

- A final accountability report is due 120 days after completion of the project
- Documents must be translated into English and provided in Canadian currency
- Summary of income and expenditures
- Bank transfers, cancelled cheques and receipts must be provided
- Declaration declared before a Commissioner for Oaths

# Community Spirit Program

- Goal – increase individual charitable giving to help support Alberta's nonprofit and charitable organizations.
- Donor-driven – recognizes and encourages Albertans to make cash donations.
- Monies received from Albertans stay in Alberta.

# Community Spirit Program

- Program comprised of two components:
- Charitable Tax Credit and the Donation Grant
- Alberta tax credit for eligible charitable donations that exceed \$200 in a tax year has increased from 12.75 per cent to 21 per cent.
- When added to the federal tax credit of 29 per cent, Albertans receive a 50 per cent non-refundable tax credit on those donations – one of the highest charitable tax credits in Canada.

# Donation Grant

- Available to nonprofit and charitable organizations incorporated and/or registered in Alberta, operating a minimum of one year.
- Minimum total of \$1,000 in eligible cash donations required before applying.
- Grant is based on eligible cash donations from individual Albertans over a completed 12-month fiscal period.
- Maximum grant is \$25,000 per year up to a maximum of \$50,000 over three years.

# Donation Grant

- Grant calculated using a proportional funding model.
- Grant can be used to support an organization's operations, programs and/or capital projects.
- Audited or unaudited financial statement required.
- Grant amount will vary year to year.
  
- Annual application deadline is December 31. Submit applications as early as possible.
- Online process available – request a user ID and password to submit your application/final report.

# Donation Grant

- Approval letter will be issued approximately 120 days following annual application deadline.
- Donation grant payment will follow.
- Final report is due one year following the receipt of the grant (May 1).
- Contact:
  - Program – 780.644-8604 (toll-free by first dialing 310-0000)
  - Website – [www.communityspiritprogram.ca](http://www.communityspiritprogram.ca)