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## APPLICATION AND GUIDE

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### WHAT IS THE COMMUNITY INITIATIVES PROGRAM?

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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.

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### WHO MAY APPLY FOR CIP FUNDING?

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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, 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.

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### WHAT PROJECTS MIGHT BE FUNDED?

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CIP is intended to support project-based initiatives in the

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

areas of:

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**CIP HIGHLIGHTS**

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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 Tourism, Parks, Recreation and Culture.
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.

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**CIP OFFICE**

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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](http://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.**

<b>TOTAL INITIATIVE COST</b> ..... \$ <input type="text"/>	→	<b>Attach</b> a detailed breakdown of cost.
<b>PROPOSED METHOD OF FUNDING</b>		
<u>CIP Grant Request</u> ..... \$ <input type="text"/>		
<u>Donated Labour/Services</u> ..... \$ <input type="text"/>		→ <b>Attach</b> a detailed breakdown of donated labour/ services, donated material/equipment and source of cash amounts.
<u>Donated Material/Equipment</u> ..... \$ <input type="text"/>		
<u>Cash</u> ..... \$ <input type="text"/>		
<u>Other Approved Provincial Grants</u> ..... \$ <input type="text"/>		→ <b>Attach</b> a list of other provincial grants (dollars and year) related to this initiative.
<b>TOTAL INITIATIVE FUNDING</b> ..... \$ <input type="text"/>		→ <b>This figure should be the sum of the above figures and be equal to the Total Initiative Cost.</b>

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**APPLICANT AGREEMENT**

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**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 Tourism, Parks, Recreation and Culture 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 Tourism, Parks, Recreation and Culture.
- 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 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: (_____) _____	

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**CIP FUNDING OBLIGATIONS**

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**Financial Accounting**

A financial statement showing all sources of funding and all costs of the initiative must be filed with Alberta Tourism, Parks, Recreation and Culture 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.

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**CIP APPLICATION – ATTACHMENT CHECKLIST**

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- 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.

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

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