



PROGRAM GUIDELINES



COMMUNITY INITIATIVES PROGRAM

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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:

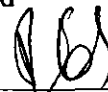
- 1.1.0 To enhance and enrich project-based community initiatives in partnership with Albertans;
- 1.1.1 To assist in the development or enhancement of programs and services that provide a direct service to the community and are responsive to community needs and issues;
- 1.1.2 To encourage Alberta communities 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

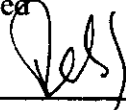
4.2.0 If an applicant wishes to revise the nature of the project approved in the original application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of program administration for grants up to \$10,000. For grants over \$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.

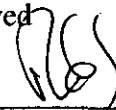
5.1 Application Requirements

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

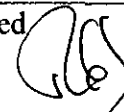
5.2.1.0 When the application is completed, the applicant forwards the application and all supporting documentation to CIP administration.

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.

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- 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.

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