

Information and Application Package



*Community Facility
Enhancement Program*

Alberta's ticket and video lottery profits are deposited annually into the Alberta Lottery Fund. Lottery Fund expenditures are approved each year by the Provincial Legislature and are used to support over 6,000 worthwhile not-for-profit initiatives such as hospital equipment purchases, municipal infrastructure, health and wellness services, arts and culture programs, agricultural endeavours as well as sport, recreation and tourism activities.

The Community Facility Enhancement Program has been established to assist in fostering the unique characteristics of Alberta's many communities. To accomplish this, the program has been designed to respond to local facility enhancement needs and to work in partnership with community groups and volunteers.

By assisting communities with the construction, renovation or re-development of community public-use facilities, the Community Facility Enhancement Program will help enhance the quality of life and citizen well-being in communities across our province.



STRENGTHENING ALBERTA'S COMMUNITIES

The Community Facility Enhancement Program (CFEP) builds on the achievements of communities across Alberta and recognizes the volunteer spirit in our province.

The central purpose of CFEP is to continue to improve the public-use facilities that are important to our communities. The expansion and upgrading of Alberta's extensive network of community-use facilities will continue to enrich the quality of life in our province.

The success of the CFEP program is based on a grass roots, needs-driven, partnership approach to funding. Under CFEP, Albertans will have access to a matching-grant program which is responsive and relevant to their particular facility development needs.

Program Aims

Intended to be broad in its coverage, CFEP has the following basic aims:

- To enhance and protect the existing community facility infrastructure in Alberta, in partnership with Albertans;
- To assist in the development of community public-use facilities which are required to respond to the expressed needs of Alberta citizens;
- To encourage Alberta communities to build on their strong tradition of volunteerism;
- To empower local citizens to work together in responding to local needs; and
- To facilitate and promote investment by Albertans in local projects.

What This Package Contains

The information contained in this package identifies the organizations and projects eligible for funding, the level of funding available, the conditions of funding, general funding criteria and accounting guidelines. It also includes an application form and a working copy for your use. For further information about the program or additional application forms, please contact your Member of the Legislative Assembly (MLA) or:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

Toll Free Hotline at 1-800-642-3855
Edmonton Area, call 780-447-8818
Calgary Area, call 403-297-8676
www.gaming.gov.ab.ca/who/cfep.html

Organizations Eligible for Funding

The following organizations are eligible to apply for funding under CFEP:

- municipalities (a city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
- First Nations and Metis settlements
- community not-for-profit groups who are registered (and in good standing) under one of the following:
 - Societies 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
 - Foundations established under and regulated by the Regional Health Authorities Act, Universities Act, Colleges Act and Alberta Housing Act

CFEP Funding

CFEP funding provides financial assistance to build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related family and community wellness facilities. Eligible organizations may apply for funding to carry out major renovations and repairs to the structural, electrical or mechanical systems in their facilities, modernize facilities to improve operational efficiency or enhance programming, or expand facilities to increase public use or develop new facilities to meet changing needs and expectations of the community.

Organizations can also apply for assistance to conduct studies to assess an existing facility and its suitability to accommodate changes, to develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.

Facilities Eligible for Funding

Generally any outdoor or indoor facility used for sports, recreation, culture or other related family and community wellness purposes can be considered for funding under CFEP. Only one application can be submitted for a specific facility in each fiscal year (i.e. April 1 to March 31). The application can include a request for funding assistance related to a planning study, a capital project or a combination of the two.

Level of Funding

The maximum level of funding for any one facility is \$125,000 per fiscal year.

Matching Funds Requirement

CFEP funding is approved on a matched-grant basis. This means that organizations must contribute an amount equal to or exceeding the grant they receive.

An organization's contribution may be in the form of any combination of money, volunteer labour or donated equipment, services and materials. The volunteer labour should be directly related to the project for which funding is being requested. 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; and
- Donated heavy equipment, including operator costs, \$50.00/hour.

It is important to note that a maximum of 50% of funding for a project can be obtained from grant programs of the Alberta Government, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Funding Conditions

The following general terms and conditions for capital funding apply:

- The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and is accessible to the general public.
- The grant recipient must establish and maintain proper accounting records.
- The applicant may be required to repay to the Alberta Lottery Fund a portion or all of the grant amount if the facility is sold (if owned by the applicant) or if the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Alberta Gaming if either of these circumstances occur.
- Applications involving land or facilities under the ownership or direction of the local municipality must include a statement of municipal support for the proposed project.

Application Process

In order to process your application as quickly as possible, the information requested from the applicant needs to be fully completed. Instructions have been included to make the application form easier to fill out. **Please refer to the application form for further information.**

Completing the Application Form

A separate application is required for each facility. Please read the instructions carefully. If you have any questions about CFEP or would like assistance in completing your application form, we encourage you to contact your MLA or CFEP at:

Toll Free Hotline at 1-800-642-3855
Edmonton area, call 780-447-8818
Calgary area, call 403-297-8676
www.gaming.gov.ab.ca/who/cfep.html

If necessary, you will be referred to one of our Community Liaison Officers who will be pleased to assist you with your application.

Submitting Your Application

Submit completed applications to:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

General Funding Criteria

In applying for CFEP funding, please note that the following will be taken into consideration in assessing your application:

- The stated benefit of the project to the community including the current and future use of the facility and the anticipated impact of the project on the community;
- How the project will benefit community residents, beyond the applicant's direct membership;
- Perceived cost benefits anticipated as a result of the project;
- Benefits related to improved operational viability and facility utilization;
- Improved facility access and utilization by disabled persons;

- An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided;
- An applicant's demonstration of community service;
- The extent to which the project duplicates other available facilities in the area will be considered; and
- Applicants with overdue financial accounting statements for previous Community Facility Enhancement Program grants will not be eligible for further funding until financial accounting has been satisfactorily completed.

The number of CFEP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region will be considered.

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.

Freedom of Information and Protection of Privacy Act

Alberta Gaming operates under the Freedom of Information and Protection of Privacy Act. All records in its custody or under its control are subject to the provisions of this Act.

Accounting of Funds

Recipients of CFEP funds must file a financial accounting statement of expenditures with Alberta Gaming upon completion of project or within two years from the date of the cheque. The accounting must show that the CFEP grant and if applicable, other provincial government funding was expended, that matching funds equal to or greater than the CFEP grant plus other provincial government grants were provided, and that other funds (i.e. interest earned on the CFEP grant, GST input tax credits or GST rebates) were expended on the project. Earned interest, GST rebates and/or tax credits do not have to be matched.

Alberta Gaming may request additional information (e.g. financial statements, progress reports, permits, construction documents, on-site inspections or other relevant information) to determine that the funds were expended in accordance with the conditions upon which they were granted.

Application Instructions

These definitions and instructions will help with the accurate completion of your application form. A fully completed application together with all supporting documentation will facilitate timely processing.

Municipality/Organization

- **Legal Name** - The legal name under which your organization is registered.
- **Registration** - If a community organization, identify the applicable Act under which you are registered and provide your organization's registration number.
- **Contact Person** - This person must be knowledgeable regarding the project and application submitted by your organization and be available during the day to discuss the project if any clarification is required.

Facility

- **Name of Facility** - The formal/legal name of the facility.
- **Street Address or Legal Description** - An exact description of the facility location.
- **Registered Holder of Land Title** - The title holder of the land on which the facility is situated.
- **Facility Operator/Leaseholder** - If different from the holder of the land title of the facility.

Project Information

- **Nature of Project** - Identify work to be carried out (e.g., building addition, playground upgrading, roof repair).
- **Project Start Date** - Identify the anticipated date the project will begin.
- **Project Description/Details** - On a separate piece of paper outline your plans for the project including work to be carried out, an overview of the project's benefit to your community, community support for the project, and why you believe it should be funded. Also, identify how the public will have access to the facility.
- **Estimated Total Project Cost** - A project budget must be submitted which summarizes the estimated costs (including donated components) for your project.

Proposed Method of Funding

- **Grant Request** - Please indicate the amount of CFEP funding requested.

- **Donated Labour/Services and Material/Equipment** Estimate the amount of volunteer labour, services, materials and equipment which will be donated and provide a summary of their estimated value. These components must be directly related to the project for which funding is being applied. **Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.**
- **Cash** - This refers to the actual cash amount your organization will contribute to this project. This amount will need to be supported by appropriate documentation. Applicants **must** submit a current financial statement for their organization. Letters should be submitted to support any contributions from other sources (e.g. other agencies, organizations, private firms or municipalities).

Your organization's contribution includes your matching amount which must equal or exceed the grant request. Applicants must demonstrate their ability to meet matching conditions of the grant.

- **Other Alberta Government Funding** - Indicate support for the project that you have obtained or are seeking from other provincial government sources. A maximum of 50% of total project funding may be derived from provincial government sources, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Money received from the Alberta Government, including lottery funding, may not be used to meet matching requirements.

Municipal Opinion

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, please indicate the reasons why. Applications involving land and/or facilities under the ownership or direction of the local municipality, **must** include a statement of municipal support for the proposed project.

Declaration

- **Your application must be signed by one person with legal and/or financial signing authority for your municipality/organization. This signature indicates the municipality's/organization's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program.**

Address - The address to which ALL correspondence regarding your application is to be sent (including cheques).



APPLICATION FORM

MUNICIPALITY/ORGANIZATION _____

Please read instructions prior to completing application form.

LEGAL NAME: _____

INCORPORATION/ACT REGISTERED UNDER: _____

REGISTRATION NO.: _____

CONTACT PERSON: MR. / MRS. / MS. _____

PHONE NOS. Work: () _____

Home: () _____

FAX: () _____

LIST OF EXECUTIVES:

On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers (home and work).

FACILITY

NAME OF FACILITY: _____

STREET ADDRESS OR LEGAL DESCRIPTION: _____

REGISTERED HOLDER OF LAND TITLE: _____

FACILITY OPERATOR/LEASEHOLDER: _____

PROJECT INFORMATION

NATURE OF PROJECT: _____

PROJECT START DATE: _____

Month Day Year

PROJECT DESCRIPTION/DETAILS:

On a separate piece of paper provide a detailed description of work to be carried out, need for this project, who will use it, and why you believe it should be funded.

TOTAL PROJECT COST \$ _____ (Attach a breakdown of cost estimates for your project.)

PROPOSED METHOD OF FUNDING:

CFEP GRANT REQUESTED \$ _____ (Maximum request is 50% of total project cost up to \$125,000 per facility per fiscal year.)

DONATED LABOUR/SERVICES \$ _____

DONATED MATERIAL/EQUIPMENT \$ _____

CASH \$ _____

OTHER ALBERTA GOVERNMENT FUNDING \$ _____

Please note: this includes your matching amount which must equal or exceed grant request (**Attach** a detailed breakdown of donated labour/services, donated material/equipment and source of cash amounts.)

(**Attach** a detailed list if other Alberta Government funding has been applied for or approved for this project.)

TOTAL PROJECT FUNDING \$ _____ (This figure should be the sum of the above figures and be equal to the total project cost.)

HAVE YOU RECEIVED OTHER GRANTS FOR THIS FACILITY UNDER THE COMMUNITY FACILITY ENHANCEMENT PROGRAMS? ___NO ___YES Include Year(s) _____

MUNICIPAL OPINION ATTACHED? ___YES ___NO (Please attach either opinion or reason why it is not provided.)

PLEASE COMPLETE THE FOLLOWING CHECKLIST, AND INCLUDE ANY SUPPORTING DOCUMENTATION:

List of Executives: A list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers (home and work) is attached. Please provide an updated list of executives annually, until an accounting of funds is complete.

Public Accessibility: Details on who will use this facility, how the local community will access it and the extent of public use are attached.

Project Description/Details: Detailed description of work to be carried out, need for this project and why it should be funded is attached.

NOTE:

• You may also provide drawings, photographs, letters of local support and other supporting documents.

Project Cost: Details regarding expenditures for your project are attached.

NOTE:

• The project costs may include volunteer labour, donated materials, services or equipment. These items should be included as a component of the overall project costs.

• Wherever possible, successful applicants are encouraged to purchase products and materials in Alberta.

Method of Funding: A complete breakdown of all donated labour/services, donated materials/equipment and source of cash amounts is attached.

NOTE:

- Labour/services/material/equipment **MUST** be directly related to the project that funding is being applied for.
- 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; and,
 - Donated heavy equipment, including operator costs, \$50.00/hour.

Financial Statement: Your organization's latest financial statement is attached. Please ensure the statement is dated and signed.

Other Alberta Government Funding: A listing (detailing type of grant, source and amount) of all Alberta Government funding which has been applied for or approved for this project is attached.

NOTE:

- **A maximum of 50% of total project funding may be derived from provincial government sources including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.**

Municipal Opinion: Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

NOTE:

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project.

- Applications involving facilities under the direction or ownership of the local municipality **MUST** include a statement of municipal opinion in support of their proposed project.

Project Accounting: Within two years of cheque date, the applicant **MUST** submit a financial accounting statement for the project to support the expended grant amount and matching components. All earned interest related to the approved grant funds and any project-specific GST rebates and/or input tax credits must be spent on the project but do not have to be matched.

NOTE:

- Applicants with overdue financial accounting statements are not eligible for further lottery funding until accounting has been completed.

IMPORTANT: Unsigned applications will not be considered. Applications are not reviewed until a detailed project description, a statement of project costs, and the proposed method of funding for the project are received.

Freedom of Information and Protection of Privacy Act: The information collected to support your CFEP application is for the use of Alberta Gaming in assessing your grant request. The authority for collecting the information is under the provisions of legislation governing the Alberta Lottery Fund.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

**Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5**

Phone 780-447-8818

DECLARATION

(Please Read Declaration Before Signing.)

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of project or no later than two years from date of the grant cheque.
- Alberta Gaming will be notified if the facility for which a CFEP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- 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 Gaming, and/or the Minister's representatives.

SIGNATURE: _____

PRINT NAME:
Mr. / Mrs. / Ms.

First Name

Surname

TITLE: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE NO.

(WK): ()

(HM): ()

DATE: _____

DAY

MONTH

YEAR



APPLICATION FORM

MUNICIPALITY/ORGANIZATION _____

Please read instructions prior to completing application form.

LEGAL NAME: _____

INCORPORATION/ACT REGISTERED UNDER: _____

REGISTRATION NO.: _____

CONTACT PERSON: MR. / MRS. / MS. _____

PHONE NOS. Work: () _____

Home: () _____

FAX: () _____

LIST OF EXECUTIVES:

On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers (home and work).

FACILITY

NAME OF FACILITY: _____

STREET ADDRESS OR LEGAL DESCRIPTION: _____

REGISTERED HOLDER OF LAND TITLE: _____

FACILITY OPERATOR/LEASEHOLDER: _____

PROJECT INFORMATION

NATURE OF PROJECT: _____

PROJECT START DATE: _____

Month Day Year

PROJECT DESCRIPTION/DETAILS:

On a separate piece of paper provide a detailed description of work to be carried out, need for this project, who will use it, and why you believe it should be funded.

TOTAL PROJECT COST \$ _____ (Attach a breakdown of cost estimates for your project.)

PROPOSED METHOD OF FUNDING:

CFEP GRANT REQUESTED \$ _____

(Maximum request is 50% of total project cost up to \$125,000 per facility per fiscal year.)

DONATED LABOUR/SERVICES \$ _____

DONATED MATERIAL/EQUIPMENT \$ _____

CASH \$ _____

OTHER ALBERTA GOVERNMENT FUNDING \$ _____

} Please note: this includes your matching amount which must equal or exceed grant request (Attach a detailed breakdown of donated labour/services, donated material/equipment and source of cash amounts.) (Attach a detailed list if other Alberta Government funding has been applied for or approved for this project.)

TOTAL PROJECT FUNDING \$ _____

(This figure should be the sum of the above figures and be equal to the total project cost.)

HAVE YOU RECEIVED OTHER GRANTS FOR THIS FACILITY UNDER THE COMMUNITY FACILITY ENHANCEMENT PROGRAMS? ___NO ___YES Include Year(s) _____

MUNICIPAL OPINION ATTACHED? ___YES ___NO (Please attach either opinion or reason why it is not provided.)

PLEASE COMPLETE THE FOLLOWING CHECKLIST, AND INCLUDE ANY SUPPORTING DOCUMENTATION:

List of Executives: A list of your current executive and/or board of directors, complete with names, positions/titles, addresses and phone numbers (home and work) is attached. Please provide an updated list of executives annually, until an accounting of funds is complete.

Public Accessibility: Details on who will use this facility, how the local community will access it and the extent of public use are attached.

Project Description/Details: Detailed description of work to be carried out, need for this project and why it should be funded is attached.

NOTE:

• You may also provide drawings, photographs, letters of local support and other supporting documents.

Project Cost: Details regarding expenditures for your project are attached.

NOTE:

• The project costs may include volunteer labour, donated materials, services or equipment. These items should be included as a component of the overall project costs.

• Wherever possible, successful applicants are encouraged to purchase products and materials in Alberta.

Method of Funding: A complete breakdown of all donated labour/services, donated materials/equipment and source of cash amounts is attached.

NOTE:

- Labour/services/material/equipment **MUST** be directly related to the project that funding is being applied for.
- 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; and,
 - Donated heavy equipment, including operator costs, \$50.00/hour.

Financial Statement: Your organization's latest financial statement is attached. Please ensure the statement is dated and signed.

Other Alberta Government Funding: A listing (detailing type of grant, source and amount) of all Alberta Government funding which has been applied for or approved for this project is attached.

NOTE:

- **A maximum of 50% of total project funding may be derived from provincial government sources including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.**

Municipal Opinion: Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

NOTE:

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project.

- Applications involving facilities under the direction or ownership of the local municipality **MUST** include a statement of municipal opinion in support of their proposed project.

Project Accounting: Within two years of cheque date, the applicant **MUST** submit a financial accounting statement for the project to support the expended grant amount and matching components. All earned interest related to the approved grant funds and any project-specific GST rebates and/or input tax credits must be spent on the project but do not have to be matched.

NOTE:

- Applicants with overdue financial accounting statements are not eligible for further lottery funding until accounting has been completed.

IMPORTANT: Unsigned applications will not be considered. Applications are not reviewed until a detailed project description, a statement of project costs, and the proposed method of funding for the project are received.

Freedom of Information and Protection of Privacy Act: The information collected to support your CFEP application is for the use of Alberta Gaming in assessing your grant request. The authority for collecting the information is under the provisions of legislation governing the Alberta Lottery Fund.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

**Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5**

Phone 780-447-8818

DECLARATION

(Please Read Declaration Before Signing.)

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of project or no later than two years from date of the grant cheque.
- Alberta Gaming will be notified if the facility for which a CFEP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- 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 Gaming, and/or the Minister's representatives.

SIGNATURE: _____

PRINT NAME:
Mr. / Mrs. / Ms.

First Name

Surname

TITLE: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE NO.

(WK): ()

(HM): ()

DATE: _____

DAY

MONTH

YEAR

BARRIER FREE ACCESS

Key Program Consideration

This section provides information that may help with planning your facility enhancement initiative. The Premier's Council on the Status of Persons with Disabilities has been instrumental in the development of this information.

An important consideration of CFEP is that facilities eligible for enhancement under the program are accessible to people with disabilities, who form 17% of Alberta's population. Accessibility is defined as making a facility free of any barriers that might prevent a person with a disability from entering or using any part of that facility.

Barrier free access is equally important for people with all types of disabilities. Just as a narrow doorway presents a barrier to a person using a wheelchair, a sign not written in Braille presents a barrier to a blind person,

as does a public address system without assistive listening devices for a hard of hearing person.

The challenge is not only to solve accessibility problems, but to resolve them in an inclusive manner. For example, a wheelchair ramp should be integrated into a facility's main entrance, rather than a back entrance that nobody else uses. In addition, complete solutions must be found. A wheelchair accessible washroom that can only be accessed by a set of stairs is practically useless.

The Safety Codes Council has developed a Barrier Free Design Guide to assist builders with accessibility standards. Applicants are encouraged to consider barrier free access and to use the Barrier Free Design Guide in any facility enhancement project. Copies are available (for a fee) from the Safety Codes Council at 780-413-0099 or 1-888-413-0099.

THOUGHT STARTERS

Reviewing the following information will help you determine if the proposed facility enhancement will benefit all people in your community.

1. Convenient, barrier free access into and throughout facilities should exist for people who use wheelchairs or have any other mobility impairment. Curb cuts should exist to provide access from the street.
2. All doors within the facility should be wide enough to allow access for the largest of wheelchairs. Spectator and participant areas should be accessible for people who use wheelchairs.
3. Facilities should have convenient, wheelchair accessible washrooms. The path of travel to these washrooms must also be completely barrier free.
4. If the facility has more than one level, a system other than stairs should exist to access each level. There are many types and sizes of elevators and lift devices, with a wide range of cost.
5. If the facility is a park, nature trails and paths should be smooth enough to allow wheelchair access.
6. If the facility is an auditorium for public speaking or performances, an assistive listening system should exist for hard of hearing people. All facilities should have visual fire alarms for deaf and hard of hearing people.
7. Braille versions of signs and interpretative material should exist for blind people. Signs and interpretative material should be set in large type for visually impaired people. Tactile warning strips should be placed on floors to warn visually impaired people of changes in pathway conditions.
8. Facility parking lots should have designated parking stalls of appropriate width and proximity to entrances for people with disabilities.

If you have any questions about barrier free access and your group's CFEP application, please contact one of our CFEP Community Liaison Officers, at 1-800-642-3855. In Edmonton call 780-447-8818. In Calgary call 403-297-8676