



APPLICATION AND GUIDE



WHAT IS THE COMMUNITY INITIATIVES PROGRAM (CIP)?

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.

WHO MAY APPLY FOR CIP FUNDING?

Eligible applicants include:

1. Community not-for-profit groups registered under one of the following:
 - Societies Act
 - Libraries Act
 - Agriculture 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, University Act, Colleges Act, Alberta Housing Act, and Foundations established under and regulated by these Acts
2. Municipalities (e.g. city, town, village, municipal district, specialized municipality, summer village or town under the Park Towns Act)
3. First Nations and Metis 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.

WHAT PROJECTS MIGHT BE FUNDED?

CIP is intended to support project-based initiatives in the areas of:

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

CIP HIGHLIGHTS

1. Total CIP funding of \$30 million per year for three years. (April 1, 2002 to March 31, 2005).
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 (i.e. April 1 to March 31).
3. A CIP applicant may not receive funding from more than one provincial granting agency or program for the same identified project in the same fiscal year.
4. 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, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.
5. If a group has significant difficulties in raising matching funds, up to \$10,000 will be considered on a non-matching basis.
6. One-time operating grants will be considered if a special need can be demonstrated by the applicant.
7. Applicants will be encouraged to demonstrate self-help for all initiatives, within their resource capabilities.
8. Time and labour provided towards preparation of CIP funding applications, committee planning meetings, fundraising and similar activities are not eligible for CIP matching purposes.
9. The value of 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 (incl. operator) \$50.00/hour.
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 statement of municipal opinion in support of the project.
11. CIP funding **cannot** be used for:
 - religious purposes;
 - ongoing, essential municipal, education, health and social services;
 - supporting "for profit" commercial ventures or private organizations;
 - endowment purposes.
12. CIP grant recipients must expend all funding and accrued interest on the approved project within two years of the cheque date unless otherwise agreed to by Alberta Gaming.

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.

CIP FUNDING OBLIGATIONS

Financial Accounting

A financial statement showing all sources of funding and all costs of the project must be filed with Alberta Gaming upon project completion, or no later than two years from the date of the grant cheque.

Communication

Applicants must provide recognition of the Alberta Lottery Fund contribution to the project.

CIP APPLICATION CHECK LIST

Is the application complete? Have you included the following:

- List of Current Executive/Board of Directors
- Most recent Financial Statements
- Statement of Municipal Opinion (if required)
- Project Description Details/Community Benefit
- Project Cost Estimate

CIP OFFICE

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
www.gaming.gov.ab.ca

Applications are processed throughout the year. The final deadline for receiving applications at the CIP office is the close of business **March 15, 2005**.

Freedom of Information and Protection of Privacy Act.

The information collected to support your CIP Application is for the use of Alberta Gaming in assessing your grant request. It is collected under the authority of the Community Development Grant Regulation pursuant to the Government Organization Act. If you have any questions regarding this collection, please contact CIP Administration at the above noted address or telephone number.



APPLICATION

APPLICANT INFORMATION

Legal Name of Applicant:

Incorporation Number:

Act Incorporated Under:

Please attach: a list of your current executive and/or board of directors, including names, positions/titles, addresses and phone numbers (home and work); and the organization's most recent financial statement signed by the organization's president and treasurer if they are not externally audited.

Registered mailing address of Applicant:
(Cheque will be mailed to this address)

Apt no. Street no. Street name

P.O. Box, R.R. City

Prov Postal code

PROJECT INFORMATION

Project Contact Person:
Mr./Mrs./Ms.

Position/Title:

Phone Number: work

home

fax

email

Project Start Date:
M D Y

Project Location

Apt no. Street no. Street name

P.O. Box, R.R. City

Prov Postal Code

Please provide a brief (one sentence) description of the project for which CIP funding is requested on the line below (i.e. facility upgrade, playground).

Please attach a **detailed description** of the project for which CIP funding is requested and an indication of how this project will benefit your community. Please provide a statement of municipal opinion, if required.

PROJECT FUNDING

Have you applied for another provincial grant for this project this fiscal year (i.e. 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 provincial granting agency and/or program for the same identified project 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.

CIP Funding Request	\$
Cash	\$
Other Approved Provincial Grants	\$
Donated Labour/Services	\$
Donated Material/Equipment	\$
Total Project Funding	\$

Please attach:

A list of other provincial grants (dollars and year).

Information regarding the values of donated services.

A detailed breakdown of cost estimates for your project that equals total project funding.

APPLICANT AGREEMENT

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 project will benefit the general public, and not specific individuals/families.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project or no later than two years from the date of the grant cheque.
- Alberta Gaming 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 Gaming.
- 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.
- The contribution from the Alberta Lottery Fund for this project will be recognized.

Signature

Mr./Mrs./Ms.

(Print Name) First Name

Surname

Title

Mailing address: Apt no. Street no. Street name

P.O. Box, R.R.

City

Prov

Postal code

work

home

Phone Number

Date

M

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D

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Y