

# Guide for Business Case Development Funding

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A part of the Building Communities of Care Program for  
Indigenous Communities

Alberta Health, Government of Alberta

February 4, 2019

Building Communities of Care, Indigenous Continuing Care

Guide for Business Case Development (BCD) Grants to support the development of Continuing Care Capital Projects

[health.continuingcarecapitalprograms@gov.ab.ca](mailto:health.continuingcarecapitalprograms@gov.ab.ca)

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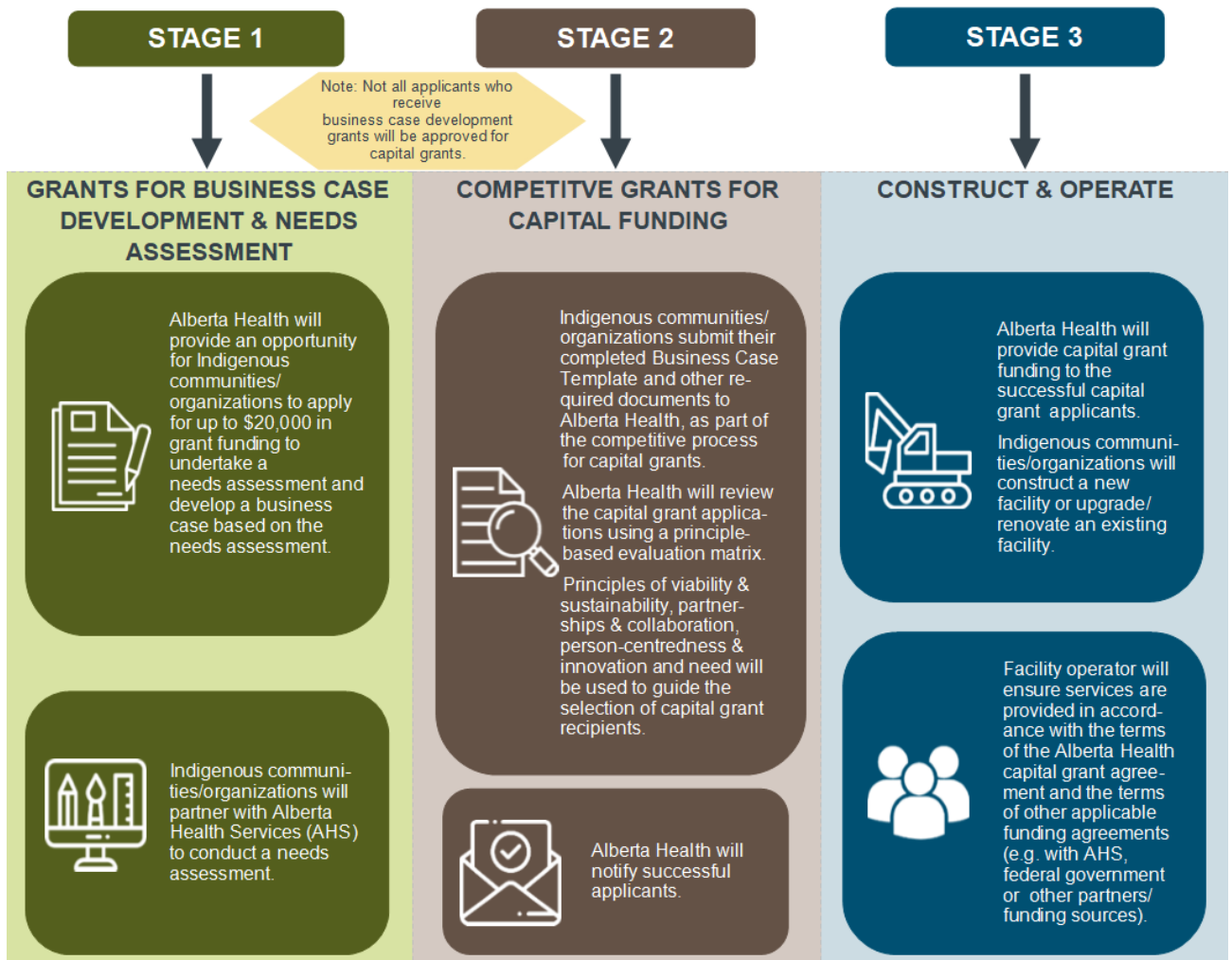
# Overview

The Government of Alberta is implementing a new needs-based program for facility-based continuing care in Alberta called Building Communities of Care. This new program focuses on adding facility-based continuing care (supportive living and/or long-term care) spaces where they are needed most to increase capacity in underserved communities, Indigenous communities and for Albertans with complex needs.

Working from a foundation of building meaningful relationships, the Indigenous stream of the Building Communities of Care program will support the development of continuing care spaces for Indigenous Albertans through three stages:

1. Business Case Development Grants and Needs Assessment;
2. Competitive Capital Grants; and,
3. Construction and Operation.

This guide is intended to provide information about the first stage – what is required to apply for a grant for business case development. If you still have questions once reviewing the guide, please contact [Health.ContinuingCareCapitalPrograms@gov.ab.ca](mailto:Health.ContinuingCareCapitalPrograms@gov.ab.ca).



## GRANTS FOR BUSINESS CASE DEVELOPMENT & NEEDS ASSESSMENT

1. Review this *Guide for Business Case Development Funding (2019)*
2. Complete the [Business Case Development Grant Application](#) and submit to Alberta Health at: [Health.ContinuingCareCapitalPrograms@gov.ab.ca](mailto:Health.ContinuingCareCapitalPrograms@gov.ab.ca)
  - The submission deadline is *Friday February 15, 2019 at 4:30 pm.*
  - For support in completing the application please contact: [IndigenousHealthUnit@gov.ab.ca](mailto:IndigenousHealthUnit@gov.ab.ca)
3. Contact Alberta Health Services at [indigenoushealthprogram@ahs.ca](mailto:indigenoushealthprogram@ahs.ca) to begin the Needs Assessment process
  - Alberta Health Services will work with Indigenous communities/organizations to undertake a continuing care services and infrastructure needs assessment. Communities/organizations can then develop a business case that outlines the services and infrastructure required to meet the assessed needs of their community.
  - See also AHS' [Continuing Care in Indigenous Communities Guidebook](#)

## COMPETITIVE GRANTS FOR CAPITAL FUNDING

1. Complete the *Business Case Template*, ensuring adherence to the [mandatory requirements](#).
2. Alberta Health will review the capital grant applications using a principle-based evaluation matrix.
  - Principles of viability & sustainability, partnerships & collaboration, person-centredness & innovation and need will be used to guide the selection of capital grant recipients

More information on this stage will be posted on the [Building Communities of Care](#) webpage when available.

# Introduction

The Government of Alberta is implementing a new needs-based capital program for facility-based continuing care in Alberta called ***Building Communities of Care***. This new program focuses on adding spaces where continuing care (**supportive living, designated supportive living and/or long-term care**) is needed most to increase capacity in underserved communities, Indigenous communities and for Albertans with complex needs.

Alberta Health, together with Alberta Seniors and Housing and Alberta Infrastructure, plans for and/or constructs buildings where continuing care is needed. In addition, Alberta Health provides strategic leadership of the province's health system and provides funding to Alberta Health Services (AHS) to develop operational policies and manage the operations and delivery of health services to Albertans including continuing care.

The Building Communities of Care program will support health outcomes and quality of life for Albertans, including Indigenous Albertans, by increasing access to appropriate and high quality continuing care spaces if/when required.

The Building Communities of Care program includes two funding components specifically for Indigenous communities:

Business Case Development grants to support Alberta Indigenous communities/organizations (see "Who is eligible to apply" section below) to determine the continuing care needs of their community/membership. These one-time grants are intended to assist grant recipients to complete a business case<sup>1</sup> if it is demonstrated through the needs assessment that capital funding for facility-based continuing care spaces is required. **(Stage 1)**

Competitive Capital grants to build or upgrade/renovate facility-based continuing care spaces to support Indigenous Albertans on or off reserves and Settlements. **(Stage 2)**

This Guide provides information on **Stage 1 - Business Case Development grants**.

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<sup>1</sup> A link to the **Business Case Template** will be made available to successful Business Case Development grant recipients.

# Purpose of the Business Case Development Grant

Business Case Development grant funding will help offset some of the expenses incurred by grant recipients while developing their business cases and completing the Business Case Template, including gathering the relevant data/information for the continuing care service and infrastructure needs assessment conducted with AHS (see also Appendix 1: Mandatory Requirements for Capital Grant Submissions). This one-time only grant opportunity, which can be used in conjunction with funding from other sources, enables grant recipients to undertake a needs assessment that may incorporate a broad spectrum of services from health, housing and community service needs. Communities/organizations can then develop a business case, using the Business Case Template, that outlines the services and infrastructure required to meet their assessed needs.

## Important Notes:

- If Alberta Indigenous communities or organizations determine that capital funding for facility-based continuing care is needed they may choose to apply for a facility-based continuing care capital grant (Stage 2).
- The Business Case Template developed in Stage 1 becomes part of the submission for Stage 2. The call for capital grants is expected to be open for 6 months after it is made available. All capital grant applications will be evaluated at the same time once the grant closes (release date to be determined).
- The capital grant will be issued through a competitive process. **The approval of a business case development grant in Stage 1 does not guarantee approval and/or funding for a capital grant in Stage 2.**
  - It is anticipated that Alberta Health will receive more capital grant applications from Indigenous communities or organizations than there is available funding.
    - By applying for the Business Case Development grant and completing/submitting the Business Case Template, recipients will formalize their need for continuing care spaces. This will assist Alberta Health in prioritizing communities if additional funding becomes available over time.



# About the Grant

## Who is eligible to apply for a Business Case Development grant?

Eligible applicants must be located in the Province of Alberta and include:

- First Nations, including the Aseniwuche Winewak Nation
- First Nation owned corporations (e.g. Health Department)
- Tribal Councils and Treaty Organizations
- Metis Settlements
- The Metis Settlements General Council
- The Métis Nation of Alberta Association
- Other Métis regional or local associations or societies
- Indigenous-owned businesses or development corporations
- Indigenous not-for-profit organizations with a mandate related to the objectives of the *Building Communities of Care* program

Note: Partnerships with other Indigenous communities, non-Indigenous organizations, the federal government, other provincial ministries, municipalities and/or AHS are encouraged; however, the primary applicant must be an Alberta Indigenous community or organization that falls into one of the categories of eligible applicants.

## What is the maximum grant available to each community?

The total value of the one-time only Business Case Development grant is at least \$10,000 and up to a maximum of \$20,000; \$10,000 to eligible applicants who submit a Business Case Development Grant application to undertake a needs assessment with AHS, and \$10,000 upon submission of a completed Business Case Template if a need for continuing care spaces is identified.

Note: Only one applicant organization per community (e.g. per First Nation, Metis Settlement, Métis region or local, etc) can apply for a Business Case Development grant.

- For example, if there are multiple eligible organizations serving a community (e.g. Health Department, incorporated entity, Indigenous-owned business etc.) there is an expectation that those organizations will discuss amongst themselves which one is best-suited to take on the responsibilities associated with developing a business case for continuing care for

- the community they represent. This applies to within a First Nation, within a Metis Settlement or within the regions or locals of the Metis Nation of Alberta Association.
- Tribal Councils, Treaty Organizations, the Metis Settlements General Council, and the Métis Nation of Alberta Association can also apply for a Business Case Development grant particularly if the communities they represent wish to partner in the development of a collaborative business case in order to ensure viability and sustainability of a proposed project.

## What does the grant support?

The grant funds are intended to support the grant recipient to:

- undertake a needs assessment in partnership with AHS\*; and
- complete a business case according to the requirements outlined in the Business Case Template (this template can be used in the application for the continuing care capital grant).

(\* AHS will provide support to recipients in determining needs. See Appendix 2: Questions to consider in determining a community's needs for a supportive living and/or long-term care facility which includes preliminary questions for consideration prior to undertaking a community needs assessment. AHS can also advise regarding viable and sustainable operational models.)

Alberta Indigenous communities/organizations can use the Business Case Development grant funds to hire professional services (e.g. a **Contractor**) or offer a short-term contract to a community member with expertise. It is recommended that any hired/contracted expertise have familiarity with barrier free/seniors housing design, health delivery systems in Alberta, community needs assessments, applicable federal and provincial building codes, methods of construction, construction costs, and the operation of continuing care facilities.

See the “What should a business case include” section below for more details.

## When are the funds provided?

Following the completion and submission of a business case development grant application, Alberta Health will review and provide the first \$10,000 in grant funding to enable the recipient to begin work on a needs assessment with AHS and undertake the work required to complete the Business Case Template if a need for continuing care spaces is determined.

Alberta Health will provide the remaining \$10,000 following the submission of a completed Business Case Template and all required documentation.

- As the completed Business Case Template becomes part of the submission for the competitive capital grant, the timelines for submission will align with call for capital grants. The call for capital grants is expected to be open for 6 months after it is made available.

## What expenses are eligible to be paid out of the Business Case Development grant?

Grant funding is provided to help offset some of the costs the recipients may incur while developing their business cases such as:

- collaborating with AHS to undertake a needs assessment for continuing care services, including validating current and anticipated client populations that would benefit from supportive living and/or long-term care (including demographic and other relevant data) and exploring sustainable operational/service models for delivering care and accommodation services;
- reviewing best practices applicable in the delivery of supportive living and/or long-term care, with a focus on innovative practices in building design and the delivery of care to Indigenous peoples;
- establishing partnerships with other groups as necessary/appropriate to develop the proposed project, such as groups who can:
  - approve land usage,
  - supplement funding (e.g. Canada Mortgage and Housing Corporation, Indigenous Services Canada, Alberta Seniors and Housing), and/or
  - deliver programs and services to residents of the project (e.g. Band, Settlement, municipality, service clubs, AHS, etc.); and
- undertaking a financial costing analysis of the development and operation of a supportive living and/or long-term care facility at the location identified in the proposal.

## What expenses are not eligible to be paid out of the Business Case Development grant?

- Expenses incurred for activities carried out prior to approval of the Business Case Development grant from Alberta Health;
- Expenses not related to the Business Case Template development;
- Operating and administrative expenses of the recipient organization, such as ongoing staff salaries and benefits, travel expenses, rental of office space, telephone or cellular purchases or expenses, capital or equipment purchases, information technology

- purchases, premiums for liability insurance or other insurance coverage, office supplies or equipment, and other similar expenses;
- Expenses related to professional training and/or development, staff awards and recognition, contractor training;
  - Vehicle purchase or maintenance costs by either the recipient or any contractor(s);
  - Non-business travel costs by either the recipient or any contractor(s), including commuting costs, parking fees, interprovincial or out-of-country travel expenses, and related meals and alcohol;
  - Meeting and hosting expenses must exclude alcohol as defined by Government of Alberta Policy;
  - Lease or facility renovation/expansion that may be undertaken to accommodate any work related to the grant;
  - Retainers paid to consultants/contractors; and
  - Other expenses deemed ineligible by Alberta Health.

## What are the accountability requirements for Business Case Development grant recipients?

In order to receive up to the one-time maximum \$20,000 to complete a Business Case Template, recipients must:

- sign a grant funding letter in a format defined by Alberta Health specifying the terms under which the grant funding will be provided (see a sample letter in Appendix 3; note, required signatures for funding letters will vary depending on whether the applicant is a First Nation, Metis Settlement, business corporation, society, etc.);
- submit the recipient's banking information (e.g. void cheque or an electronic funds transfer form); and
- submit a copy of a completed Business Case Template (required to apply for Stage 2) which complies with the mandatory requirements in Appendix 1.

## What should a business case include?

The business case must:

- describe the provision of supportive living and/or long-term care spaces that meet the continuing care capacity requirements determined by the needs assessment conducted together with AHS. This includes consideration of the operational funding required to provide both the care and **Accommodation Service Requirements** for residents;

- describe the financial viability and operational sustainability of a proposed capital project including what partnerships are being considered in service delivery to ensure sustainability into the future. For example:
  - Will operational funding for care services be sought from AHS?
  - Will funding to help subsidize residents' fees for accommodation services be sought from Indigenous Services Canada Assisted Living program (available for on reserve only)?
  - Will the Indigenous organization fund/subsidize care and/or accommodations?
- comply with applicable federal and/or provincial building codes as well as the required Design Guidelines for Continuing Care Facilities in Alberta and Architectural Design Requirements Confirmation Checklist (see Appendix 1 for links); and
- see Appendix 1 for details and additional requirements.

## Terminology

“**Accommodation Service Requirements**” means services included in the Established Accommodation Charge for accommodation that complies with the Alberta Health [Long-Term Care Accommodation Standards](#) and/or the Alberta Health [Supportive Living Accommodation Standards](#) as they are updated or revised from time to time, and include, but not limited to, meals, housekeeping, linen and towel laundry, life enrichment, safety and security, transportation, referral and assistance services.

“**Alberta Health**” means Her Majesty the Queen in right of Alberta as represented by the Minister of Health.

“**Alberta Health Services**” or “**AHS**” means the regional health authority created pursuant to the *Regional Health Authorities Act* of Alberta.

“**Applicant**” means an eligible applicant that submits a Business Case Development Grant Application in response to this Grant Application Process.

“**Business Case Template**” means the excel spreadsheet template to be completed by the Recipient and submitted as the requirement to get the second \$10,000 installment of the Business Case Development grant as well as part of the requirements of the Capital Grant Application Process (Stage 2).

“**Continuing Care**” means Alberta’s continuing care system, which provides Albertans with a range of health, personal care and accommodation services required to support their independence and quality of life. Continuing care clients are defined by their need for care, not by their age or diagnosis or the length of time they may require service. Continuing care includes home care, designated supportive living and long-term care.

“**Contractor**” means any person or organization hired by the Recipient to plan or develop a business case, complete the Business Case Template, and any work related to or supporting this purpose including working with AHS to undertake a needs assessment. Contractors are not eligible to apply for Business Case Development grant funding.

“**Designated Supportive Living**” or “**DSL**” means licensed supportive living settings where AHS controls access to a specific number of spaces according to an agreement between the operator and AHS for the provision of publicly funded continuing care health services. Case management, Registered Nursing and Rehabilitation Therapy and other consultative services are provided on-site. Accommodation services in Designated Supportive Living must meet the requirements of the *Supportive Living Accommodation Standards* and be provided at or below the Established Accommodation Charge. Publicly funded continuing care health services must be provided in accordance with the [Continuing Care Health Service Standards](#) and any other relevant legislation or standards.

“**Established Accommodation Charge**” means the maximum accommodation charge an operator may charge a resident as defined by the *Nursing Homes Operation Regulation*.

“**Funding Letter**” means the form of letter (see sample in Appendix 3) to be signed by both Alberta Health and the Recipient, identifying the conditions and obligations of both parties for funding to be provided from the Province to the Recipient (funding letters will be customized according to the

legal requirements for entering into agreements with the particular Applicant community/organization). The form of letter may be modified by Alberta Health.

**“Grant”** means funds paid by the Province to the Recipient under this Agreement and includes any earned income, including interest, on the Grant that may be realized by the Recipient as a result of holding or investing any or the entire Grant in an interest-bearing account or security.

**“Grant Application”** or **“response”** or **“submission”** means all of the documentation submitted by the Applicant in response to this Business Case Development Grant Application Process, which has been received and accepted by Alberta Health.

**“Supportive Living”** means licensed facilities (under the *Supportive Living Accommodation Licensing Act*) where services are delivered in a home-like setting for four or more adults needing some support but without multiple complex or unscheduled health needs. Supportive living includes a variety of facilities such as lodges, seniors’ residences, group homes and designated supportive living. It promotes residents’ independence and aging in place through the provision of services such as 24-hour monitoring, emergency response, security, meals, housekeeping, and life-enrichment activities. Building features include private space and a safe, secure environment. Publicly funded personal care and health services may be provided to supportive living residents based on their assessed unmet needs. Individuals living in supportive living may receive publicly funded continuing care health services through the home care program in accordance with the *Continuing Care Health Service Standards* and any other relevant legislation or standards.

**“Long-Term Care”** or **“LTC”** means a care option that provides services for clients with complex unpredictable medical needs with 24-hour on-site Registered Nurses. In addition, professional services may be provided by Licensed Practical Nurses and therapists while 24-hour on-site unscheduled and scheduled personal care and support is provided by Health Care Aides. Long-term care facilities include nursing homes under the *Nursing Homes Act* and auxiliary hospitals under the *Hospitals Act*. Accommodation services in Long-Term Care must meet the requirements of the *Long-Term Care Accommodation Standards* and be provided at or below the Established Accommodation Charge. Publicly funded continuing care health services must be provided in accordance with the *Continuing Care Health Service Standards* and any other relevant legislation or standards.

**“Recipient”** means an approved Business Case Development grant Applicant who is eligible to apply for and receive funding from this grant.

# CONSIDERATIONS FOR STAGE 2: Competitive Grants for Capital Funding

## Appendix 1:

### Mandatory Requirements for completing the Business Case Template and for Capital Grant Submissions (Stage 2)

#### **MANDATORY REQUIREMENTS:**

Capital grant submissions to build (or upgrade/renovate) facility-based continuing care spaces to support Indigenous Albertans (Stage 2) must meet/include the following MANDATORY REQUIREMENTS:

- The Applicant must be eligible to apply. Eligible applicants must be located in the Province of Alberta and include:
  - First Nations, including the Aseniwuche Winewak Nation
  - First Nation owned corporations (e.g. Health Department)
  - Tribal Councils and Treaty Organizations
  - Metis Settlements
  - The Metis Settlements General Council
  - The Métis Nation of Alberta Association
  - Other Métis regional or local associations or societies
  - Indigenous-owned businesses or development corporations
  - Indigenous not-for-profit organizations with a mandate related to the objectives of the Building Communities of Care program
- The applicant must submit a fully completed Business Case Template along with all required documentation.
- The Applicant must provide, where possible, audited financial statements or, in the absence of audited statements, notice to readers/engagement reviews prepared by a Chartered Professional Accountant for its previous three (3) years (or such lesser period as the Applicant has been operating) that include the following information:
  - Balance Sheet
  - Income Statement
  - Statement of Cash Flows
  - Notes to the Financial Statements
- The Applicant must also provide a letter from their primary financial institution/lender that verifies and attests to the Applicant's financial status and viability.
- The proposed project must:
  - comply with applicable bylaws and building codes.



- where Alberta Building Code applies, build to a minimum, Group B Division 3 (B3) Occupancy Classification as defined in the [Alberta Building Code](#) for any new construction; modernization and improvement of existing supportive living and/or long-term care; building conversion from a non-residential use; or conversion of private sector housing.
    - Note: as B3 is a recent addition to the Alberta Building Code, proof of B3 equivalency from the 'Authority Having Jurisdiction' would be required.
  - If Alberta Building Codes are not applicable, ensure the facility is constructed to the applicable equivalent to Alberta Building Code, Group B Division 3 (B3) Occupancy Classification as defined in the Alberta Building Code or better.
  - follow the best practices outlined in the [Design Guidelines for Continuing Care Facilities](#) in Alberta as documented in the Architectural Design Requirements Confirmation Checklist.<sup>2</sup>
  - be compliant with [Barrier-Free Design Guide 2017](#) which can be acquired online from the Safety Codes Council at: <http://www.safetycodes.ab.ca/Public/Pages/Publications.aspx>.
  - include provision of assistive devices (e.g. hand rails, floor and/or ceiling lifts, grab bars)
- Needs Assessment: Applicants must provide documentation of the needs assessment undertaken together with Alberta Health Services (AHS).
  - Land: Applicants must provide evidence Alberta Health deems to be suitable of the applicant's authority to build and operate the project on the lands for the duration of the capital grant agreement (anticipated to be 50 years of continuous operation).
  - Identity of Care Provider: The Applicant to identify what organization(s) will be the care and/or accommodation services provider for the facility.
  - Accommodation charges/rent: Applicants must demonstrate that the accommodation charges/rent for costs associated with the provision of **Accommodation Service Requirements** (e.g. room, board and housekeeping) do not exceed the **Established Accommodation Charge**.
  - Long-term Operational Viability: The project's model of care should demonstrate that the project's operational model is sustainable. This will be done by reporting a conservative operational model in the Business Case Template that avoids annual operating deficits and describes the sources of operational revenue (for both care services and accommodation services). Revenue sources may include but are not limited to, AHS funding (for care services), federal funding (for care and/or infrastructure), community funding, accommodation charges/rent collected from residents, etc.
  - Agreeable to be licensed and inspected according to the [Supportive Living Accommodation Standards](#) or [Long-term care accommodation standards](#) as applicable.

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<sup>2</sup> The Architectural Design Requirements Confirmation Checklist will be made available to successful Business Case Development grant recipients.

- Agreeable to adhere to the [Continuing Care Health Service Standards](#) if operational funding for care services is sought from AHS.

**RATING CRITERIA:**

All applications for the Capital Grant will be reviewed at the same time once the capital grant closes (open for 6 months from date the capital grant is available; date to be determined) and will be rated on the basis of criteria including, but not limited to:

- Financial feasibility and sustainability
- Innovative design and service delivery models
- Integration with other community services
- Partnerships with other organizations, nearby communities, funding sources, etc.
- Consideration of cultural and spiritual needs
- Readiness for development and endorsement/support of community in which the facility will be built
- Qualifications of applicant/developer and identified operator in the delivery of care and accommodation services

## Appendix 2:

### Questions to consider in determining a community's needs for a supportive living and/or long-term care facility

(The information gathered through consideration of these questions will support applicants as they work with AHS to conduct needs assessments)

#### **Section 1: Demographics** *(to be collected by the community before initial consultation with AHS)*

1. Do Indigenous Services Canada (formerly INAC's) [population tables](#) align with your own community's population numbers?
2. What is the age distribution / makeup / profile of the members in your community? (e.g. certain conditions such as dementia can influence need as well as facility design requirements and staffing models)
3. What continuing care services are currently being provided to your community (e.g. number of home care clients, number of community members residing in facility-based continuing care within or outside of community)?
4. What are the needs of your community beyond Continuing Care (i.e. affordable housing, child care, shelter space, addiction and mental health services, disability services, primary care, public health, urgent care services)?

#### **Section 2: Community Preferences**

5. Is your community willing and able to partner with other organizations or surrounding communities/municipalities?
6. What is the community willingness or ability (e.g. reasonable travel distance) to share any proposed facility with other communities/municipalities? If so, please identify which ones.
7. Have you entered into discussions with the other potential partners?
8. Is your community considering a facility within or outside of the geographic boundaries of your community?
9. Would your community members requiring continuing care and/or their family members be able to travel to the proposed facility or would they require support with transportation?
10. Have you met with community members to discuss their preferences as they age or as their care needs change? (e.g. Do they want to move out of their home into a facility or would they rather modify their home and access more home care services?)

#### **Section 3: Operational**

11. Will your community be requesting operational funding from AHS for health services? (note: AHS does not provide funding for accommodation services)
12. Do you anticipate hiring/training your own staff, contracting with a service provider or working with AHS staff operations to provide health services? (The level and type of resident care needs will determine the health services required)
13. Is your community willing and able to financially support the costs associated with the provision of accommodation services within a facility (i.e. meals, housekeeping, maintenance, utilities)?
14. Are your community members willing and able to contribute to accommodation services through the payment of accommodation charges/rent?
15. Has your organization consulted with Indigenous Services Canada, the Canadian Mortgage and Housing Corporation, Ministries of Indigenous Relations and/or Seniors and Housing to explore options for capital or operational funding support?

## Appendix 3:

### Sample Business Case Development grant funding letter

DATE

Personal Title (Honorifics) and First and Last Name

Position (e.g. Health Director)

Organization

Street Address

City, Alberta Postal Code

Dear Personal Title and Last Name:

Her Majesty the Queen in right of Alberta, as represented by the Minister of Health (the “Province”) has agreed to provide funding to you (the “Recipient”) towards the development and completion of the Business Case Template, which, in turn, will support an application for capital development of a supportive living and/or long-term care project in the XXX community. The Province will provide up to a maximum of \$20,000 (the “Funding”) to the Recipient subject to the conditions contained in this letter (the “Agreement”).

In order to receive the first \$10,000 in Funding, the Recipient must provide its banking information (void cheque or an electronic funds transfer form), and a signed copy of this Agreement.

In order to receive up to \$10,000 in remaining Funding, the Recipient must submit the completed Business Case Template in accordance with the following Additional Terms:

Additional Terms:

1. The Funding and the Recipient are subject to the Health Grants Regulation (A.R. 146/2002).
2. Please refer to Alberta Health’s Capital Grant Application: Business Case Submission Guide for direction on how to complete the Business Case Template.
3. If it is determined through the needs assessment that new continuing care spaces are needed, the submitted Business Case Template must feature a project that complies with the Architectural Design Requirements, and complies with the mandatory requirements outlined for competitive continuing care capital project submissions as listed in the Guide for Business Case Development Funding.
4. The Recipient agrees to hold harmless the Province, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Recipient or its employees, agents

or subcontractors, with respect to the development and completion of the Business Case Template.

The Alberta Health contact for this Agreement is:

Continuing Care Capital Programs  
Health Facilities Planning Branch  
Email: [Health.ContinuingCareCapitalPrograms@gov.ab.ca](mailto:Health.ContinuingCareCapitalPrograms@gov.ab.ca)

To indicate your agreement to these Terms, kindly sign in the space provided below and return a copy in PDF format, along with banking information (a PDF format of a void cheque or electronic funds transfer form) by email by **xxx Date** to: [Health.ContinuingCareCapitalPrograms@gov.ab.ca](mailto:Health.ContinuingCareCapitalPrograms@gov.ab.ca). Return of this Agreement in PDF format signed in counterpart will be deemed to be an original and constitute one agreement. Once you have signed this Agreement and submitted it to Alberta Health, it will then be fully executed and one copy of this Agreement will be returned to you for your records.

The Funding will be released, for the first \$10,000 in Funding, upon Alberta Health's receipt of the Recipient's banking information and a signed copy of this Agreement. Up to \$10,000 of the remaining Funding will be released upon Alberta Health's receipt of the completed Business Case Template no later than **xxx Date**.

Sincerely,

Michael Mah, MBA  
Executive Director  
Health Facilities Planning Branch  
Financial and Corporate Services Division  
Alberta Health

The Terms of this Agreement have been read, understood and accepted by the Recipient.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title