Community
Initiatives Program

Superseded

Program Guidelines

Project-Based Funding Stream

Please read the guidelines carefully before beginning the application

Alberta

November 2022

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Community Initiatives Program

1. PURPOSE AND OBJECTIVES

1.1 Community Initiatives Program (CIP) aims to foster healthy, vibrant communities across Alberta. The program has been designed to support the efforts of organizations that contribute to their communities and to create opportunities for Albertans to engage with their communities.

1.2 Within CIP (the Program) there are three distinct funding streams:
- **Project–Based** funding stream provides grant support to eligible organizations for community projects; new programs, one-time initiatives, program expansions, and community events in Alberta.
- **Operating** funding stream provides grant support to eligible nonprofit organizations in Alberta to enhance the organization's ability to operate and deliver direct services to the vulnerable and disadvantaged in Alberta.
- **Major Cultural and Sport Events** funding stream builds on Alberta's reputation as an attractive destination and the provinces proven capacity for hosting a range of national and international calibre cultural and sport events.

1.3 The Program **outcomes** are to:
- **Strengthen leadership and organizational capacity of community organizations.**
- **Support community driven goals that have a public benefit.**
- **Opportunities for Albertans to engage with and develop their communities.**

1.4 The Program is governed by the terms outlined in the Ministerial Grant Regulations

1.5 The Program is also guided by a set of principles that help guide decision-making and administration of the grant program. These **principles** are:

- **Community Driven Public Benefit**
- **Transparency**
- **Equity**
- **Accountability**
- **Flexibility**
- **Simplicity**

2. PROGRAM FUNDING STREAMS OVERVIEW

2.1 CIP funding streams:

Funding Streams	Project-Based	Operating	Major Cultural & Sport Events (MCSE)
Funding Range	Up to $75,000	Up to $75,000	Up to $250,000
Intake Submission deadlines*	Intake 1 - January 15 Intake 2 - May 15 Intake 3 - September 15	Intake 1 - January 15 Intake 2 - May 15 Intake 3 - September 15	Intake 1 - April 1 Intake 2 - October 1
Project Completion and Reporting Timeframe	18 months from date of grant payment	30 months from date of grant payment	18 months from the start of the term of the grant agreement
Stream Priorities	Local community projects	Ongoing programs and services.	Sanctioned national and international events.
Grant Agreement	Embedded in application	Embedded in application	Formal grant agreement upon approval

*We continuously accept applications throughout the year however, on the Intake submission deadline dates we batch the received applications to that date and start the review process for funding approval.

2.2 **Applicants may only receive one non-capital and one capital grant** per Alberta fiscal year, subject to applicable guidelines and eligibility requirements.
- one non-capital grant through the CIP Project-Based funding stream **or** the CIP Operating funding stream, and
- one capital grant through either the CIP P-B funding stream or the Community Facility Enhancement Program.

Organizations should apply under the specific program stream that is best suited for their project.

2.3 CIP Project-Based funding stream requires the completed CIP Project-Based application form, Project Budget Template, all supporting and mandatory documents as the Checklist in the CIP Project-Based application form. Each funding stream within CIP has its own guidelines and application package requirements. Please check the applicable webpage at alberta.ca/community-initiatives-program.aspx.

3. CIP PROJECT-BASED ELIGIBILITY REQUIREMENTS

3.1 Eligible Organizations

The following organizations are eligible to apply for funding under the CIP Project-Based:

- Eligible organizations who are registered, and have been operating in Alberta for a minimum of one calendar year, and are in good standing under one of the following *Acts* :

  Provincial Legislation (Alberta)
  - *Agriculture Societies Act*
  - Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations*
  - *Companies Act*, Part 9 (Nonprofit Companies)
  - *Libraries Act*
  - *Schools Act*
  - *Societies Act of Alberta*
  - Special *Act* of the Alberta Legislature

  Federal Legislation
  - *Special Act* of the Parliament of Canada
  - *Canada Not-for-profit Corporations Act* **and** must be registered in Alberta under the *Business Corporations Act*
  - *Income Tax Act* of Canada and operating in the Province of Alberta as a Charity

- A First Nation or Metis Settlement in Alberta
- Foundations established and regulated under Alberta's *Regional Health Authorities Act*
- A University, college, or institute as defined under Alberta's *Post-Secondary Learning Act*

*Must have an Alberta based address which must be regularly monitored by an active member of the organization.

3.2 Ineligible Organizations

The following organizations are not eligible for funding under the Program:

- municipalities
- for-profit organizations
- any other organizations not registered under one of the above mentioned *Acts*
- organizations with overdue or incomplete accounting/reporting relating to any grant previously awarded by Alberta Culture
- individuals

3.3 Eligible Projects

3.3.1 CIP Project-Based funding stream provides grant support to eligible organizations for community projects; new programs, one-time initiatives, program expansions, and community events in Alberta.

3.3.2 Organizations must clearly demonstrate how project meets one or more of the CIP Program outcomes (see 1.3). Projects may include (but are not limited to) the following:

PROJECT TYPE	Examples
New Program/Enhancement to an existing program	Wages for new positions, office space rentals, database software and hardware, program materials and resources etc.
Community events: festivals/theatre productions/films/exhibits/ symposiums/workshops	Venue rentals, catering, communications, marketing, keynote speakers, etc.
Technology	Audio/visual equipment, projection screens for office/meeting rooms, computer hardware and software, etc.
Portable Equipment	Licensed vehicles, team uniforms/equipment, furnishings such as computer desk, meeting tables, office chairs, public area furnishings, etc.
Gender Equity Projects	Facilitators/Speakers, venue rentals, new program costs as above, etc.

3.4 Ineligible Projects

The following projects are not eligible for funding within CIP Project-Based:

3.4.1 Private or commercial sector projects or programs, programs or projects with restricted or extremely limited public access, private residential or group housing projects or programs, projects related to religious observance or church sanctuaries, costs related to any gaming activity, the purchase and installation of gaming equipment, facilities/programs/projects that relate to gaming activities (e.g., bingo halls, casinos, horse racing tracks).

3.4.2 Core/essential municipal, provincial, federal projects or programs and services which are the responsibility of the municipal, provincial, federal body; projects or programs that receive regular budgeted provincial and/or federal support (e.g., hospitals, medical facilities, long-term care facilities); and post-secondary institution projects for academic purposes or facilities that provide provincially regulated programs and/or services or training for accredited programs.

3.4.3 Projects that are linked to the delivery of core education, health and wellness, and social services programs.

3.4.4 Outdoor spaces which include playgrounds, skate parks, climbing walls, outdoor fitness equipment, or outdoor classrooms.

3.4.5 Travel projects, ongoing programs (operational for more than two years), projects or programs that do not provide a community benefit and projects, programs or services outside of Alberta.

3.4.6 Any project that is deemed not to meet one of the outlined Project Impacts (See 4.3.3).

3.4.7   Projects that are fully funded through other funding sources.

3.4.8   Research as a stand alone project.

3.5   Ineligible Expenses

CIP Project-Based funding cannot be used for expenses related to:

3.5.1   Time and labour provided towards preparation of funding applications, board/committee planning meetings, fundraising (including costs for fundraising campaigns), and websites for fundraising purposes.

3.5.2   Endowments, charitable donations, bursaries, developing a business case or proposal for funding, donor recognition/walls, gifts, gift cards, prizes, awards, honorariums, alcohol, expenditures for or time and labor provided towards ground breaking, grand opening, and other ceremonial events.

3.5.3   Facility upgrades, renovations, construction; rental or purchase of small tools/hand tools, columbariums, grave sites, or markers.

3.5.4   Debt reduction; purchase of land as a stand-alone project; financing charges and/or interest payments on loans; retroactive expenses incurred prior to application submission date.

3.5.5   Moving expenses; administrative costs and fees (e.g. legal fees, accounting/bookkeeping fees); volunteer expenses (e.g., honorariums, gifts, gift cards, food and liquor); bank/financing related charges; maintenance expenses; contingency (unless included in a contractor's quote) or miscellaneous costs.

3.5.6   Operational and existing staffing costs (no prorated staff costs).

4.   CRITERIA

The following general criteria will be used to evaluate project funding requests:

4.1   Projects must address a community-identified need and demonstrate community involvement.

4.2   Due to limited funds and high demand for CIP Project-Based funding, not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.

4.3   Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants need to include as much information as possible to address the criteria when completing their applications to ensure full understanding of

the project and funding needs. See the following 4.3.1 to 4.3.6.

4.3.1 Organization's Capacity

The organization must demonstrate its ability to execute the project by:

- providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience).
- demonstrating the organization's sustainability through financial stability, operational history, and community support.
- demonstrating that the organization has the capacity to complete the entire project (e.g., project leadership, board and management).
- project readiness, including availability of resources (human and financial) to carry out the project

4.3.2 Project Viability and Financial Feasibility

To be considered a viable project, the organization must:

- demonstrate sufficient matching resources for requested grant, and confirmation of all funding for the total project costs.
- have access to additional funding, if required, to complete the project
- demonstrate the project is planned out; clear timelines, a detailed outline of activities, and ready to implement
- provide a relevant, detailed budget and explanation of costs within the application
- demonstrate the organization's ability to meet ongoing operational needs; long-term financial viability and self-sufficiency.

4.3.3 Project Impacts*

The organization must demonstrate that the **project will have one or more** of the following impacts:

- quality of life/community wellness enhancement
- programming/operational efficiencies
- Inclusiveness and community connectivity
- Albertans experience less social isolation, attend more community events and activities, connect with individuals from their community
- direct and indirect community economic benefit; wages and salaries, new jobs, visitors spending, other grant dollars, revenue generated by organization, etc.
- Reduced barriers for women and girls to participate in program and projects
- Improved knowledge of gender equity issues and solutions
  *See Program website for tools to support evaluation of the impact.

4.3.4 Access

The organization must demonstrate how the project will provide:

- **broad public involvement** beyond the organization's direct membership will be encouraged to participate.
- **barriers for individuals to participate** in the project, event or initiative will be reduced or mitigated (e.g. children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, newcomers, LGBTQ2S+, etc.).
- **broad public accessibility** (including persons with disabilities).

4.3.5 Community and Regional Need

The organization must demonstrate how the project will:

- impact communities at a local, regional or provincial level.
- have confirmed community support via data on the community needs or letters of support from the community the project will impact.
- have required permits, permissions or letters of support from the municipality and/or the county where required.
- include partnerships and/or collaboration directly related to the project
- not duplicate other projects in the area. If there is duplication, explain the reason or specific need this project will address.

4.3.6   Other Funding Considerations

In evaluating the project, considerations will be given to:

- prior CIP and CFEP funding given to the applicant/community/region
- demonstration of the organization's need for financial assistance
- regional equity
- availability of grant funding
- ability to complete project with partial CIP Project-Based funding.

Higher Priority will be given to:	Lower Priority will be given to:
• One-time projects that are unique; separate from ongoing activities of the organization	• Projects of a similar scope that have been previously funded through Community Grants
• Project match funding confirmed	• Project match funding is not in place
• Projects that are fully planned out and ready to implement	• Project start date is more than 18 months in advance
• Gender equity programs and projects	• Projects that are restricted to the organization's direct membership.
• Projects that engage community members and reduce social isolation	• Project that demonstrates limited public access or benefit

5. MATCHING REQUIREMENTS

5.1   CIP funding is a matching grant program. The applicant must contribute to the project expenses, an amount equal to or exceeding the grant request. Alberta Culture requires matching funds as it demonstrates an organization's commitment to its project, as well as community support for the proposed project.

- The matching funding may be in the form of cash or donated labour, and/or donated materials or services, or a combination thereof, all of which must be directly related to the project.
- Cash funding must be supported by current financial information (bank statement and most recent financial statements or Band Council Resolution or Settlement Council Resolution).
- All of donated labour, materials and services must be directly related to the project.

5.2   Total Government of Alberta funding cannot exceed 50 per cent of the total project cost. Municipal Sustainability Initiative (MSI) and Francophone Secretariat funding is not considered part of Government of Alberta funding.

5.3 Matching of Donated Labour, Equipment, or Materials

5.3.1 The value of donated resources for CIP projects is based on:
- $20.00/hour for unskilled labour working directly on the project.
- $35.00/hour for skilled labour (including qualified trades and professional services specific to components of the project, such as artists, photographers, technical officials, etc.).
- $70.00/hour for heavy equipment (including operation) and donated materials and professional services at verified fair market value.
  - o donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services or materials that have been donated by the business.

5.3.2 The following documentation for donated resources must be maintained and may be requested from applicants for accounting purposes include:
- volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour and total value.
- All the above hourly rates and number of hours must be reported in actual hours in final accounting report.

5.4 Ineligible Sources of Matching

The following sources are not eligible as a matching resource:

5.4.1 Any project expense deemed as ineligible for funding (refer to section 3.5) cannot be used as a match.

5.4.2 Wages and salaries associated with the regular, ongoing operations of the organization.

5.4.3 Volunteer travel time or mileage for picking up materials and equipment.

5.4.4 Volunteer time related to fundraising, preparing grant applications, attending meetings related to regular operations of the organization.

5.5 Matching Restrictions

The following sources of funding may have restrictions on whether they can be used for matching:

5.5.1 Charitable gaming proceeds generated from licensed gaming events (e.g., bingos, casinos, raffles, and pull tickets) can be used for matching purposes provided this is disclosed in the application and the project expenditures are an approved use of gaming proceeds and comply with the Alberta Gaming and Liquor Cannabis policies.

5.5.2 Cash funding must be supported by current financial statements signed by two signing authorities (statement of revenue and expenses, and balance sheet) of the organization and/or current bank records to confirm that the cash is available. Substantial cash donations relative to total project costs must be confirmed with a letter by the donor.

5.5.3 Grant funding from federal, municipal or private foundation grant programs to be confirmed with a letter from program representatives.

6. APPLICATION PROCEDURES

The following specifies procedures for submitting an application to CIP Project-Based:

6.1 Each funding stream has its own application package which includes forms, budget templates and mandatory information requirements which must be fully completed. Applicants need to ensure they are applying to the funding stream that is best suited for their project.

Instructions are included within the application and these guidelines that provide direction for completion of the application forms and templates.

Applicants are encouraged to contact the program office for assistance if they are having difficulty with completing the application.

6.2 In order to process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A checklist is provided in the Application Form to support a complete application package. This checklist will help identify what supporting documentation and mandatory attachments are required and need to be included when applying.

NOTE: Applicants need to include all required and supporting documents when submitting the application.

6.3 Program staff may return incomplete applications.

6.4 It is important that applicants keep a complete copy of their application and supporting documentation. Applicants may need to refer to this copy if Program staff have questions and this documentation forms part of the grant agreement if approved for funding.

6.5 Applications should include letters of support or other official statements regarding the project.

6.6 Applicants that will be engaging a third party (e.g. municipality or school division) to carry out the project on their behalf, must submit a letter signed by the applicant and the third party that outlines the nature of the commitment of each party to the project.

6.7 Applications should provide a statement confirming that the project is intended and accessible for general public-use and demonstrate how the general public may regularly participate in activities.

6.8 Project expenses that are incurred before the application has been received by the Program staff are **not** eligible to be included in the project budget for funding. Incurring expenses prior to approval of the application is at the applicant's own risk. Projects that have been started and are declined, cannot be resubmitted for funding.

6.9 Applications are fully reviewed against the program criteria, project priorities and supporting documentation provided. Organizations may be contacted if further information or clarification is required.

6.10 The program provides electronic funds transfer (EFT) to successful grant recipients. This system is safe and efficient and allows organizations to have their grant funds deposited directly into their bank account. As part of the application process, applicants are required to complete the Application for Direct Deposit, and additional information may be required to verify their account information.

6.11 Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Culture funding contact Program staff before applying.

6.12 The Minister of Culture may exercise discretion in approving applications that fall outside the general intent of the program.

7. NOTIFICATION

7.1 Applicants will receive written notification of the decision regarding their application.

7.2 All decisions on grant applications are final, and no appeals will be considered.

7.3 The review and decision-making process can take up to six months. The notification period for the CIP Project-Based funding stream is as follows:

CIP Project-Based	Application Deadlines	Notification Period
• Three intakes per fiscal year • Fiscal year is April 1-March 31	Intake 1 - January 15	July
	Intake 2 - May 15	November
	Intake 3 - September 15	March

7.4 Applicants may not resubmit an application for the same project until written notification of the outcome of their current application is made by Alberta Culture.

8. FUNDING CONDITIONS

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

8.1 After the review, approval and payment of a grant relative to an application to the
CIP Project-Based Funding Stream:
- the applicant is bound by the terms and conditions of the grant, and
- Program staff will provide notification of final report requirements to the grant recipient.

8.2 Electronic Fund Transfer (EFT) forms must provide an account in accordance with the terms of the grant agreement.

8.3 The grant funds must be spent according to approved eligible costs as determined by the Program staff.
- If the grant funds are being provided to a third party (e.g. municipality, school division) to carry out the project and this was not known or indicated at the time of the application, the grant recipient is required to notify Program staff before signing the grant agreement, and/or before proceeding with the project.

8.4 Payments must be made by a verifiable method. Cash payments for expenditures are not acceptable as there is no verifiable proof from a third party (e.g. financial institution's negotiated cheque) that the payment has been made to the vendor.

8.5 Grant funding not used or accounted for in accordance with the approved eligible costs shall be repayable by the grant recipient to the Government of Alberta. Program staff should be contacted for instructions, if repayment is required.

8.6 Project scope and financial reporting must be completed and submitted to Program staff within the following specified time frames, unless an extension of the reporting date has been approved:
- Project-Based Funding stream: 18 months from the date of payment.

8.7 Project Extensions
If the grant recipient anticipates that the project will not be completed within the allotted time frame, and wishes to request an extension, a request must be submitted to Program staff in writing **30 days** in advance of the Final Accountability Report due date.

8.7.1 The extension request letter should include:
- the reasons why the project could not be completed within the timeframe;
- a description of what has been completed and costs incurred to date (in order to demonstrate the amount of progress that has been made);
- copy of an updated bank statement showing the balance of the grant funding and matching funds; and
- a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date – year/month/day).

8.7.2   The decision on extension requests will be communicated in writing to the grant recipient by the Program, Community Grants Director, along with appropriate documentation to confirm it.
- Organization may be allowed one extension per project.

8.8   Change of Project Scope

8.8.1   The grant recipient must notify Program staff of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or a proposed reallocation of funding or shortfall of expenses for the project – prior to spending any grant funds on a new or revised purpose. The grant recipient may be requested to:
- submit a written request to use the remaining funds for the proposed project change/new purpose, and only if approved, apply the unexpended funds to this purpose; or
- if the change of scope is not acceptable submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by CIP staff. Repayment must be submitted to CIP staff for processing and file closure.
- Organization may request one change of scope per project.

8.8.2   The decision on change of project scope requests will be communicated in writing to the grant recipient by the Program, Community Grants Director.

8.9   The grant recipient bears ultimate developmental and operational responsibility for the project

8.10   The grant recipient is required to notify the Program staff if equipment is vacated or sold within the 5 year period following the grant file closure. The grant recipient may be required to repay the Government of Alberta a portion or all of the grant amount.

8.11   Approval of CIP funding in no way constitutes a commitment, implicit or otherwise, of longer term funding by the Government of Alberta to the project or the organization. Should any project require additional grant funding in the future, then a new funding application would need to be submitted for consideration.

9.   FINANCIAL REPORTING REQUIREMENTS

9.1   Project scope and financial reporting must be completed and submitted to the Program staff within the time frames specified in these guidelines unless an extension of the reporting date has been approved:
- Organizations are encouraged to submit their accounting as soon as the project has been completed; or
- **Within 18 months** from the date of payment.

9.2   Program staff maintain the right to request interim reporting at any time.

Classification: Public

9.3 Grant recipients must complete their financial accounting for the project using the Final CIP Accountability Report (FCAR) provided and include backup documentation as specified by CIP Project-Based. The FCAR will be provided to the organization and is also available on the Ministry website.

9.4 The FCAR for the project must be properly completed and signed by an authorized representative having legal and/or financial signing authority for the organization. The FCAR must also be accompanied with the appropriate source documentation as outlined in the instructions.

9.5 Recipients must provide access, upon request, to the Minister or Minister's representative, or auditors engaged by the Minister, to all financial documents or records relative to all expenses and revenues related to the project including the Program grant funding as set out in the agreement.

9.6 Recipients shall permit, if requested, the Minister or Minister's representative, or auditors engaged by the Minister, to examine during regular business hours, the books or records relating to the project for which the program funding was used as set out in the agreement.

9.7 Records should be kept for seven years from the date of the notification letter of file closure from Program staff.

9.8 Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from any Government of Alberta grant program until acceptable reporting is provided. A breach of any requirement in the grant agreement may result in the Government of Alberta requesting the return of the grant funds and if appropriate, pursuing legal action.

9.9 If the grant recipient is applying for new CIP funding, overdue financial reporting relating to other Alberta Culture grants must be provided to the relevant grant program(s) in a satisfactory manner.

10. ACKNOWLEDGEMENT STANDARDS & REQUIREMENTS

10.1 Recipients of Program are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.

10.2 The Government of Alberta logo is available upon request and recognition of funding can be achieved in a variety of ways:
- News release or submitted article to local/regional media
- Social media channels such as Twitter, Facebook and blog postings, etc.
- Organization's website or newsletter
- Signage, either temporary or permanent

11. CONFLICT OF INTEREST

11.1 In addition to complying with the CIP guidelines and the Ministerial Grant Regulation, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.

11.2 A conflict of interest may be actual or perceived.
- *Actual conflict exists where an individual's personal interests could improperly influence* the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.

- *Perceived conflict of interest* exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.

11.3 Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in, have no involvement with the project and in no way personally benefit from the Government of Alberta funding that was provided.

11.4 As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Minister, through the Program staff. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by the Program staff. If, in the opinion of the Minister, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

12. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

12.1 The personal information that is provided on the grant application form will be used for the purpose of administering the Program and advising the applicant of grant program updates and relevant Ministry initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (*FOIP Act*) and is protected by the privacy provisions of the FOIP Act.

12.2 The *FOIP Act* applies to any information that is provided to Alberta Culture. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the *FOIP Act*.

12.3 Please note, once an application has been approved and funding issued to an organization, the grant recipient, project, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link: https://extranet.gov.ab.ca/env/previous-grant-recipients-database.

12.4 If agreed to by the applicant on the application form, occasionally, Alberta Culture may contact applicant organizations to provide information about Ministry initiatives or announcements related to the following topics:

- Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
- Awareness of Ministry resources available to the nonprofit sector including Ministry sector events.

12.5 Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the Program office.

12.6 For questions about the collection and use of this information, please contact the Program staff.

13. OFFICE CONTACT INFORMATION

13.1 General contact and address information for the CIP Project-Based is:

Community Initiatives Program
Alberta Culture
212, 17205 - 106A Avenue
Edmonton, AB T5S 1M7

Main line: 780-422-9598
Toll-free: 1-800-642-3855

14. GUIDELINES REVIEW

14.1 These guidelines will be reviewed, at a minimum, every three years to ensure they best support the needs of Alberta's communities as well as align with best practices in grant administration.