

Program Guidelines

 **Project-Based Funding Stream**

 Please read the guidelines carefully before beginning the application



May 2017

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**Community Initiatives Program**

1. Purpose and Objectives
	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.

Within CIP there are five distinct funding streams:

* **Project–Based** stream provides funding support to eligible nonprofit organizations for community projects such as new programs, new initiatives, community events or community publications in Alberta.
* **Operating** stream provides funding support to eligible nonprofit organizations in Alberta to enhance the organization’s ability to operate and deliver services to the community.
* **International Development** streamprovides funding to small and medium sized Alberta-based non-governmental organizations to meet local needs through support of sustainable community development projects. The purpose of the International Development funding stream is to match or supplement the donations Albertans make to humanitarian projects of their choosing in developing nations.
* **Major Cultural and Sport Events** streambuilds on Alberta’s reputation as an attractive destination and proven capacity for hosting a range of national and international calibre cultural and sport events.
* **Alberta Canada 150** stream supports projects that align with the four themes for the federal Canada 150 approach; diversity and inclusion, reconciliation, engaging and inspiring youth, and nature. Canada’s 150th Anniversary presents a unique opportunity for Albertans to join all Canadians as we recognize this national milestone and anticipate our future together. The funding stream is temporary and all projects must be completed by December 31, 2017.
	1. CIP **outcomes** are to:
* **Strengthen leadership and organizational capacity of community organizations; and**
* **Support community driven goals that have a public benefit.**
	1. The CIP is governed by the terms outlined in the Community Development Grants Regulation.
	2. CIP 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**
 |

* 1. CIP is funded by the Government of Alberta through the Alberta Lottery Fund with funds generated through video lottery terminals (VLTs), slot machines, and ticket lotteries. These revenues are used to support thousands of volunteer, public, and community-based initiatives annually.
1. CIP Funding Streams Overview
	1. CIP funding streams:

|  |
| --- |
| **Community Initiatives Program Funding Streams** |
|  | **Project-Based** | **Operating** | **International Development** | **Major Cultural & Sport Events (MCSE)** | **Alberta Canada 150** |
| **Funding****Range** | Up to $75,000 | Up to $75,000 | Up to $25,000 | Up to $250,000 | Up to $25,000 |
| **Application****Deadlines****\* See transition table on website** | **2017-18 timelines**March 15June 15September 15 | **2017-18 timelines**March 15June 15September 15 | **2017-18 timelines**March 15June 15September 15 | Two times per year: April 1October 1 | Monthly intake deadline of the 15th of each month.Final intake: October 15 |
| **Full Implementation** | **2018-19 timelines**January 15\*May 15September 15 | **2018-19 timelines**January 15\*May 15September 15 | **2018-19 timelines**January 15\*May 15September 15 |  |  |
| **Project****Completion and Financial Reporting Timeframe** | 18 months from date of cheque | 30 months from date of payment | 30 months from date of payment | 18 months from the start of the term of the grant agreement | December 31, 2017and18 months from the date of the cheque |
| **Application****Package** | * Application Form
* Project budget

Template* Checklist for supporting mandatory documents
 | * Application Form
* Project Budget

Template* Work Sheet

Template(s)* Checklist for supporting mandatory documents
 | * Application Form
* Project Budget

Template* Checklist for supporting mandatory documents
 | * Application Form
* Project Budget

Template* Checklist for supporting mandatory documents
 | * Application Form
* Project Budget

Template* Checklist for supporting mandatory documents
 |
| **Stream priorities** | Local community projects. | Ongoing programs and services. | Humanitarian projects in developing countries. | Sanctioned national and international events. | Alignment with at least one of the four themes identified by the Federal Canada 150. |
| **Grant****Agreement** | Embedded inapplication | Embedded inapplication | Embedded inapplication | Formal grant agreementupon approval | Embedded inapplication |

\*First intake of the new fiscal year; fiscal year runs March 1 to April 30.

* 1. An organization may receive one grant for a capital project and one grant for a non-capital project per Government of Alberta fiscal year through either CIP Project-Based or the Community Facility Enhancement Program (CFEP), subject to applicable guidelines and eligibility requirements. Organizations should apply under the specific program stream that is best suited for their project.
	2. Each funding stream has its own guidelines and application package requirements.
1. CIP Project-Based Eligibility Requirements

# 3.1 Eligible Organizations

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

* Community nonprofit organizations who are registered (and 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\*
	+ *Cemeteries Act* or *Cemetery Companies Act*
	+ *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 (Charities))
* A First Nation or Métis 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 and/or Applicants

The following organizations are not eligible for funding under CIP:

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

# 3.3 Eligible Projects

**3.3.1** CIP Project-Based funding provides financial assistance to new or one-time initiatives, programs, and projects in Alberta.

**3.3.2** Eligible CIP projects may include (but are not limited to) the following:

* new community initiatives (new programs, organizational start-up, prototyping, pilot projects);
* hosting of a community event (festivals, symposiums, workshops);
* technology (website design, computers, software);
* production costs (plays, books, films, exhibits); and
* equipment (furniture, team sports equipment, licensed vehicles).

**3.3.3** Applicants may receive funding for the same project for two successive years. A third year of funding is not permitted.

# 3.4 Ineligible Projects

The following projects are not eligible for funding within CIP:

**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, skateparks, 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.

# 3.5 Ineligible Expenses

CIP funding cannot be used for expenses related to:

**3.5.1** Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising (including costs for fundraising campaigns), events where the primary purpose is non-operational or targeted fundraising, 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, 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 or operational expenses; contingency (unless included in a contractor’s quote) or miscellaneous costs; and operational costs or staff that has been prorated for a project.

1. Criteria

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

* 1. Projects must address a community-identified need and demonstrate community involvement.
	2. Projects that demonstrate limited public access or benefit will be given a lower priority.
	3. Organizations that do not have a sufficient amount of matching resources in place will be given a lower priority.
	4. Projects of a similar scope that have been previously funded through Community Grants will be given a lower priority.
	5. Due to limited funds and high demand for CIP 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.
	6. Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants must address the criteria below when completing their applications.

**4.6.1 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; and
* demonstrating that the organization has the capacity to complete the entire project (e.g., project leadership, board and management).

**4.6.2 Project Viability and Financial Feasibility**

To be considered a viable project, the organization must:

* demonstrate sufficient matching resources for requested grant;
* have access to additional funding required to complete the project;
* have provided a detailed budget and explanation of costs within the application; and
* demonstrate long-term financial viability and self-sufficiency, including the ability to meet long term, ongoing operational needs.

**4.6.3 Project Benefits**

The organization must demonstrate that the project outcomes will have:

* a high level of community impact;
* direct and indirect community economic benefit;
* quality of life/community wellness enhancement;
* programming/operational efficiencies; and
* extend the lifespan of public-use community facilities.

**4.6.4 Accessibility**

The organization must demonstrate how the project will provide:

* broad public access beyond the organization’s direct membership;
* service to one or more demographics (e.g. children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, new immigrant/refugees); and
* improved public safety/access (including disabled).

**4.6.5 Community and Regional Need**

The organization must demonstrate how the project will:

* impact communities at a local, regional or provincial level;
* enhance utilization or meet changing needs;
* include partnerships and/or collaboration directly related to the project
	+ municipal/community support;
* not duplicate other projects in the area; and
* if there is duplication, explain the specific need this project will address.

**4.6.6 Funding Considerations**

In evaluating the project, considerations will be given to:

* project readiness, including availability of resources (human and financial) to carry out the project;
* prior CIP Project-Based and CFEP funding given to the applicant/community/region;
* demonstration of the organization’s need for financial assistance;
* regional equity;
* availability of grant funding; and
* ability to complete project with partial CIP Project-Based funding.

**4.6.7 Special Considerations**

An application may be given special consideration (i.e., priority over other applications) based on the following factors:

* proven extraordinary need;
* priority within a high needs region;
* regional or provincial impact; and/or
* disaster related events.

Higher Priority will be given to:

* Projects with a broad scope and reach.
* Organizations that have been incorporated for more than one year. Organizations that have not been incorporated for a minimum of one year are encouraged to contact the CIP staff prior to applying.
* One-time projects that are unique; separate from ongoing activities of the organization.
1. Matching Requirements
	1. CIP funding is approved on a matching basis. The applicant must contribute an amount equal to or exceeding the CIP grant request towards the expenses of the project. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be directly related to the project.
	2. Other Government of Alberta funding may not be used as a matching resource for a CIP grant. Maximum funding from the Government of Alberta cannot exceed 50 per cent of the total project cost. Municipal Sustainability Initiative (MSI) and Francophone Secretariat funding is not considered as 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 (must report actual hours in final accounting report);
* $35.00/hour for skilled labour (must report actual hours in final accounting report); \*
* $70.00/hour for heavy equipment (including operator) (must report actual hours in final accounting report); and
* donated materials and professional services at verified fair market value.

\*Skilled labour includes qualified trades and professionals specific to components of a project (e.g., photographers, artists, certified referees).

**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; and
* donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services/materials that have been donated by the business.
	1. **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 or planning activities related to the project or 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 Commission 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** Cash available from federal, municipal or private foundation grant programs to be confirmed with a letter from program representatives.

* 1. **Non-Matching Funding**

An organization may be considered for up to $10,000 in CIP funding without providing matching funding if the organization can demonstrate:

* financial hardship;
* existing funds are restricted for other uses;
* extra-ordinary circumstances limit the ability to secure matching funding, labour, materials and equipment; and
* there is an immediate need for the project to be undertaken.

The justification must be clearly set forth in the application.

1. Application Procedures

The following specifies procedures for submitting an application to CIP:

* 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 that provide guidance relative to completion of the application forms and templates. Applicants are encouraged to contact the program office for assistance with completing the application.
	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 check list is available to ensure the application package is complete and all supporting documentation and mandatory attachments are included. Applicants should be sure to submit all required and supporting documents, when applying.
	3. CIP staff may return incomplete applications.
	4. It is important that applicants keep a complete copy of their application. Applicants may need to refer to this copy if CIP staff has questions about the application.
	5. Applications should include letters of support or other official statements regarding the project. Applicants should obtain a statement of municipal opinion in support of their proposed project. If the land and/or facilities are not owned by the applicant, a letter of support from the owner is required, including confirmation of a long term lease, if applicable.
	6. Applicants that will be engaging a third party (e.g. municipality, 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.
	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 (e.g. days and hours a facility is accessible by the general public).
	8. Project expenses included in the application may not be considered if they are incurred before the application has been received by CIP staff. Incurring these expenses prior to approval of the application is at the applicant’s own risk. Applicants who begin the project prior to receiving notification relative to their application will not be eligible to resubmit their project if funding is not approved.
	9. Applications are fully reviewed against the program criteria, project assessment factors and supporting documentation provided. Organizations may be contacted if further information or clarification is required.
	10. Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Culture and Tourism funding will not be considered for new funding until their outstanding accounting and reporting requirements have been closed. If an applicant has financial reporting due within six months of the application deadline, or is unsure about the impact of any outstanding reporting due to Alberta Culture and Tourism or another Government of Alberta grant program, contact CIP staff before applying.
	11. The Minister of Culture and Tourism may exercise discretion in approving applications that fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project’s potential and vital contributions to the community.
	12. Organizations can submit their application in one of two ways:
* Online by accessing the link from the Alberta Culture and Tourism website at [www.culturetourism.alberta.ca/grantprograms](http://www.culturetourism.alberta.ca/grantprograms)

**Or**

* A paper application can be submitted by mail to:

**Community Initiatives Program**

**Alberta Culture and Tourism**

212, 17205 - 106A Avenue

Edmonton, AB T5S 1M7

1. Notification
	1. Applicants will receive written notification of the decision regarding their application.
	2. All decisions on grant applications are final, and no appeals will be considered.
	3. The review and decision-making process takes approximately five to six months. The notification period for the CIP Project-Based is as follows:

|  |  |  |
| --- | --- | --- |
| **CIP Project‑Based** | **Application Deadlines** | **Notification Period** |
| **Transition Period** | March 15, 2017 | August 2017 |
| June 15, 2017 | December 2017 |
| September 15, 2017 | March 2018 |
| **Moving to three times per year by 2018-19:** | January 15 | July 15 |
| May 15 | November 15 |
| September 15 | March 15 |

* 1. 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 and Tourism.
1. Funding Conditions

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

* 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 agreement that forms part of the CIP Project-Based stream application; and
		+ CIP staff will provide notification of final report requirements to the grant recipient.
	2. Grant funds must be deposited into an account in accordance with the terms of the grant agreement.
	3. The grant funds must be spent according to approved eligible costs as determined by CIP 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 CIP staff ideally before signing the grant agreement, but definitely before proceeding with the project.
	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.
	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. CIP staff should be contacted for instructions, if repayment is required.
	6. Project scope and financial reporting must be completed and submitted to CIP 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 cheque date.
	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 CIP staff in writing.

**8.7.1** Project-Based Funding stream – extension requests for grants must be made 30 days in advance of the Final CIP Accountability Report due date.

**8.7.2** 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).

**8.7.3** The decision on extension requests will be communicated in writing to the grant recipient by CIP staff along with appropriate documentation to confirm it.

* 1. **Change of Project Scope**

**8.8.1** The grant recipient must notify CIP 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.

**8.8.2** The decision on change of project scope requests will be communicated in writing to the grant recipient by designated CIP staff along with appropriate documentation to confirm it.

* 1. The grant recipient bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the recipient. (**Note**: Failure to secure permits and development contracts could result in a delay or non-completion of the project. This may impact the applicant’s responsibilities relative to project scope and financial reporting.)
	2. The grant recipient must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its control and is accessible to the general public or; in the case where a recipient does not have formal control of the facility (e.g. school parent association), they must have written agreement from the organization that does have formal control and must be prepared to take full responsibility for the project for which the grant is being requested and all related financial accounting requirements.
	3. The grant recipient is required to notify the CIP staff if the facility or capital equipment is vacated, sold, (if owned by the recipient), or the lease/other instrument of occupation is terminated within:
		+ a minimum of five years from the cheque date.
	4. If the lease/other instrument of occupation is terminated within the above timeframes, the grant recipient may be required to repay the Government of Alberta a portion or all of the grant amount. Notice of Termination must be communicated to CIP staff as soon as possible.
	5. 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 facility require additional grant funding in the future, then a new funding application would need to be submitted for consideration.
1. Financial Reporting Requirements
	1. Project scope and financial reporting must be completed and submitted to the CIP staff within the time frames specified in these guidelines unless an extension of the reporting date has been approved:
		* CIP Project-Based Funding Stream: 18 months from the date of the cheque.

* 1. CIP staff maintains the right to request interim reporting at any time.
	2. For the **CIP Project-Based Funding Stream**:
		+ 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.
	3. 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.
	4. 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 CIP grant funding as set out in the agreement.
	5. 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 CIP funding was used as set out in the agreement.
	6. As a recipient of lottery funds, a grant recipient shall permit, upon request, any authorized representatives of the Alberta Gaming and Liquor Commission, to examine the books or records relating to the project in which the CIP funding was used as set out in the agreement.
	7. Records should be kept for seven years from the date of the notification letter of file closure from CIP staff.
	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 return of the grant funds and if appropriate, pursuing legal action.
	9. If the grant recipient is applying for new CIP funding, overdue financial reporting relating to other Alberta Culture and Tourism grants must be provided to the relevant grant program(s) in a satisfactory manner.
1. Acknowledgement Standards & Requirements
	1. Recipients of CIP funds are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.
	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, Flickr and blog postings, etc.
* Organization’s website or newsletter
* Signage, either temporary or permanent
1. Conflict of Interest
	1. In addition to complying with the CIP guidelines and the Community Development Grants 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.
	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.
	1. 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.
	2. 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. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by the CIP 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.
1. Freedom of Information and Protection of Privacy Act
	1. The personal information that is provided on the grant application form will be used for the purpose of administering CIP 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.
	2. The *FOIP Act* applies to any information that is provided to Alberta Culture and Tourism. 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.*
	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:

[www.alberta.ca/grant-payments-disclosure.aspx](http://www.alberta.ca/grant-payments-disclosure.aspx).

* 1. If agreed to by the applicant on the application form, occasionally, Alberta Culture and Tourism 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; and
* Awareness of Ministry resources available to the nonprofit sector including Ministry sector events.
	1. Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the CIP office.
	2. For questions about the collection and use of this information, please contact the CIP staff.
1. Office Contact Information

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

**Community Initiatives Program**

**Alberta Culture and Tourism**

212, 17205 - 106A Avenue

Edmonton, AB T5S 1M7

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

[www.culturetourism.alberta.ca/community/community-grants/community-initiatives-program/](http://www.culturetourism.alberta.ca/community/community-grants/community-initiatives-program/)

1. CIP Guidelines Review
	1. These guidelines will be reviewed, at a minimum, every five years to ensure they best support the needs of Alberta’s communities as well as align with best practices in grant administration.