Before You Apply, Make Sure To:

- Have a Project Plan and Budget ready

- Familiarize yourself with the Community Capital Program Guidelines

- Book a pre-application meeting with CIP

- Be aware of the Grant Application Timelines

- Gather the required documents

2025 Grant Year Timeline

Date	Key Action
Tuesday, September 3, 2024	Applications open
Tuesday, October 8, 2024	Deadline for pre-application meeting
Tuesday, October 15, 2024	Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.
October 16 - November 1, 2024	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MST on November 1. Information will not be accepted after this time.
Friday, November 8, 2024	Administration Team completes review
Tuesday, November 12, 2024	Administration Team sends reviewed applications to CIPAC
Early December	Council approves annual budget
Early December	CIPAC selects successful Applicants
Early December	Administration Team sends decision letters to Applicants
Tuesday, December 31, 2024	Administration Team sends Grant Agreements to Applicants
Early 2025	Grant installments go out 30 days after Agreements are executed

CIP 2025 Funding Priorities

- Partnership and collaboration

- Rural and Indigenous communities & relationships

- Social participation

- Community support services and wellness

- Value of culture, heritage and regional pride

- Diversity, inclusion and accessibility

- Hosting events and/or new business and visitors

Community Capital Grant

The Community Capital Grant provides funding to registered non-profit organizations for the improvement, development, or renovation of public use facilities.

Proposed capital project must contribute to at least three (3) funding priorities that align with the RMWB Council's Strategic Plan and other Council Approved Plans.

Funding Amounts

- Up to 50% of total eligible planning and design costs for the capital project
- Up to 50% of total eligible construction costs for the capital project
- Up to 50% of total eligible land purchase costs for the capital project

The amount of the grant is subject to the availability of funds.

Application Evaluation Criteria

Fully completed applications are assessed against the Application Evaluation Scoring Matrix which include the following categories:

Category	Weight
Applicant capacity	25%
Project feasibility	25%
Evidence of need	25%
Contribution to community resilience	25%
TOTAL	**100%**

The Online Application System

- All applications must be submitted via the Community Investment Program (CIP) portal located on the Municipal Website at www.rmwb.ca/CIP

- Please read the guidelines carefully before starting the application process.

- Incomplete applications will not be considered.

- Only **one** application per grant cycle is permitted.

Applicant Tab

This tab contains details of your organization.

The organization's name, address and primary contact details will automatically be populated from the organization's profile. If there are any changes to the primary contact, the organization should update this information in their profile, as the system sends automated messages to the primary contact.

Please note that all questions marked with a red asterisk (*) are mandatory and must be completed before the application can be submitted.

Project Details Tab

Project Name – keep it brief yet informative

Example – Project Name – Installation of Accessible Water Refill Stations - Community Hall 1

Project Scope – encompasses the entire range of work required to complete your project. It is broken down into tasks, timelines, risk management, and deliverables, all of which are necessary to achieve goals, satisfy stakeholder requirements, and ensure the successful delivery of the project.

Example - Project Scope

Installation of accessible water refill stations at Community Hall 1. This system is expected to significantly reduce the use of disposable plastic bottles, contribute to lower plastic waste in landfills and oceans and provide convenient and accessible water fill stations.

Project Details cont'd

What other options have been considered to address the identified need? Why were these options not pursued?

Tips on answering the above questions:

Project Example: Installation of Accessible Water Refill Stations – Community Hall 1

1. Identify alternatives:
    - List other options considered for addressing the accessible water refill stations
    - These might include traditional water fountains, water coolers or dispensing beverage/snack machines

2. Evaluate each option explaining how it could potentially address the need. Highlight its benefits, potential effect and any relevant characteristics.

3. Provide reason for not pursuing each option and detail why each alternative was not included. Example, higher costs, lower efficiency, lack of sustainability.

Project Details cont'd

Summarize the probable impact on the environment.

Probable Impact on the environment may include any changes in the natural or built environment, resulting directly from an activity that can have adverse effect on the air, land, water or wildlife etc.

Project Details cont'd

Project Duration/Phase – This is the project life cycle/timeline which is broken down into the different steps you take to go from beginning to completion.

Project Example – Installation of Accessible Water Refill Stations – Community Hall 1 - Project Phase

Phase 1 – Planning Phase (Month 1-2). Conduct needs assessment and site evaluations. Develop project plan, budget, schedule and obtain permits and approvals.

Phase 2 – Procurement Phase (Month 3). Issue tenders or requests for proposals (RFPs) for water fill stations and installation services.

Phase 3 – Installation Phase (Month 4-5). Receive and inspect water fill stations and other equipment. Coordinate with community hall managers, contractors and schedule installation. Install water fill stations at designated locations.

Phase 4 – Outreach & Education Phase (Month 6). Develop and print educational materials and signage. Launch community outreach campaign. Host educational events and distribute materials.

Project Details cont'd

Project Risk Management – identifying, analyzing and responding to any risk/constraints that arises over the life cycle of your project.

Example - Project Risk Management and Mitigation

Risk/Constraints	Mitigation
Space Availability:	Secure & prepare the installation site in collaboration with community hall managers and local authorities
Funding Shortfalls:	Seek additional funding and grants
Community Acceptance:	Engage with the community to ensure system meets their needs and preferences

Project Details cont'd

Indicate the consequences and impact of not doing the project on a financial, operational and lifecycle level:

To answer this question fully, you will need to outline the negative consequences and impacts.

Project Example – Installation of Accessible Water Refill Stations – Community Hall 1

Financial Impact:
- Short-term Costs – describe immediate costs associated with using alternative systems. Example, higher water bills, increased fuel costs to deliver and restock vending machines, water coolers, potential increased replacement costs.
- Long-term Costs – explain potential long-term burdens such as increased operational expenses, potential fines for not adhering to environmental regulations.

Operational Impact:
- Efficiency – explain how alternative methods may be less effective, efficient leading to lower productivity and higher operational costs. For instant, traditional systems may require more frequent maintenance.

Lifecycle Impact:
- Decrease in Single-use Bottles – by providing convenient & accessible water fill stations, the project is expected to significantly reduce the use of disposable plastic bottles, contributing to lower plastic waste in landfills and oceans.
- Sustainability – reduced production and disposal of plastic bottles lead to a smaller carbon footprint associated with the manufacture and waste management process.

Project Details cont'd

Total Cost of Ownership (TCO) – this is a comprehensive assessment of all costs associated with purchasing, using, maintaining and disposing of an asset over its entire lifecycle. It is commonly applied to things such as technology, vehicles, and real estate and it helps organizations understand the true cost of an investment beyond just the initial purchase price.

Here is a breakdown of what TCO might include for the project example below:

Project Example – Installation of Accessible Water Refill Stations – Community Hall 1

- **Initial purchase price** – the upfront cost of acquiring the asset
- **Installation costs** – expenses related to installing the asset
- **Operating costs** – ongoing expenses to use the asset, such as energy
- **Maintenance costs** – regular upkeep, repairs and any service agreements
- **Insurance & Taxes** – cost associated with insuring the asset and any applicable taxes
- **Depreciation** – the decrease in value of the asset over time
- **Disposal costs** – expenses related to decommissioning, recycling or disposing of the asset at the end of its life

By calculating TCO, organizations can make more informed decisions by considering not just the initial investment but also the long-term financial impact.

Project Details cont'd

Describe the operational requirements that will exist upon completion of the project – this refers to the various operational requirements that must be met to ensure the building, system, or technology continues to function effectively and sustainably. These requirements typically encompass maintenance, monitoring, regulatory compliance etc. Below are four examples of what could be included:

Project Example – Installation of Accessible Water Refill Stations – Community Hall 1

1. **Maintenance & Upkeep**
   - Routine Maintenance – establish a schedule for regular maintenance tasks, including cleaning the station, checking and replacing parts and checking mechanical components.
   - Technical Support – provide ongoing technical support to address any issues that arise. May include a local technician doing repairs and providing parts.

2. **Monitoring & Evaluation**
   - Performance Monitoring – implement a system to continuously monitor the performance of the water refill stations, including metrics such as water quality, system efficiency and energy production which can help detect issues early and ensure optimal operation.
   - Impact Evaluation – Periodically evaluate the impact of the system on the community, including health benefits, and user satisfaction. This helps in understanding the projects effectiveness and areas for enhancement.

3. **Financial Management**
   - Budget for Ongoing Costs – plan and allocate a budget for ongoing operational costs, including maintenance, utilities, and any additional training or support required.
   - Funding for Repairs – establish a fund or financial plan for unexpected repairs or upgrades that may be needed over time.

4. **Risk Management**
   - Risk Mitigation – identify potential risk to the system's operation, such as extreme weather conditions, technical failures etc.
   - Emergency Response – establish protocols for emergency situations, including system failures or natural disasters, to quickly address and resolve the issue.

Project Details cont'd

Outline your sustainability plan upon completion of the project – a sustainability plan is a roadmap an organization develops to achieve long-term goals that create financial, societal and environmental sustainability. See project example below for two items included in the project's Sustainability Plan:

Project Example – Installation of Accessible Water Refill Stations – Community Hall 1

Sustainability and Upgrades
- **Long-term Sustainability** – plan for the long-term sustainability of the project, including ongoing funding for maintenance and potential upgrades. Explore options for community involvement or partnerships that can support the system continued operation.

- **Technology Upgrades** – stay informed about advancements in accessible water fill station technology. Consider periodic upgrades to improve efficiency or incorporate new technology.

Taking these steps to sustainability is in the best interest of the community, and the environment.

The Finance Tab

This section includes information taken from the organization's financial statement, and the budget table for the project for which the organization is seeking funding.

- **Organization's most recent fiscal year end date** – this is also known as the tax year-end of your organization. E.g. December 31.

- **Unrestricted net assets** – this is the net assets that the organization has not set aside for a particular purpose or earmarked by a donor for a specific program or project, as reflected on the organization's financial statements.

- **Total operating expenses** – this refers to the total costs associated with running your organization or project during a specific period, typically a year. It includes all expenses necessary for the operation of the organization, such as salaries, rent, utilities, marketing, depreciation, and maintenance.

Finance Tab cont'd

What efforts have been made in the past fiscal year to increase the financial support for your organization?

A variety of strategies are often needed to increase financial support. Here are some effective efforts and tactics non-profits can use to boost funding:

Expand Fundraising Channels
- **Corporate Sponsorships** – partner with businesses for sponsorship opportunities. Offer marketing and branding benefits in return for their support.
- **Individual Giving** – develop campaigns to attract individual donors, such as annual giving program, major gift campaigns, or planned giving opportunities.
- **Grant Applications** – apply for grants from foundations, government agencies, and corporate sponsors. Tailor each application to the specific interest and criteria of the grant-making organization.

Host Fundraising Events
- **Events and Galas** – organize fundraising events, such as galas, charity auctions, or benefit concerts. These events can generate significant funds and raise awareness about the organization.
- **Community Events** – host smaller community-based events like charity runs, bake sales, or car washes to engage local supporters and raise money.

Develop Strategic Partnerships
- **Collaborations** – form partnerships with other non-profits, businesses, or community groups to co-host events, share resources, or leverage each other's networks.
- **In-kind Donations** – seek in-kind contributions such as goods, services, or volunteer time, which can reduce operational costs and support fundraising efforts.

Improve Transparency and Accountability
- **Financial Reporting** – maintain transparency by providing regular financial reports and updates to donors and stakeholders. Show how funds are being used to advance the organization's mission.
- **Impact Reporting** – demonstrate the tangible impact of donations through detailed reports, success stories, and metrics that highlight the organization's achievements and progress.
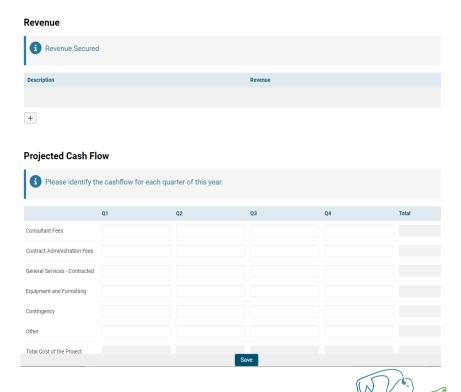
Maximize Volunteer Involvement
- **Volunteer Fundraisers** – encourage volunteers to organize their own fundraising efforts or events. Provide them with tools and resources to be successful.
- **Volunteer Engagement** – engage volunteers in meaningful ways that build their commitment to the organization, which can translate into increased financial support.

Budget Information

Secured Revenue – are funds or income that an organization has already received or has been guaranteed through formal agreements, contracts, or commitments. This type of revenue is considered reliable and can be confidently counted on when planning budgets or financial strategies. Because it is assured, secured revenue can reduce the need for additional funding or grants.

Projected Cash Flow – This is the net amount of cash that is generated or consumed by a project over the course of the year. It represents the inflows and outflows of cash resulting from the project's operations, investments, and financing activities.

Revenue

ℹ Revenue Secured

Description	Revenue

Projected Cash Flow

ℹ Please identify the cashflow for each quarter of this year.

	Q1	Q2	Q3	Q4	Total
Consultant Fees					
Contract Administration Fees					
General Services - Contracted					
Equipment and Furnishing					
Contingency					
Other					
Total Cost of the Project					

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Budget Information Cont'd
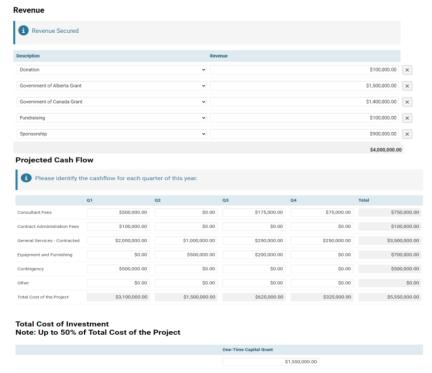
Budget Table

Example:

Total Capital Project Costs = $5,550,000.00
(Total cost includes all costs of the entire project)

Total Grant Request = $1,550,000.00
(Up to 50% of the total Capital Project Cost)

Grant request as a percentage of total cost of Capital Project = 28%

Total Revenue Secured = $4,000,000.00
(Must match revenue secured listed in Budget Table)

Revenue secured as a percentage of total cost of the Capital Project = 72%

Revenue

Revenue Secured

Description	Revenue	
Donation	$100,000.00	×
Government of Alberta Grant	$1,500,000.00	×
Government of Canada Grant	$1,400,000.00	×
Fundraising	$100,000.00	×
Sponsorship	$900,000.00	×
	$4,000,000.00	

Projected Cash Flow

Please identify the cashflow for each quarter of this year.

	Q1	Q2	Q3	Q4	Total
Consultant Fees	$500,000.00	$0.00	$175,000.00	$75,000.00	$750,000.00
Contract Administration Fees	$100,000.00	$0.00	$0.00	$0.00	$100,000.00
General Services - Contracted	$2,000,000.00	$1,000,000.00	$250,000.00	$250,000.00	$3,500,000.00
Equipment and Furnishing	$0.00	$500,000.00	$200,000.00	$0.00	$700,000.00
Contingency	$500,000.00	$0.00	$0.00	$0.00	$500,000.00
Other	$0.00	$0.00	$0.00	$0.00	$0.00
Total Cost of the Project	$3,100,000.00	$1,500,000.00	$625,000.00	$325,000.00	$5,550,000.00

Total Cost of Investment
Note: Up to 50% of Total Cost of the Project

One-Time Capital Grant
$1,550,000.00

Other Funding Sources

Outline any expected in-kind contributions or other non-financial resources being leveraged for this program, project, service or event to demonstrate community support.

When outlining any in-kind contributions or other non-financial resources for a project, it is important to detail the types of resources being provided, their value, and how they will be utilized. Here is a general outline you can follow:

1. **Human Resources**
   – **Expertise** – professional skills/knowledge provided by volunteers or partners (e.g., consulting, technical advice, mentorship)

2. **Facilities and Equipment**
   – **Office Space** – use of meeting rooms, office areas, or workspaces
   – **Equipment** – access to computers, software, lab equipment, or machinery
   – **Event Venues** – space for workshops, seminars, or community events

3. **Materials and Supplies**
   – **Office Supplies** – paper, pens, printers, or other administrative materials
   – **Marketing Materials** – design and printing services for brochures, posters, or flyers
   – **Technical Supplies** – software licences, technical tools, or prototyping materials

4. **Services**
   – **Legal Services** – pro bono legal advice, contract review, or intellectual property support
   – **Accounting Services** – assistance with bookkeeping, financial planning, or auditing

5. **Community Support**
   – **Engagement** – support from community groups, local organizations, or advocacy groups
   – **Volunteering** – assistance with project-related tasks from community members

Other Funding Sources cont'd

Documentation and Acknowledgement

Valuation
- Estimate the monetary value of each in-kind contribution where possible

Recognition
- Outline how contributions will be acknowledged or credited (e.g., in reports, press releases, or on project materials)

By clearly documenting these in-kind contributions and non-financial resources, you can demonstrate the comprehensive support your project is receiving and how these resources will contribute to its success.

Attachments

A complete application package must include the following documents; missing documents will result in the application being deemed ineligible:

Financial Statements: Provide the financial statements for the most recent fiscal year. (Year-end date must fall between July 1, 2023, and June 30, 2024). Statements older than one year will not be accepted.

Other Relevant Documents. Examples include but not limited to:

   Maps & Diagrams
   Feasibility Studies
   Quotes
   Detailed Costing Spreadsheets/backup
   Other studies or reports available to support the project

Financial Monitoring & Reporting

- Quarterly Status Report – due 30 days after each quarter until the project is complete
  - % of completion
  - Details of spending
  - Highlight of the project to date

- Capital Project Costing Report – 120 days after the project is completed
  - Summary and Details of all the project costs
  - Copies of all invoices and receipts

- Any reporting requirements not met by the recipient may result in termination of the grant or ineligibility to receive grants in the future.

- Secured revenue from the application must be included in the quarterly status and final capital project costing reports. Additionally, any in-progress revenue received after the application approval must also be reported as part of the total revenue.

- All revenues for the project will be subtracted from the total costs. The grant will cover the remaining costs up to 50% of total costs.

- All funds not used for the approved purpose must be returned to the Municipality, as per the guidelines unless the Municipality approves, in writing, their use for another purpose

Outcome Measurement Reporting

- Outcome measurement is a mandatory reporting requirement and must be included in the annual report, due on February 28th each year.

- Reviewing and verification of performance data submitted by the funded organizations is a priority for the Community Investment Program. This data helps us assess and report the social impact of the grant on our community.

- Organizations needing assistance with outcome measurement can email CIP@rmwb.ca for support. Online resources available here.

- As per CIP policy, eligibility for future funding will depend on the actual outcomes compared to the predicted outcomes included in the application.

Project Outcomes

Project Success or Success Criteria for your project ─ what the project is meant to contribute to the community/organization.

Project Example – Installation of Accessible Water Refill Station – Community Hall 1

- Through outreach & educational efforts, the project raises awareness about the environmental impacts of plastic waste and encourage sustainable practices.
- Successful deployment and positive feedback from target communities.
- System operates efficiently and minimal maintenance.