REGIONAL MUNICIPALITY OF WOOD BUFFALO

Community Investment Program

2026 Community Capital Grant Application Questions

The Community Capital Grant provides funding to registered non-profit organizations to support the enhancement, development, or renovation of public-use facilities within the Regional Municipality of Wood Buffalo.

*****Applications open on September 3, 2025*****

*****Applications will be accepted until 4:30 p.m. MST. on October 14, 2025*****

Before applying:

- Read the CIP Policy and Program Guidelines. Pre-application meetings are required for all new applicants as a prerequisite for consideration for an invitation to apply. Email CIP@rmwb.ca to request a meeting.
- Ensure that all accounting and reporting for any previous Regional Municipality of Wood Buffalo funding has been completed. Organizations will not be considered for new funding until all outstanding account and reporting requirements have been satisfied.
- All applications must be submitted through the CIP Grant Portal. CIP will notify you via email when the application is available in the CIP Grant Portal. When you receive notification, log in to your CIP Grant Portal account to complete the application.

Application Instructions:

- Please complete all mandatory questions. * Asterisk symbol beside an application question means the question is mandatory.
- Please use the **Save Draft** button frequently to prevent any loss of work.
- **Applicant Information** is copied directly from your organization and user profiles and will appear in a read-only state within this form.
  If the applicant information displayed is not current, please update your organization and user profiles on your **Home Page** prior to completing and submitting the application.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu of the application or contact cip@rmwb.ca.

- If you wish to invite a **grant writer** to collaborate on your application, use the **Invitation** tab located within the left side menu of the application.
- **Applications not Submitted by 4:30 pm on the closing date, will be withdrawn by CIP Staff.**

2026 COMMUNITY CAPITAL GRANT – Application Questions

APPLICANT INFORMATION - Tab

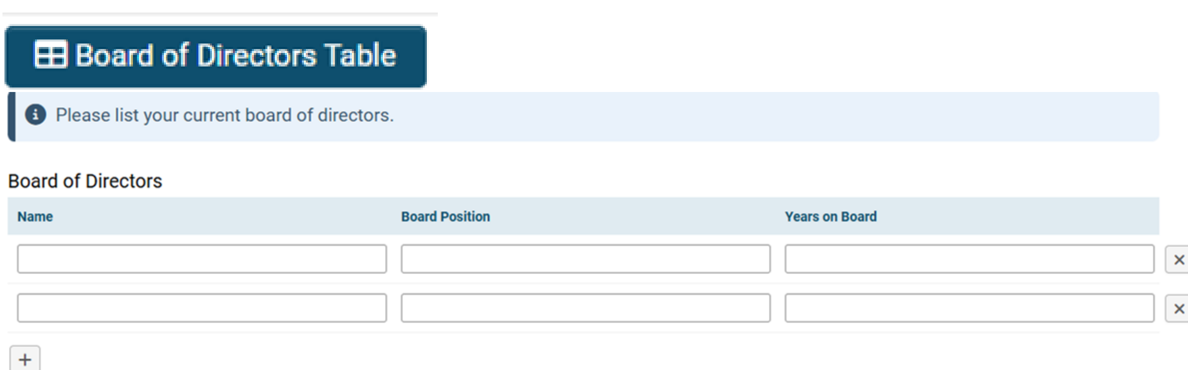
Organization Information

This section will automatically populate using the details from the **Organization Profile**, which is located on the **Primary Contact's Home Page**.
If any updates are needed, please go to your Home Page and select **Organization Profile** to make the necessary changes.

Primary Contact

The Primary Contact information is automatically filled in based on the details in **My Profile**, also found on the **Main Contact's Home Page**.
To update this information, navigate to your Home Page and select **My Profile**.

1. *What is your organization's Mission Statement? 50 Words
2. *Please note any restrictions on participating in your organization's programs, projects, services or events. 300 Words
3. *Minimum number of board members according to the organization's bylaws:
4. *Please list your current Board of Directors in the table:


Board of Directors Table

Please list your current board of directors.

Board of Directors

Name	Board Position	Years on Board

5. *Do one or more board representatives or program staff have lived experience or expertise reflective of the demographics your organization serves?

   Please Select:
   ☐Yes ☐No

   a. *If yes; please briefly explain the lived experience or expertise. 300 Words

PROJECT DETAILS - Tab

6. *Project Name. 8 Words

7. *Project Location

   Choose the location of the project. If it applies to more than one rural location, choose Multi Rural. If it applies to the entire Municipality, choose Municipal Wide.

   Please Select;
   ☐Abasand
   ☐Anzac
   ☐Beaconhill
   ☐Conklin
   ☐Dickinsfield
   ☐Draper
   ☐Eagle Ridge
   ☐Fort Chipewyan
   ☐Fort McKay
   ☐Fort McMurray
   ☐Grayling Terrace
   ☐Gregoire
   ☐Gregoire Lake Estates
   ☐Janvier
   ☐Lower Townsite
   ☐Multi Rural
   ☐Municipal Wide
   ☐Northside
   ☐Parsons Creek
   ☐Prairie Creek
   ☐Saline Creek
   ☐Saprae Creek Estates
   ☐Stone Creek
   ☐Thickwood
   ☐Timberlea
   ☐Waterways

8. *Please summarize the scope of the project. Clearly state the community need that the project will address and provide supporting evidence that the need exists in the community. 250 Words

9. *What other options have been considered to address the identified need? Why were these options not pursued? 300 Words

10. *Is the project intended to replace existing facilities or equipment?

Please Select;
☐Yes ☐No

11. *Summarize how the proposed project will impact the community from a health, safety, or environmental perspective. 300 Words

12. *Summarize how the proposed project will impact the community from a social, cultural, or equity perspective. 300 Words

Consider how the project may celebrate indigenous culture, reduce barriers for equity-deserving groups, or strengthen community well-being and relationships.

13. *Summarize the community's involvement in the development of this project, including any public or Indigenous consultations, partnerships, or collaborations that demonstrate community support. 300 Words

14. *Summarize how the proposed project will enhance operational efficiency, reduce costs, or generate measurable economic benefits for your organization or the community. 300 Words

15. *Please give specifics of the duration of the project from predesign to completion. 250 Words

16. *Detail any major constraints or risks involved with the project and how you propose to mitigate those risks. 250 Words

17. * Indicate the consequences and impact of not doing the project on a financial and operational level. 250 Words

Implementation

18. *Estimated Schedules
Please enter the quarter and year in each box (e.g., Q1-2026)


Estimated Schedules

Estimated Schedules

Please enter the quarter and year in each box (e.g. Q1-2026)

Project Planning	Predesign	Design	Construction	Completion

+

Total Cost of Ownership

Total Cost of Ownership (TCO) is an analysis meant to consider all the lifetime cost that follow from owning certain kinds of assets. Below are a series of questions intended to ensure the costs associated with operating and maintaining the asset(s) that are to be constructed/acquired are considered per the business case. For assisting with this section, please work with a Community Investment Coordinator.

19. *Estimated Life of Asset (in years)

20. *Please describe the operational requirements that will exist upon completion of the project. 300 Words

Include the following: headcount requirement (e.g. number of full-time employees, part-time employees), licenses and permits, insurance premiums, IT requirements (e.g. hardware, software, support) maintenance assumptions (e.g. repairs and maintenance, janitorial services), utility requirements, (natural gas, heating oil, electricity, water and sewage), training needs and any operational requirements.

21. *Please outline your sustainability plan upon completion of the project. 300 Words

FINANCES - Tab

22. * Organization's most recent Fiscal Year End date

Please click Save Draft to update the following two questions with this date.
MM/DD/YYYY

23. * Unrestricted Net Assets

Unrestricted Net Assets (accumulated net assets/surplus that the organization has not set aside for a particular purpose or earmarked by a donor for a specific program or project) from your Financial Statements ending: MM/DD/YYYY

$0.00

24. * Total Operating Expenses

Total Expenses from your Financial Statements Ending: MM/DD/YYYY

$0.00

25. * What efforts have been made in the past fiscal year to increase the financial support for your organization? 300 Words

Budget Information

26. * Please complete the following budget table:

Budget Table
[See Appendix A – Budget Table]

27. * Total Capital Project Cost

Total cost includes all costs of the entire project.

$0.00

28. * Total Grant Amount Request

Up to 50% of total Capital project cost.

$0.00

29. Grant request as percentage of total cost of Capital Project

Click on the Save Draft button to calculate the percentage.

%

30. *Total Revenue Secured

Must match Revenue Secured listed in Budget Table

$0.00

31. Revenue secured as a percentage of total cost of the Capital Project.

Click on the Save Draft button to calculate the percentage.

%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

32. *The Community Investment Program requires other sources of funding in addition to this grant stream. Please list all other funding sources that are not secured at the time of application for this requirement (including declined and ineligible). Note: It is the responsibility of the applicant to advise CIP on the outcome(s) of the other grants applied for.

Other Funding Sources

Please fill in funder names and amounts.

Other Funding Sources

Funding Source/Grant Name	Date Applied	Amount Requested	Result
			Please Select
			Pending
			Declined
			Not Eligible
		$0.00	

33. *Total Amount of Other Funding Sources Pending:

Must match Other Funding Sources amounts in Table Above

$0.00

34. Total Other Funding Sources Pending as a percentage of total cost of the Capital Project.

Click on the Save Draft button to calculate the percentage.

%

35. *Outline any expected non-financial resources being leveraged for this program, project, service or event to demonstrate community support. 100 Words

ATTACHMENTS - Tab

36. *Please attached signed Financial Statements for the most recent fiscal year end.
Note: Year end date must fall between July 1, 2024 and June 30, 2025.

37. Please attach documentation relevant to this application.

Please provide proof of the secured funding, as well as any other relevant documents, such as maps, diagrams, feasibility studies, quotes, detailed costing spreadsheets/backup.

DECLARATION - Tab

Declaration: In making this application, I, the undersigned, confirm:

- that I have read the appropriate Grant Guidelines;
- that I understand that this application form and all required attachments must be completed in full and received before 2025-10-14 4:30 p.m. MT;
- that I understand that this application form and any attachments shall be part of the Community Investment Program Approval Committee (CIPAC, Council Appointed) meeting agenda and accessible through all methods that the public meeting agenda is available;
- that I understand the term of the Grant is January 1 to December 31, 2026 and that all expenditures must happen during this term; and
- that I am authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.
- that I understand the personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (587)919-5522.

* Acknowledgement

☐ I do hereby certify that to the best of my knowledge, this application contains a full and correct account of all matters stated herein.

* Applicant Name

* Position/Title

* Date - MM/DD/YYYY

Appendix "A"
Budget Table

Revenue

Revenue Secured

Description	Revenue
Please select	
Casino Fund	
Donation	
Fundraising	
Government of Alberta Grant	
Government of Canada Grant	
In-Kind Revenue	
Other Grant	
Program/Project/Event Income (Ticket sales, admission, etc.)	
Sponsorship	
Other	
	$0.00

Regional Municipality of Wood Buffalo

Projected Cash Flow

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					

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

	One-Time Capital Grant

CIP funding is intended to promote sustainability and reduce long-term reliance on municipal grants.

Funding Limit – CIP may fund up to:

- 50% of eligible planning and design costs
- 50% of eligible construction and acquisition costs
- 50% of eligible land purchase costs

Other Revenue Sources: Applicants must contribute a minimum of 50% of the capital costs from other revenue sources. The contribution can be secured or in progress at time of application. It must be directly related to the program, project, or event and may include:

- Other grants,
- Cash donations,
- Donated labour, materials or services (in-kind support).

Note:

- Municipal funding may be used to leverage additional funding sources. However, no funds will be disbursed until the applicant has secured their required contribution.
- If the actual funding exceeds 50% of the total eligible capital costs as determined in the final report evaluation, the excess amount may be requested to be returned.

9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4