Before You Apply, Make Sure To:

- Familiarize yourself with the Grant Guidelines

- Be aware of the Grant Application Timelines

- Gather the required documents

- Provide clear, brief and complete answers

- If additional assistance is required, book a pre-application meeting with CIP Team

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	• Administration review of application. • 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 Successful 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 Impact Grants

For registered non-profit organizations to deliver programs, projects or events that improve quality of life for residents in the region. Funding may be provided for up to 75% of the total cost with the maximums for each stream listed below.

Community Programs and Projects – maximum $80,000

Community Events – maximum $20,000

Applicant can **ONLY** apply for 1 stream, either Community Programs and Projects, **OR** Community Events.

Proposed programs, projects, or events should contribute to 1 or more funding priorities.

75% is set to ensure sustainability of the program, project or event and to reduce reliance on the grant over time.

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

Community Programs and Projects

Program – A set of related, ongoing activities that work together to achieve a common long-term goal or objective and provide support to specific demographics. For example, a program focused on promoting wellness might include activities for adults such as life-skills workshops and outreach.

Project - A temporary initiative with a specific timeframe, goal, and set of tasks. It's a unique undertaking designed to deliver a particular outcome or result. For example, a community garden.

Community Events

Event - A planned public, social and/or recreational occasion that takes place annually or that is timebound to an annual celebration, tournament, holiday, or other community gathering. Events are open to all members of the community.

Community Events are expected to be:

- open and accessible to the public

- in relation to a national or provincial holiday or what may reasonably be seen as a community celebration

- sport focused (e.g., sports tournament) and show evidence that the event draws participants from outside the community and utilizes local facilities and businesses

- cultural focused (e.g., performing arts event, Treaty Day festivals)

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.

Program Project / Event Details Tab

- This section will contain the details for each individual program, project or event for which you are seeking funding.

☰ Add Program(s), Project(s) or Service(s)

- A pop out will be created to provide more detailed explanations for each program, project, event.

- Each table must be saved individually to be included in the application. The 'Save Draft' button is at the bottom of the screen. The status will change to 'Completed' when it is saved.

Program/Project/Services Details   **Program/Project/Services:** Youth Program   **Status:** Completed

Finance Tab

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

- **Unrestricted net assets** – Accumulated 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** – the operating cost to run the organization for a full year, as reflected on the organization's financial statements.

If unrestricted net assets exceed the total operating expenses, the organization is not eligible for CIP grant funding, unless the total unrestricted net assets are less than $50,000.

Restricted Net Assets

Accumulated net assets that the organization has 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. These assets are excluded from the calculation that determines eligibility.

If the restrictions are not reflected on the financial statements, they will be considered unrestricted.

Examples:
- Grants or donations for specific programs or projects i.e. casino fund
- Board approved funds for specific programs or projects
- Long-term investments
- Fixed capital assets

Budget Terminology - Revenues

- **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.

- **In Progress Revenue -** Are funds or income that an organization expects to receive but has not yet been fully secured or guaranteed. In progress revenue carries more uncertainty compared to secured revenue, therefore is not included in the grant request calculation.

- **In-Kind Donation** - Is a contribution of goods or services, rather than cash, made to an organization. Examples include donating equipment, providing professional services, or offering free use of facilities. These non-cash contributions should be recorded as both revenue and an expense in the organization's budget.

- **Shortfall -** An organization's expenses exceed its revenues, resulting in a financial deficit. The grant request cannot be higher than the projected shortfall.

Eligible Expenses

Up to 75% of the total operating expenses that are directly related to the program, project or event.

Examples:
- Program staff member(s) wages including benefits & MERCS
- Rent - Venue/Facility/Room
- Program Materials and Supplies
- Transportation and Delivery
- Advertising / Marketing Fees; incl: Printing
- Volunteer Appreciation
- Gifts for Elders/Honorariums
- Training directly related to programming
- Travel
- Administrative Expenses – 15% Maximum

** Please refer to <u>Expense Definitions</u> for further information regarding eligible expenses.

Administrative Expenses

Administrative expenses are the costs associated with the general operation and management of an organization. These expenses typically include salaries for administrative staff, office supplies, utilities, insurance, and other overhead costs necessary to maintain the organization's daily functions. Administrative expenses are not directly tied to specific projects or programs but are essential for supporting the overall infrastructure and governance of the organization.

- Bookkeeping / Accounting / Audit Fees
- Executive Wages & Salaries
- Freight / Courier / Postage
- Office Insurance
- Office Supplies
- Office Rent
- Printing (day-to-day documents; not program specific)
- Utilities

Administrative Expenses - Maximum **15%** of overall program costs

Ineligible Expenses

Expenses that are not directly related to the program, project or event; or not fit to the grant guidelines.

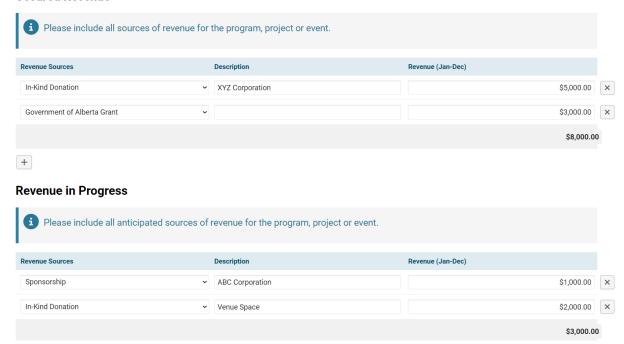Examples include but not limited to:

- Alcohol
- Costumes/Uniforms
- Donations
- Fundraising Expenses
- Language Lessons
- Prizes or Prize Money
- Religious Activities

- Capital Expenses, including Feasibility Studies
- Childcare, including afterschool care
- Food Hampers
- Gifts/Gift Cards
- Medical Supplies, Facilities or Equipment
- Tutoring

- Programs, projects or events that are expected to be profitable or intended as a fundraiser.
- Providing a grant, donation or scholarship to another person, group or organization.
- Financial assistance to sustain an individual or family.
- Travel to attend events, conferences, or training courses outside of the Municipality.
- Sabbatical leave or student exchange.
- Media and print publications including but not limited to books, magazines, or podcasts.
- Land, building or other capital purchases.

Budget Table-Revenue

Secured Revenue

ℹ️ Please include all sources of revenue for the program, project or event.

Revenue Sources	Description	Revenue (Jan-Dec)	
In-Kind Donation	XYZ Corporation	$5,000.00	×
Government of Alberta Grant		$3,000.00	×
		$8,000.00	

[+]

Revenue in Progress

ℹ️ Please include all anticipated sources of revenue for the program, project or event.

Revenue Sources	Description	Revenue (Jan-Dec)	
Sponsorship	ABC Corporation	$1,000.00	×
In-Kind Donation	Venue Space	$2,000.00	×
		$3,000.00	

Budget Table-Expenses

Expenses

ℹ Please be advised that regardless of the organization's fiscal year, the funding period of the Community Impact Grant is January to December. As such, the following content must:

- Include only expenses related to the program, project or event contained in this grant request
- Only include anticipated expenses to be incurred from January to December.
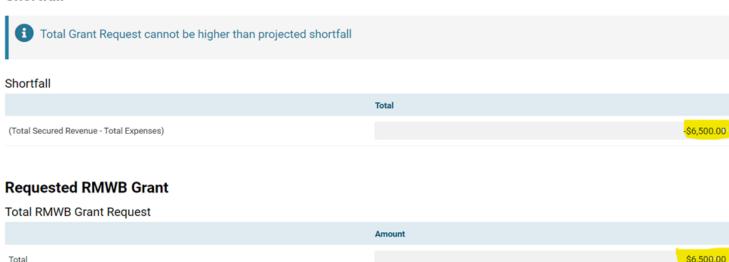• Please include all the expense related to this event even if it is fully funded by other funders.

Total Grant Request:

Type of Expense		Description	Total Expenses	Requested RMWB Grant	
Advertising/Marketing	⌄		$3,000.00	$1,000.00	×
Snacks and Drinks	⌄		$2,000.00	$500.00	×
Rent - Venue/Facility/Room	⌄		$2,500.00	$1,000.00	×
Program Staff wages and Benefits	⌄		$10,000.00	$2,000.00	×
Training/Educational/Awareness	⌄		$5,000.00	$2,000.00	×
			$22,500.00	$6,500.00	

Budget Table-Expenses

Shortfall

> ℹ Total Grant Request cannot be higher than projected shortfall

Shortfall

	Total
(Total Secured Revenue - Total Expenses)	-$6,500.00

Requested RMWB Grant

Total RMWB Grant Request

	Amount
Total	$6,500.00

Budget Table-Expenses

- In the budget table, the 'Total Expenses' column will outline the projected budgeted expenses for the entire program.

- The 'Requested RMWB Grant' column will specify how the requested grant funding will be allocated to these expenses, up to the amount of the budget shortfall or maximum funding amount for the grant.

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.

Budget Breakdown: If there are multiple programs, projects or events included in the application, a detailed breakdown of the budget by program, project, or event.

Other Relevant Documents.

Financial Monitoring & Reporting

- Final reports are due by the end of February following the grant year.

- 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 annual report. Additionally, any in-progress revenue received after the application approval must also be reported as part of the total revenue.

- All income generated from the program, project, or event will be subtracted from the total costs. The grant will cover the remaining costs up to eligible thresholds:

  – up to 75% of total costs or maximum of each stream whichever is less;
  – Administrative expenses – up to 15% 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.