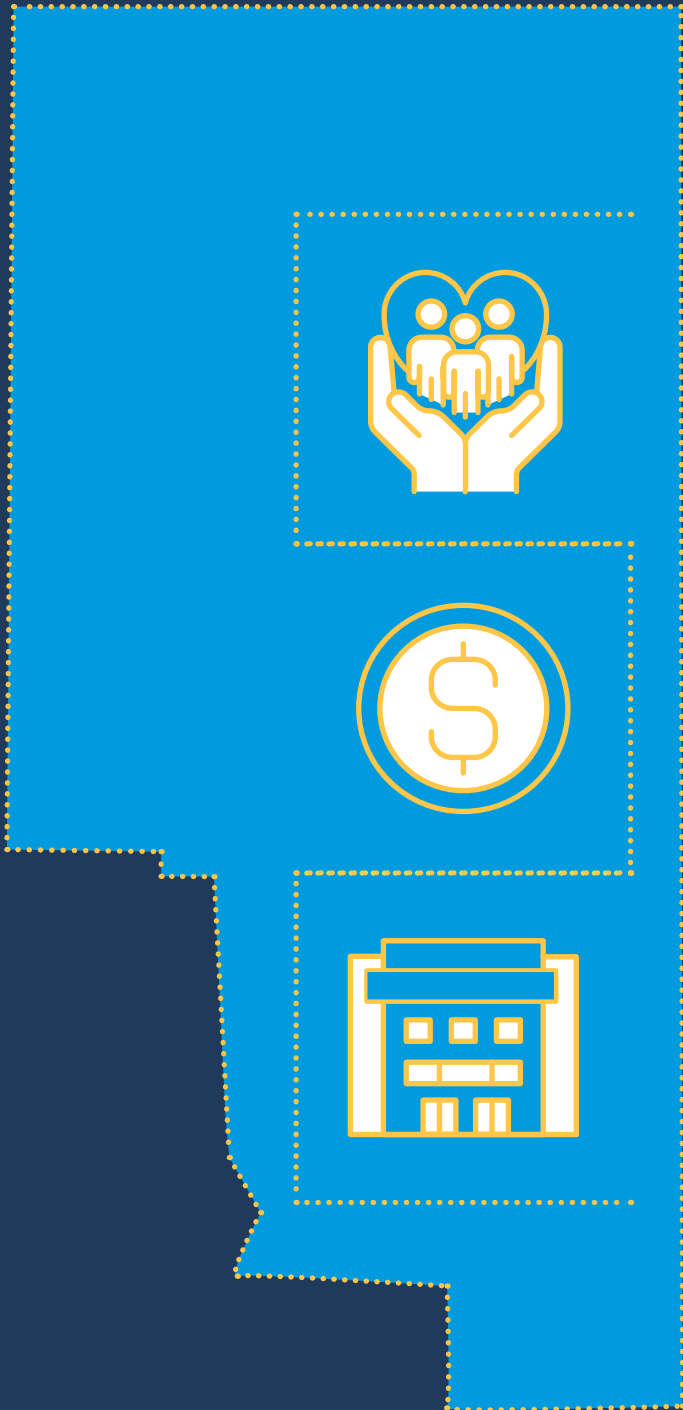


COMMUNITY INVESTMENT PROGRAM



2026 COMMUNITY IMPACT GRANT GUIDELINES



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1. Purpose of the Grant

The Community Impact Grant provides funding to registered non-profit organizations to deliver programs, projects and events that improve quality of life for residents in the region through one of the following streams:

- Community Programs and Projects
- Community Events

Programs, projects, or events should align with **one** or more Funding Priorities set by Council. These priorities are based on identified community needs and the evaluation of previous years' outcome measurements.

Community Investment Funding Priorities (the Funding Priorities):

- Partnership and collaboration
- Rural and Indigenous communities & relationships
- Social participation
- Community support services and wellness
- Value of culture, heritage and regional pride
- Accessibility, inclusion and belonging
- Hosting events and/or new business and visitors

2. Grant Eligibility

2.1 Eligible Organizations

Organizations must:

- Only submit one application (Community Programs & Projects or Community Events).
- Be a registered non-profit, or a group working in partnership with a registered non-profit.
- Have been residing within the Region for a minimum of one year.
- Conduct operations within and provide services to residents of the Region.
- Not hold unrestricted net assets exceeding annual operating expenses, outlined in the most recent financial statement (unless unrestricted net assets are less than \$50,000).

Note: Internally or externally restricted net assets must be specified in the financial statements, and the organization must provide a copy of the board minutes and a written explanation detailing the purpose of the restrictions.

Programs aligning with [Provincial Family and Community Support Services \(FCSS\) Accountability Framework Prevention Strategies](#) may be recommended for FCSS funding and must follow the [FCSS Act](#) and [Associated Regulations](#). Allocation is at the Municipality's discretion.

2.2 Ineligible Organizations

- For-profit organizations.
- Political organizations or organizations engaged in political activities, including rallies, endorsing candidates, lobbying, or advocating for specific government policies or legislation.
- Federal and provincial governments and affiliated bodies.
- Organizations that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by Municipality.
- Organizations that do not demonstrate adherence to policy, strategic priorities and relevant outcome measurements.
- Organizations that do not meet the minimum eligibility requirements.

Note: When an organization attempts to influence or contact a Community Investment Program Approval Committee (CIPAC) Member outside the established process, CIPAC may vote to deem the organization ineligible for funding during the funding cycle.

2.3 Eligible Programs, Projects and Events

- Contribute to one or more Funding Priorities.
- Improve the quality of life for residents with measurable outcomes.
- Demonstrate community support:
 1. Additional financial and non-financial support from other sources.
 2. Volunteer Engagement.
 3. Collaborations/Partnerships with other organizations or community partners.
- Be inclusive, accessible, community-focused and open to all.
- Be delivered within the Regional Boundary.
- Be either no cost or low-cost for participants.
- Remain neutral, non-political and non-religious.
- Encourage public participation.

In addition, eligible events must:

- Be a one-time, stand-alone gathering with a specific date or over a short, defined period; and fall into one of the following categories:
 1. National or Provincial Holiday.
 2. Sport Focused.
 3. Cultural Focused.

2.4 Ineligible Programs, Projects or Events

- Religious activities such as worship, faith-based instruction, or programs, projects, events or services that promote or require religious participation or membership.
- Activities that fall under the responsibility of the federal or provincial governments.
- Activities that conflict or compete with other programs or services funded or provided by the Municipality.
- Activities that unnecessarily duplicate successful efforts already existing in the community.

2.5 Eligible Expenses

All direct expenses that are directly related to the delivery of the program, project, or event are considered eligible, unless otherwise listed in the Ineligible Expenses section.

Administration costs that are not directly tied to program, project or events are permitted but are capped at 15% of the total eligible expenses.

2.6 Ineligible Expenses

- Alcohol
- Costumes or Uniforms including those for participants
- Debt retirement, depreciation or financing charges
- Donations, Grant, or Scholarship to another person, group, or organization
- Financial assistance to individuals or families: Any form of financial support to sustain an individual or family
- Expenses for language training or lessons
- Fundraising Expenses
- Gifts or Gift Cards
- Land, Building or other Capital Purchases & Expenses
- Media & Print Publications including but not limited to books, magazines, documentaries or podcasts
- Medical Equipment or Supplies, and Facilities
- Municipal Property Taxes and Levies
- Prizes or Prize Money
- Retroactive payments
- Sabbatical leave or Student Exchange
- Travel to attend events, conferences or training courses outside of the Municipality
- Other expenses may also be deemed ineligible at the discretion of the municipality

3. Funding Conditions

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

Funding Limit: CIP will fund up to 75% of the total eligible expense of the program, project, or event for the grant stream.

Other Revenue Sources: Applicants must contribute a minimum of 25% of the eligible expenses 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).

Grant Maximums: CIP may cover the shortfall between the secured revenue and the eligible expenses up to maximum amounts:

- Community Programs and Projects: Up to a maximum of \$100,000
- Community Events: Up to a maximum of \$25,000

Note: If the actual funding exceeds 75% of the total eligible expenses as determined in the final report evaluation, the excess amount may be requested to be returned.

4. Assessment Criteria

Each program, project, or event will be assessed based on the following categories (See **Appendix A5-Application Evaluation Scoring Sheet**):

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

4.1 Applicant Capacity

Assesses an organization's ability to manage and deliver the program, project, or event, including past grant compliance, mission alignment, financial sustainability, leadership and governance.

4.2 Project Feasibility

Evaluates the clarity, scope, and uniqueness of the application, ensuring it meets community needs and the Funding Priorities. It also considers community support through partnerships, other funding sources, and volunteer involvement.

4.3 Evidence of Need

Assesses whether the application demonstrates an existing community need aligned with program goals and Funding Priorities. Support for equity-deserving groups and Indigenous culture is strongly encouraged but not mandatory.

4.4 Contribution to Community Resilience

Evaluates the anticipated impact and evaluation methods, considering past success with CIP funding for experienced applicants and proposed outcome measurements for new ones, along with partner collaboration to enhance impact.

5. Application Process

The tables below outline the step-by-step process for applying to the grant. It includes key stages, deadlines, and required actions to help applicants navigate the process efficiently.

Stage 1 – Application Submission and Preliminary Review

Step	Deadline	Details
Pre-Application Meeting and Support	September 3 – October 7, 2025	Recommended for new or returning applicants needing guidance. Email CIP@rmwb.ca with the following details to schedule: - Organization name - Grant stream you are applying for - Brief description of the proposal - Your availability for a meeting
Review Grant Guidelines	Before Applying	Confirm eligibility of your organization and proposal by reviewing the grant guidelines.
Applications Open	September 3, 2025	Apply via the CIP Grant Portal at www.rmwb.ca/CIP , find available grants under Funding Opportunities on your Home Page. Contact CIP@rmwb.ca for support.
Submit Required & Optional Documents	Application Submission	Complete the application in the CIP Grant Portal and attach the following documents: • Relevant budgets • Signed Financial Statements for the most recent fiscal year-end (Year-end date must fall between July 1, 2024, and June 30, 2025) • Optional: Partnership Letter of Support (Appendix A4).

Applications Close	October 14, 2025, 4:30 p.m. MST.	Late submissions will not be considered and will be withdrawn by CIP.
Preliminary Review & Revisions	October 21, 2025, 4:30 p.m. MST	CIP reviews for eligibility and completeness. If key information is missing, application revisions will be requested. Revisions must be submitted through the CIP Grant Portal. Information will not be accepted after the deadline.
Preliminary Review Decision	October 31, 2025	Eligible and complete applications move to Stage 2 (CIPAC Review) . Others will be notified by CIP.

Stage 2 – Community Investment Program Approval Committee (CIPAC) Review and Decision

Step	Deadline	Details
CIPAC Review & Scoring	November 2025	CIPAC evaluates applications using the criteria in Appendix A5 . Clarifications may be requested with strict deadlines. Information will not be accepted after the deadline.
Selection of Successful Applicants	By early December 2025*	CIPAC will select successful applications based on scoring, community impact, funding priorities and available budget.
Notification of Decision	By early December 2025*	Applicants are notified. Applicant Evaluation is available upon request within 2 weeks. There is no appeal process for CIPAC's decisions. Formal concerns about the grant process can be submitted under the Whistleblower Policy LEG-150 .

***Please note:** Since 2025 is a municipal election year, the approval of the Community Investment Program budget may be delayed. In such cases, only an interim budget may be approved initially, with the full budget possibly being finalized in early 2026. Therefore, final grant allocations and funding agreements may be postponed. Applicants are encouraged to plan accordingly, as funding decisions could be finalized later than usual. *

6. Funding Disbursement Process

Grant funding will be disbursed to recipients in accordance with the terms and conditions of the agreement.

The following requirements must be satisfied and will be verified by the Municipality prior to awarding grant funding:

- Property taxes and utilities are current and paid
- No outstanding compliance orders relating to Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw or other regulations
- No ongoing legal disputes with the Municipality
- Required permits are obtained and closed for the project without deficiencies

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

7. Reporting Criteria

Grant recipients must complete the following reports in the CIP Grant Portal as outlined in their Grant Agreement:

1. Certificate of Insurance

Submit within 30 calendar days of receiving the request.

2. Final Report

Demonstrate the use of funds, and positive impact of the funded program, project or event, including collected data on:

- Number of unique participants by location;
- Total participation;
- Number of volunteers and volunteer hours;
- Outcomes and success stories;
- **Required Attachments include:**
 - Public recognition of RMWB funding, refer to [Logo Request Form](#) and the [Logo Standards Guide](#) for usage.
 - The organization's Statement of Revenue and Expenditures signed by a member-at-large for the grant term (January 1, 2026 - December 31, 2026); If the organization's fiscal year does not align with the grant term, the organization must submit financial statements for two consecutive fiscal years (e.g., Fiscal year ending in 2026 and Fiscal year ending in 2027) to ensure the entire grant term is covered.
 - Status of any additional funds for the approved program, project or event including but not limited to the ones included in the grant application.

3. CIP may require additional reporting on a case-by-case basis.

7.1 Final Report Evaluation

CIP will evaluate the Final Report to confirm all grant agreement obligations are met including validation of outcome data, and financial documentation.

If revisions are needed, recipients will be notified via email with a deadline. If actual expenses fall below the budget or additional revenue is received after grant approval, the grant amount will be adjusted to adhere to the funding limit (no more than 75% of actual eligible expenses). In such cases:

- Excess funds may be requested to be returned unless alternate use is approved in writing by CIP.
 - Amounts below \$2,500 may be forgiven.
 - Amounts between \$2,500 and \$25,000 may be requested to be repaid in full.
 - Amounts over \$25,000 will be requested to be repaid in full.

Once all requirements are met and any repayments are received, a File Closure Letter will be issued.

Failure to meet reporting requirements may result in termination of the grant and ineligibility for future grants.

Exceptions to these conditions are at the sole discretion of the Municipality on a case-by-case basis.

8. Partnership

For applications submitted as a partnership between organizations or community groups, at least one organization must be a registered non-profit, and must serve as the applicant. The applicant is responsible for all project deliverables, reporting requirements, and grant fund management.

Eligible Partners:

- Registered non-profit organizations, registered charities, or community-based groups that work directly with the applicant.
- Organizations or groups that would not qualify to apply independently.

A Partnership Letter is required for all partnership applications. This letter must clearly outline each partner's roles and commitments. Refer to **Appendix A4 – Partnership Letter of Support Template** for guidance.

9. Acknowledgement Standards & Requirements

Grant recipients must acknowledge the municipality as a funding partner in all official communications.

- Use of the RMWB logo must adhere to the [Logo Standards Guide](#) via the [Logo Request Form](#).
- Funding recognition may include:
 - News release or media articles
 - Social media posts (e.g., X/Twitter, Facebook, Instagram, blog posts)
 - Website or newsletter mentions
 - Signage at program, project, or event locations

10. Protection of Privacy Act (POPA)

The personal information collected on the grant application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process the application and contact you if needed, during the review of the application. If you have any questions about the collection and use of personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or (587) 919-5522.

11. Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

12. Contact Information

For questions or clarification, please contact the Community Investment Program:

Email: CIP@rmwb.ca

Phone: Pulse at **780-743-7000** or toll-free at **1-800-973-9663**

Website: www.rmwb.ca/CIP

By Mail:

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Appendix

A1. Key Dates

Date	Key Action
September 3, 2025	Applications open.
September 3 – October 7, 2025	Pre-application meeting, information sessions, and one-on-one support (contact CIP@rmwb.ca).
October 14, 2025, 4:30 p.m. MST.	Applications close. Applications will not be accepted after this time.
October 15 – October 21, 2025	CIP may request revisions. Deadline to submit revisions: October 21, 4:30 p.m. MST. Information will not be accepted after this time.
October 31, 2025	CIP completes preliminary review of applications and notifies ineligible applicants.
November (TBD)	CIPAC reviews applications and may request additional clarification with strict deadlines. Information will not be accepted after the deadline.
Early December (TBD)*	Council Meeting - Community Investment Program budget approval.
Early December (TBD)*	CIPAC selects successful applicants.
Early December (TBD)*	CIP sends CIPAC's decision to applicants.
Within 2 weeks of notification	Applicants may request their application evaluation.
By December 31, 2025*	CIP issues grant agreements.
Within 30 days of Grant Agreement execution	Grant funds distribution.
Within 30 days of request from CIP	Recipient submits Certificate of Insurance.

Date	Key Action
February 28, 2027	Recipient submits Final Report.
April 30, 2027	CIP completes Final Report review and evaluation.
(TBD)	CIP requests Report Revisions (if applicable) or issues a Repayment Letter (if applicable).
(TBD)	CIP issues File Closure Letter once all requirements are met and repayments (if any) are received.
June 21, 2027	If all required reporting, including report revisions, are not submitted by May 31 st , 2027, CIP will issue an official letter for all funds to be returned to the municipality.

***Please note:** Since 2025 is a municipal election year, the approval of the Community Investment Program budget may be delayed. In such cases, only an interim budget may be approved initially, with the full budget possibly being finalized in early 2026. Therefore, final grant allocations and funding agreements may be postponed. Applicants are encouraged to plan accordingly, as funding decisions could be finalized later than usual. *

A2. Definitions

Agreement – The agreement between the recipient and the Municipality that sets out the terms and conditions for participating in the Community Investment Program.

Applicant – Organization incorporated as a non-profit, charitable or Subsidiary Corporation, or registered as a society under the Alberta Societies Act and in good standing under its relevant legislation who applies.

Board Governance – Refers to the rules, processes, and structures that guide how a board of directors operates, including board composition, meeting procedures, and oversight responsibilities.

Certificate of Insurance – For details on the level of insurance required, please contact CIP.

Community Investment Program Approval Committee (CIPAC) – The Council Committee to approve program grant recommendations, which is composed of Council-appointed members at large and supported by members of administration who provide information and guidance as needed.

Council – Mayor and Councilors of the Regional Municipality of Wood Buffalo.

Event – Is a one-time, stand-alone gathering that takes place on a specific date or short, defined period (e.g. single day or weekend) often tied to holidays or community celebrations, and open and accessible to all members of in the community.

Equity-deserving Groups: Communities that identify barriers to equal access, opportunities, and resources due to disadvantages and discrimination i.e., youth, seniors, 2SLGBTQIA+, immigrants, refugees and or/newcomers, First Nation, Metis, and or/Inuit peoples, other racialized communities, women and/or girls, people experiencing poverty and/or homelessness, people living with disabilities, people living in rural communities, other.

Family and Community Support Services (FCSS) Accountability Framework – Provides a common definition of prevention, identifies key provincial prevention priorities and increases accountability through a better outcomes model that will demonstrate the impact and value of FCSS.

Family and Community Support Services (FCSS) Program – Is an 80/20 funding partnership between the Government of Alberta and participating municipalities or Metis Settlements. FCSS programs promote and enhance the well-being of Individuals, families and communities through the delivery of preventive programs and services.

Financial Statements – A structured summary of a non-profit organization's financial performance and position. It includes a minimum of Statement of Revenues and Expenditures for a period reflecting the organization's operational results (also called Statement of Operations, or Income Statement) and Statement of Financial Position at a point of time showing the organization's assets, liabilities and net assets (also called Balance Sheet). The statements must at a minimum be reviewed and verified by a member-at-large of the organization, which may be prepared but not verified by an executive member (i.e. president, vice-president, or treasurer) of the organization.

Good Standing – An organization has satisfied all its legal obligations.

Grant – Transfer of monies from the Municipality to an applicant for a project or purpose as per Community Investment Program requirements.

In-Kind Donation – Refers to non-monetary donations or support provided to a project or initiative. These contributions are typically goods or services rather than cash. i.e., volunteers working at an event, office space, equipment and material.

In-Progress Revenue – 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, it is not included in the grant request calculation.

Low-Cost – Refers to a fee structure that removes financial barriers to participation, ensuring broad community access regardless of income level. Ensuring that financial limitations do not prevent community members from participating.

Member-at-large – A Member-at-Large is a full board member who does not hold a specific, defined position within the board of directors (such as President, Vice President, Secretary, Treasurer or Chair). Instead, they serve as a general member of the board, contributing to overall decision-making and governance without specific responsibilities. A Member-at-Large does not have these specific duties and instead has a broader, more flexible role within the organization.

Municipality – The Regional Municipality of Wood Buffalo.

Operating Expenses – The operating costs to run the organization for a full year, as reflected on the organization's financial statement.

Partner – Be the applicant. Accountable for all project deliverables and reporting requirements. Assume financial responsibility for the grant funds.

Partnership – A formal or informal collaboration between organizations, or groups that agree to work together toward a shared objective. Partnerships involve mutual commitment and may include financial support, shared resources, joint planning, or coordinated efforts to amplify impact.

Partnership Letter of Support - A Partnership Letter of Support is a formal document provided by an organization or group confirming their commitment to a collaborative effort toward a shared objective. This letter should outline the nature of the partnership, including any agreed-upon roles, contributions (such as financial support, shared resources, joint planning, or coordinated efforts), and the intended impact. To ensure appropriate authority and accountability, the letter must be signed by the organization's Executive Director, Program Manager, or an equivalent individual with the authority to commit the organization to the partnership.

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. The program has no defined end date. It is ongoing. For example, a program focused on promoting wellness might include activities for adults such as life-skills workshops and outreach.

Program Grants – Different grant options available under the Community Investment Program.

Project – A temporary initiative with a specific time frame (defined start and end date), goal, and set of activities. It's a unique undertaking designed to deliver a particular outcome or result. For example, a community garden.

Recipient – An applicant approved for a grant who has signed an agreement with the Municipality.

Regional Boundary – The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.

Repayment Letter – A letter issued by the municipality requesting an organization to return all or part of the funds received through the CIP. A repayment letter will be issued after a repayment is determined when the final report is evaluated or if the organization fails to comply with the grant agreement.

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.

Secured Revenue – 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.

Shortfall – An organization's expenses exceed its revenues, resulting in a financial deficit. The grant request cannot be higher than the projected shortfall (secured revenue minus budgeted expenses).

Societies Act – A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.

Streams – The different grant options available within a program grant.

Statement of Revenue and Expenditures – A financial statement summarizing the organization's operating results including revenues and expenses during a specified period (typically the organization's fiscal year, or term of the Grant). The statement must reflect the organization's full operations, not limited to the Grant. It should be at minimum reviewed and verified by a member-at-large of the organization, which may be prepared but not verified by an executive member (i.e. president, vice-president, or treasurer) of the organization.

Term – The effective date and duration of the agreement.

Total Participation – The cumulative number of times participants engage in sessions, activities, or events within a funded program, project, service, or event. Each instance of participation is counted, even if the same individual takes part multiple times.

Unique Participants – The total number of distinct individuals who take part in a funded program, project, service, or event. Each person is counted only once, regardless of how many times or activities they attend.

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

A3. Funding Priority Definitions

Partnership & Collaboration – Demonstrates meaningful collaboration to achieve shared goals while celebrating diversity. Fosters trust and cooperation among residents, community organizations, government, and businesses.

Rural & Indigenous Communities and Relationships – Supports initiatives that are led by or meaningfully engage rural and Indigenous communities. This includes projects that strengthen relationships, promote cultural understanding, and build respectful, inclusive, and supportive communities through collaboration, knowledge-sharing, and community-driven approaches.

Social Participation – Supports community programs, projects and events that enhance social connection, promote well-being, and foster a strong sense of belonging among residents.

Community Support Services and Wellness – Supports individuals through social programs that build community capacity and respond to the needs, aspirations, and priorities of residents.

Value of Culture, Heritage and Regional Pride – Celebrates and showcases the region's rich cultural identity through arts, heritage, and storytelling. Rooted in First Nations and Métis traditions, and embracing the diverse cultural expressions of residents from across the globe, this shared cultural landscape fosters pride, understanding, and a sense of belonging.

Accessibility, Inclusion and Belonging – Supports initiatives that remove barriers, promote accessibility, and foster inclusive communities where everyone feels seen, valued, and empowered to participate and thrive.

- **Accessibility** – Ensuring programs, events, facilities, and services are affordable, reachable, and physically accessible to individuals of all abilities and backgrounds.
- **Inclusion** – The intentional practice of welcoming and amplifying underrepresented and marginalized voices in all aspects of community life and decision-making.
- **Belonging** – Creating spaces where every person feels recognized, respected, and connected within the RMWB community they call home.

Hosting Events and/or New Business and Visitors – Hosting events that highlight the region's strengths and attract diverse opportunities for residents and local businesses. Encourages collaboration among organizations to promote sustainability and deliver valued services that reflect the interests of residents and businesses.

A4. Partnership Letter of Support Template

Partnership Letter

[Partner Organization Letterhead or Logo]

[Date]

To Whom It May Concern,

Subject: Letter of Support and Partnership for [Project Name]

On behalf of [Partner Organization Name], I am pleased to express our strong support and commitment to partnering with [Lead Applicant Organization Name] in the implementation of [Service, Program or Project Name]. This initiative aligns with our shared mission to [shared mission or objective].

We are committed to working collaboratively with [Lead Applicant Organization Name] to ensure the success of this project. We recognize the pressing need for [briefly describe the issue or need the project addresses] in our community.

[Choose one of the following options:]

- Our organizations have a history of successful collaboration, including [briefly describe past projects or initiatives, outcomes, and impact], which demonstrates our ability to work effectively together.

OR

- While this is a new partnership, we believe it is a natural and strategic fit. Our complementary strengths – [briefly describe each organization's strengths, expertise, coordinated services, etc.] – position us well to deliver this project collaboratively and effectively.

As a committed partner, [Partner Organization Name] will contribute to the project in the following ways:

- Roles and Responsibilities: [Be specific e.g., program delivery, outreach, evaluation, training, etc.]
- Resources Committed: [Be specific e.g., staff time, facilities, in-kind support, funding contributions, etc.]

For any further information or clarification, please contact:

[Name]

[Title]

[Partner Organization Name]

Phone: [Phone Number]

Email: [Email Address]

Website (if applicable): [Website URL]

We look forward to the opportunity to collaborate on this important initiative and are confident in the positive impact it will have on our community.

Sincerely,

[Signature]

[Name]

[Title]

[Partner Organization Name]

A5. Application Evaluation Scoring Sheet

Community Investment Program
2026 Community Sustaining Grant and Community Impact Grant
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Service, Program, Project or Event:

Applicant Capacity	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The organization has fulfilled all obligations under prior agreements, including those set out in Schedule B. (past 2 years)*		25%	0.00
Program or Project aligns with organization's mission and mandate.**			
Organization has demonstrated financial sustainability and ability to deliver project as outlined?**			
The organization has demonstrated sound leadership/governance - board and director structure.			

Project Feasibility	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Organization provided a clear, easy to understand, and concise application (including relevant attachments)?		25%	0.00
Application includes a clear description of the activities that clearly outlines the proposed scope of what funding will be used for?			
Does the application reasonably demonstrate that the program, project, service or event is not duplicative by clearly outlining the uniqueness of the initiative in comparison to services provided by or funded by your department or the Municipality?			
Project is accessible, relevant, adaptable and targets identified needs in the community in accordance with project outcomes. **			
Project has community support, demonstrated by additional funding sources, non-funding support (e.g., in-kind), partnership/collaboration, and volunteer involvement. (Consider ability to support project without CIP funding).			
Proposal meets at least three objectives (SUS) one objective (CPP & CE) of Council's funding priorities, including demonstrated alignment to Council's strategic plan?**			

Evidence of Need	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Has the application effectively demonstrated community need?		25%	0.00
Has the application identified reasonable project outcomes in alignment with the project objectives, Council's funding priorities, and demonstrated community need.			
Extent to which the project enhances Indigenous culture and communities and promotes Indigenous community healing, language, cultural restoration, reconciliation, equity, and inclusion.*			
Has the application demonstrated support of an equity-deserving group and addressed reducing barriers to the target group? Equity-deserving groups: Communities that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination. i.e., people of the following communities: 2SLGBTQ+, Indigenous, Black, Neurodivergent, People with Disabilities, Visible/Non-Visible Minority, Newcomers, Immigrants, Refugees, Other.			

Contribution to Community Resilience	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Expected outcomes have been well considered and will have significant impact on the community if achieved**		25%	0.00
Applicant outlines appropriate methods for evaluating project results.			
Prior success with outcomes of CIP funding. (Demonstrated sound logic modelling and outcome measurement). (past 2 years)*			
Project involves appropriate partners to amplify impact through collaboration.			

Note:

* Questions with N/A answers will be omitted in weighting. Applicant will not be penalized for not meeting the criteria.

** Questions will be weighted higher