



Community Facility Enhancement Program

Program Guidelines

November 2016

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Community Facility Enhancement Program

1. PURPOSE AND OBJECTIVES

1.1 Community Facility Enhancement Program (CFEP) 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. Specifically, CFEP responds to local facility enhancement needs and works in partnership with eligible nonprofit organizations to assist communities with acquisition, construction, upgrade, or redevelopment of public-use community facilities.

1.2 CFEP **outcomes** are to:

- **Enhance the lifespan and support the creation of public-use community facilities; and**
- **Stimulate economic activity in communities across the province.**

1.3 The CFEP is governed by the terms outlined in the Community Development Grants Regulation.

1.4 CFEP 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**

1.5 CFEP 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.

2. PROGRAM OVERVIEW

2.1 CFEP has two funding streams: Small Funding and Large Funding.

Characteristic	CFEP Small Funding Stream	CFEP Large Funding Stream
Funding Range	Up to \$125,000	\$125,001 - \$1 Million
Application Deadlines	Transition Period: December 15, 2016 March 15, 2017 June 15, 2017 September 15, 2017 Moving to three times per year by 2018-19: January 15 May 15 September 15	Transition Period: January 15, 2017 Moving to one time per year by 2017-18: October 1
Project Completion and Financial Reporting Timeframe	18 months from date of cheque	30 months from date of the grant agreement
Application Package	Application Form Project Budget Template Checklist for supporting mandatory documents.	Application Form Project Budget Template Business case including five-year operational plan and budget required. Checklist for supporting mandatory documents.
Grant Agreement	Embedded in application	Formal grant agreement upon approval

*Note this section will be updated and replaced as required.

2.2 An organization can only submit one application for a capital project per year through either CFEP or the Community Initiatives Program (CIP) Project-Based. Organizations should apply under the specific program stream that is best suited for their project.

2.3 While standard guidelines apply to both funding streams, each funding stream has its own application package requirements.

3. ELIGIBILITY REQUIREMENTS

3.1 Eligible Organizations

The following organizations are eligible to apply for funding under CFEP:

- Community nonprofit organizations who are registered (and in good standing) under one of the following Acts :

Provincial Legislation

- *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*
- *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))
- First Nations and Métis Settlements
 - Foundations established and regulated under the province's *Regional Health Authorities Act*
 - Universities, colleges and institutes 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 Applicants

The following organizations are not eligible to apply for funding under CFEP:

- Municipalities
- For-profit organizations
- Any other organizations not registered under one of the above mentioned Acts
- Organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by Alberta Culture and Tourism
- Individuals.

3.3 Eligible Projects

3.3.1 CFEP funding provides financial assistance to acquire, build, purchase, repair, renovate, upgrade, or expand sports, recreational, cultural, or other related public-use community facilities.

3.3.2 A public-use community facility is generally a place, building, or amenity that facilitates specific types of community-use activities (e.g. recreation, sport, culture, heritage, social, community services). It may include, but is not necessarily limited to, the following type of projects:

- a permanent (community hall) or semi-permanent (gazebo) built structure
- parks (e.g. splash parks, skate parks, fitness spaces, dog parks)
- playgrounds (children's play equipment)
- natural areas (e.g. picnic areas, green spaces, wetlands, botanical gardens, trail development)
- outdoor spaces (e.g. campsites, sport fields, outdoor pools, outdoor rinks, baseball diamonds).

3.3.3 Eligible CFEP projects may include the following:

- new facility – construct facility for the provision of a new or existing service
- purchase facility – acquire facility to deliver new or existing service
- retrofit existing facility space – redevelop, convert, arrange, or rearrange existing spaces based on evolving needs
- renovations – includes restoring, refurbishing, upgrading, or other initiatives to improve the general conditions of a facility to extend its useful life, not regular repairs and upkeep required to maintain and operate the facility
- equipment – unlicensed motorized vehicles, appliances, furniture, and equipment integral to supporting a public-use community facility
- architectural, engineering, and design fees required for the planning and design of capital construction projects
- facility assessment, lifecycle analysis, planning, or feasibility studies.

3.3.4 A facility can only receive one capital grant in a Government of Alberta fiscal year (April to March). Only one project per application will be considered. Under the CFEP Large Funding stream, multiple facilities on one application will not be considered.

3.4 Ineligible Projects

The following projects are not eligible for funding within CFEP:

3.4.1 Private or commercial sector facilities, facilities with restricted or extremely limited public-use, private residential or group housing facilities, places of worship or church sanctuaries, costs related to any gaming activity, the purchase and installation of gaming equipment, upgrades to facilities that provide gaming activities (e.g. bingo halls, casinos, horse racing tracks), or debt reduction.

3.4.2 Core or essential municipal facilities and utilities which are the responsibility of the municipality (e.g. municipal administration buildings, roads, sidewalks), facilities that receive regular budgeted provincial and federal capital support (e.g. hospitals, national parks), and school facilities or post-secondary institution infrastructure projects for academic purposes or facilities that provide provincially regulated programs and/or services or training for accredited programs.

3.5 Ineligible Expenses

CFEP funding cannot be used for expenses related to:

3.5.1 Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising, events or ceremonies, and other activities not related directly to the physical construction of the project.

- 3.5.2** Endowments, charitable donations, fundraising campaigns, developing a business case or proposal for funding, donor recognition/walls, gifts (volunteer recognition), promotional material, expenditures for or time and labor provided towards ground-breaking, opening, and other ceremonial events.
- 3.5.3** Rental or purchase of small tools or hand tools, licensed vehicles, audio visual material (film, video, narrative script), films, promotional campaigns and related items, work of art purchase or commission, columbariums, grave sites or markers, technology as a stand-alone project, and retroactive expenses incurred prior to application submission date.
- 3.5.4** Debt reduction, purchase of land as a stand-alone project, financing charges and interest payments on loans, leasing land/building/equipment/other facilities, real estate fees, or other fees associated with the purchase of land as stand-alone project.
- 3.5.5** Moving expenses, administrative costs and fees (e.g. legal fees, accounting or bookkeeping fees), volunteer expenses (e.g. honoraria, gifts, gift cards, food, and liquor), bank or financing-related charges, maintenance or operational expenses, and contingency (unless included in a contractor's quote) or miscellaneous costs.

4. CRITERIA

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

- 4.1** Projects must address a community-identified need and demonstrate community involvement.
- 4.2** Projects that demonstrate limited public access or benefit will be given a lower priority.
- 4.3** Organizations that do not have a sufficient amount of matching resources in place will be given a lower priority.
- 4.4** Due to limited funds and high demand for CFEP 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.
- 4.5** 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.

4.5.1 Organization's Capacity

The organization must demonstrate its ability to execute the project by:

- providing background history (e.g. mission or purpose, organization size and representation, length of time organization has been in operation, prior experience)
- demonstrating the organization's sustainability through financial stability, operational history and community support
- demonstrating that the organization has the capacity to complete the entire project (e.g. project leadership – board and management).

4.5.2 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
- demonstrate long-term financial viability and self-sufficiency, including the ability to meet long-term, ongoing operational needs.

4.5.3 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 and community wellness enhancement
- programming and operational efficiencies
- extend the lifespan of public-use community facilities.

4.5.4 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 or disadvantaged, new immigrant or refugees)
- improved public safety and access (including persons with disabilities).

4.5.5 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; and
- not duplicate other facilities in the area.
 - If there is duplication, explain the specific need this project will address.

4.5.6 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 funding given to the applicant, community, and region
- demonstration of the organization's need for financial assistance
- regional equity
- availability of grant funding
- ability to complete project with partial CFEP funding.

4.5.7 Special Considerations

An application may be given special consideration based on the following factors:

- proven extraordinary need
- priority within a high-needs region
- regional or provincial impact
- disaster-related events.

5. MATCHING REQUIREMENTS

5.1 CFEP funding is only approved on a matching basis. The applicant must contribute an amount equal to or exceeding the CFEP 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 specifically related to the project.

5.2 Other Government of Alberta funding may not be used as a matching resource for a CFEP 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 CFEP projects is based on:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours in final accounting report)
- \$35.00 per hour for skilled labour (must report actual hours in final accounting report)*
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours in final accounting report)
- 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. ticketed electrician or plumber).

5.3.2 Supporting documentation for donated resources must be maintained and may be requested from applicants for accounting purposes, and 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
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

5.4 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, page 6) cannot be used as a match.
- 5.4.2 Land purchased on a stand-alone basis.
- 5.4.3 Wages and salaries associated with the regular, ongoing operations of the organization.
- 5.4.4 Volunteer travel time or mileage for picking up materials and equipment.
- 5.4.5 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 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.
- 5.5.4 Land purchased or donated, up to a maximum of two years prior to the application submission date, can be used in a CFEP application as a matching component provided it is part of the project for which funding is being requested to construct a public-use community facility. In order for land to be considered as a donation, a transfer of title from the previous owner to the organization must be provided.

5.6 Non-Matching Funding – Small Funding Stream Projects

An organization may be considered for up to \$10,000 in CFEP 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
- there is an immediate need for the project to be undertaken.

The justification must be clearly set forth in the application.

6. APPLICATION PROCEDURES

The following specifies procedures for submitting an application to CFEP:

- 6.1** 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.
- 6.2** 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 checklist 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.
- 6.3** The CFEP staff may return incomplete applications.
- 6.4** It is important that applicants keep a complete copy of their application. Applicants may need to refer to this copy if CFEP staff has questions about the application.
- 6.5** Applications should include letters of support or other official statements regarding the project. Where applicable, applicants should obtain a letter of support from the Municipality for their proposed project. If the land 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.
- 6.6** 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.

- 6.7** Applications must include a statement confirming that the facility is intended and accessible for general public-use and demonstrate how the general public may regularly participate in activities (e.g. days and hours the facility is accessible by the general public).
- 6.8** Project expenses included in the application may not be considered if they are incurred before the application has been received by CFEP 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.
- 6.9** 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.
- 6.10** Applicants that have overdue or incomplete accounting or 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 CFEP staff before applying.
- 6.11** 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.
- 6.12** Organizations can submit their application in one of two ways:
- Online by accessing the link from the Alberta Culture and Tourism website at <http://culture.alberta.ca/grantprograms>
- Or**
- A paper application can be submitted by mail or in person to:
Community Facility Enhancement Program
Alberta Culture and Tourism
Suite 212, 17205 – 106A Avenue
Edmonton, AB T5S 1M7

7. NOTIFICATION

- 7.1** Applicants will receive written notification of the decision regarding their application.
- 7.2** All decisions on grant applications are final and no appeals will be considered.
- 7.3** The review and decision-making process takes approximately five to six months. The notification period for the CFEP Small and CFEP Large Funding streams is as follows.

	CFEP Small Funding Stream	CFEP Large Funding Stream
Application Deadlines	Transition Period: December 15, 2016 March 15, 2017 June 15, 2017 September 15, 2017 Moving to three times per year by 2018-19: January 15 May 15 September 15	Transition Period: January 15, 2017 Moving to one time per year by 2017-18: October 1
Notification of Decision Period	Transition Period: May 2017 August 2017 December 2017 March 2018 Moving to three times per year by 2018-19 July 15 November 15 March 15	Transition Period March 31, 2017 Moving to one time per year by 2017-2018 March 31

*Note this section will be updated and replaced as required.

7.4 Applicants may not resubmit an application for the same project until written notification of the outcome of the current application is made by Alberta Culture and Tourism.

8. FUNDING CONDITIONS

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

8.1 After the review, approval and payment of a grant relative to an application to a **CFEP Small Funding stream**:

- the applicant is bound by the terms and conditions of the grant agreement that forms part of the Small Funding stream application
- CFEP staff will provide notification of final report requirements to the grant recipient.

8.2 After the review and approval of a **CFEP Large Funding stream** application:

- the grant recipient must sign a formal grant agreement with the ministry outlining the terms and conditions of the grant funding prior to funding being released
- CFEP staff will provide the grant funding agreement to the grant recipient.

8.3 Grant funds must be deposited into an account in accordance with the terms of the grant agreement.

- 8.4** The grant funds must be spent according to approved eligible costs as determined by CFEP 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 CFEP staff ideally before signing the grant agreement, but definitely before proceeding with the project.
- 8.5** 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.
- 8.6** 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. CFEP staff should be contacted for instructions.
- 8.7** If the nature of the project approved in the original application changes, the change of scope of the project and reallocation of funding requires the written approval from CFEP staff. A written request must be made to CFEP staff requesting approval.
- 8.8** Project scope and financial reporting must be completed and submitted to CFEP staff within the following specified time frames, unless an extension of the reporting date has been approved:
- Small Funding stream: 18 months from the cheque date
 - Large Funding stream: 30 months from the signed grant agreement start date, unless otherwise stated.

8.9 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 CFEP staff in writing.

8.9.1 Small Funding stream – extension requests for grants must be made 30 days in advance of the Final CFEP Accountability Report due date.

8.9.1 Large Funding stream - extension requests for grants must be made 90 days in advance of the expiry of the term of the grant funding agreement.

8.9.3 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).

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

8.10 Change of Project Scope

8.10.1 The grant recipient must notify CFEP staff of any anticipated fundamental change of scope or any anticipated shortfall of expenses for the project as soon as possible. As a result, the grant recipient may be requested to:

- submit a written request to use the remaining funds for the proposed project change, and if approved, apply the unexpended funds to this purpose, or
- submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by CFEP staff. Repayment must be submitted to CFEP staff for processing and file closure.

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

- 8.11** 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.)
- 8.12** 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.
- 8.13** The grant recipient is required to notify CFEP staff if the facility or capital equipment is vacated, sold, (if owned by the recipient), or the lease or other instrument of occupation is terminated within:
- a minimum of five years of the cheque date for Small Funding stream projects, or
 - a minimum of five years of the end of the grant agreement for Large Funding stream projects.
- 8.14** If the lease or 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 CFEP staff as soon as possible.
- 8.15** Approval of CFEP funding in no way constitutes acceptance, implicit or otherwise, of a longer term funding commitment by the Government of Alberta to the project. Should any facility require additional grant funding in the future, a new funding application would need to be submitted for consideration.

9. FINANCIAL REPORTING REQUIREMENTS

- 9.1** Project scope and financial reporting must be completed and submitted to CFEP staff within the specified time frames unless an extension of the reporting date has been approved:
- CFEP Small Funding stream: 18 months from the cheque date, or
 - CFEP Large Funding stream: 30 months from the signed grant agreement, unless otherwise stated.

- 9.2** CFEP staff maintain the right to request interim reporting at any time.
- 9.3** For the **CFEP Small Funding stream**:
- Grant recipients must complete their financial accounting for the project using the Final CFEP Accountability Report (FCAR) provided and include backup documentation as specified by CFEP. The FCAR will be provided to the organization and is also available on the ministry web site.
- 9.4** The FCAR for the project must be properly completed and signed by an authorized representative having legal or financial signing authority for the organization. The FCAR must also be accompanied with the appropriate source documentation as outlined in the instructions.
- 9.5** For the **CFEP Large Funding stream**, grant recipients must provide a:
- summary report that includes:
 - a detailed description of the completed project
 - the benefits of the completed project
 - a description of communication opportunities provided for the Government of Alberta.
 - a review engagement report, prepared by a certified public accountant licensed to practice in Alberta, and accompanying financial statement relating to the completed project.
- 9.6** Recipients must provide access, upon request, to all financial documents or records relative to all expenses and revenues related to the project, including CFEP grant funding as set out in the agreement.
- 9.7** 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 CFEP funding was used as set out in the agreement.
- 9.8** 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 CFEP funding was used as set out in the agreement.
- 9.9** Records should be kept for seven years from the date of the notification letter of file closure from CFEP staff.
- 9.10** 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 pursuing legal action.
- 9.11** If the grant recipient is applying for new CFEP funding, overdue financial reporting relating to other Alberta Culture and Tourism grants must be provided to CFEP staff in a satisfactory manner.

10. ACKNOWLEDGEMENT STANDARDS AND REQUIREMENTS

- 10.1 Recipients of CFEP funds are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.
- 10.2 Acknowledgment credits, promotion, and publicity (written, electronic and verbal) requirements, for CFEP Large Funding stream approved projects are outlined in the formal grant agreement.
- 10.3 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.

11. CONFLICT OF INTEREST

- 11.1 In addition to complying with the CFEP 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.
- 11.2 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.
- 11.3 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.

- 11.4** 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 CFEP 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.

12. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 12.1** The personal information that is provided on the grant application form will be used for the purpose of administering CFEP 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.
- 12.2** 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.
- 12.3** Please note, once an application has been approved and funding issued to an organization, the community or city, grant recipient, project, amount funded, and fiscal year become a matter of public record. Successful grant recipients are published on the Government of Alberta Grant Payments Disclosure database at the following link:
- <http://www.alberta.ca/grant-payment-disclosure.cfm>
- 12.4** 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
 - Awareness of ministry resources available to the nonprofit sector including ministry sector events.
- 12.5** Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the CFEP office.
- 12.6** For questions about the collection and use of this information, please contact CFEP staff.

13. OFFICE CONTACT INFORMATION

13.1 General contact and address information for CFEP is:

Community Facility Enhancement Program
Alberta Culture and Tourism
Suite 212, 17205 – 106A Avenue
Edmonton, AB T5S 1M7

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

<http://culture.alberta.ca/community/community-grants/community-facility-enhancement-program/>

14.. CFEP GUIDELINE REVIEW

- 14.1** These guidelines will be reviewed, at a minimum, every five years to ensure they best support the needs of Alberta's communities and align with best practices in grant administration.