



Community Initiatives Program International Development Grant

Guidelines

Quarterly Application Deadlines

December 15
March 15
June 15
September 15

Funded by the Government of Alberta through the Alberta Lottery Fund in order to build strong communities and enhance the quality of life for Albertans.



**Government
of Alberta ■**



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1 Program Rational

The **Community Initiatives Program (CIP) International Development Grant** testifies to Alberta's concern for social justice and a desire to help the less fortunate.

The program aims to encourage a positive Alberta presence internationally by providing financial assistance to small and medium-sized Alberta based non-government organizations for the improvement of health, social and economic conditions among the poor in developing countries.

All of Alberta's assistance involves the spirit of volunteerism and is provided with the utmost respect for the culture, environment, dignity and independence of the beneficiaries.

2 Program Eligibility

Eligible Organizations

An organization must meet **all** of the following criteria:

- a) Be registered under one of the following:
 - *Societies Act* (Society)
 - *Income Tax Act of Canada* and operating in the Province of Alberta (Charity)
 - Special Act of the Alberta Legislature
 - Special Act of the Parliament of Canada (extra-provincially registered in Alberta)
 - Part 21 of the *Business Corporations Act* (Extra-Provincial Corporations)
 - Part 9 of the *Companies Act* (non-profit)
- b) Be in existence for a minimum of two years and actively engaged in fundraising in Alberta for the purposes of international development assistance.
- c) Be in current compliance with all applicable corporate or charitable registration/incorporation requirements.
- d) Where required under legislation, or in the bylaws of the corporation as a fundamental purpose, have stated objects that include conducting developmental projects in developing countries or countries in crisis.
- e) Have prior international development experience.
- f) Be actively engaged in fundraising in Alberta for the purposes of developmental assistance in developing countries and countries in crisis.
- g) Have completed and satisfied all reporting requirements on any prior CIP International grant.

Ineligible Organizations

- a) Organizations whose total annual operating expenses pertaining to international development activities, exceeds \$1.5 million. This is based on the organization's most recently completed fiscal year.
- b) Organizations that have overdue accounting from any previously approved CIP International Development or Lottery Fund Program grant.
- c) Organizations based outside of Alberta that are not registered as an extra-provincial corporation under the *Business Corporations Act of Alberta*.
- d) Organizations outside of Canada.
- e) For-profit organizations.
- f) Individuals.

Organizations based outside of Alberta

- a) Must have a strong Alberta presence that includes registration as an extra-provincial corporation with Alberta Corporate Registries.
- b) Must have a board appointed resident of Alberta as its Alberta representative. The Alberta representative must be an elected member of the organization's board or staff member with signing authority and who is authorized to receive a grant cheque issued by CIP International Development.

3 Program Parameters

Application Deadlines

Applications are accepted anytime throughout the year from Alberta-based non-government organizations (NGOs) who have an office or place of business in Alberta for consideration on the following application deadlines:

March 15
June 15
September 15
December 15

Organizations that are located outside of Alberta and are registered as an extra-provincial corporation under Part 21 of the *Business Corporations Act of Alberta* may apply for the **December 15** application deadline date only.

Application Process

Organizations are encouraged to contact the program office to ensure they are eligible to apply, and that all required supporting documentation is included.

The following methods can be used to submit an application:

Email:

- Applications can be submitted by email to cip.int.application@gov.ab.ca.

Mail or Hand-deliver:

- Paper applications can be submitted to the mailing address listed on page 8 of these guidelines. The application documents must be post-marked or delivered by end of day of the deadline. If the deadline date falls on a statutory holiday or weekend, the deadline will be extended to the end of the next business day.

Before you apply, gather the following required supporting documentation to include with your submission:

- a) Current by-laws.
- b) List of officers and directors, including of telephone, address and email information.
- c) Annual report, newsletter or president's report that outlines the recent activities of your organization.
- d) Financial statements for your most recently completed fiscal year. If the financial statements are not externally audited, they must be signed by the president and treasurer.
- e) Current bank statement (if you do not have audited financial statements).

- f) Original signed grant agreement (included in the application).
- g) Project budget estimates that reflect the total project cost, not just the funding requested (template included in the application).

Applications are fully reviewed against the program criteria, project assessment factors and supporting documentation provided. Organizations will be contacted if further information or clarification is required.

Decision Process

The review and decision process takes approximately five months from the application deadline date of submission. Organizations will be notified of the outcome in writing.

Program Limits

- a) The maximum funding available to an organization is the amount of funds raised by the organization in Alberta in its most recently completed fiscal year up to \$25,000.
- b) Organizations may receive one CIP grant (CIP International or CIP Project-Based or CIP Operational) per government year (April 1 to March 31).
- c) Organizations may not use any government grants (federal, provincial or municipal) to match the requested grant.
- d) No portion of the grant can be paid or contributed to another Canadian organization.
- e) Funding must be channeled directly to the project and not be used for repayment or shortfall on completed projects (no debt reduction).
- f) Funds are not available for an organization's Canadian administrative costs or for monitoring and evaluation costs overseas.
- g) Grant funds should be expended within two years from the project start date.
- h) In the case of multi-year projects, a new application must be completed each year and must be accompanied by the final report for the previous year's funding.
- i) Any portion of the grant not used for the purpose for which it was approved, or remaining at project completion, shall be returned.

Matching Requirements

This is a matching grant program. An organization is required to contribute an amount in cash from its Alberta fundraising that is at least equal to the amount it is requesting for the project. **This amount must be in the bank at the time of application.** In-kind resources and volunteer hours cannot be used to match the requested grant.

4 Program Management

Project Eligibility

To be eligible for consideration, a project must:

- a) Respond to the expressed needs of people in developing countries and countries in crisis. These people should be involved in the project's planning, implementation, evaluation and future maintenance.
- b) Cultivate local leadership and provide people with the tools to meet their own needs.
- c) Have an experienced member of your organization or overseas partner organization responsible for the project.

d) Fall under one or more of the following priorities:

Basic Human Needs

- Supporting basic education and literacy, primary health care, water, sanitation, family planning, nutrition, shelter and food production.

Women in Development

- Supporting activities that directly benefit women and their full participation as equal partners in the sustainable development of their community/society.

Small Business Development

- Supporting activities where small business development, skills training and micro-enterprise will reduce poverty by generating income and employment growth.

Human Infrastructure development

- Supporting activities that strengthen the capacity of organizations to better plan and manage social and economic development in their communities.

Emergency Disaster Relief

- When a natural disaster occurs, CIP International will consider requests from organizations on a first come first serve basis. The amount of assistance and the eligibility of the organization will be determined on a case by case basis depending on the nature and location of the disaster. Any organization interested in making application for emergency disaster relief must contact CIP International to determine eligibility.

Project Assessment

Due to limited funds and the popularity of CIP International Development, not all requests that meet the established criteria will be approved and even the projects that are approved may receive less than the requested amount. Application submissions will be considered using the following criteria:

Project Viability

- Background of applicant (organization size/representation, length of time organization has been in operation, prior experience)
- Sufficiency of matching resources
- How total project funding will be provided
- Long-term financial viability and self-sufficiency

Project Benefits

- Direct and indirect community economic benefit
- Quality of life/community wellness enhancement
- Programming/operational efficiencies
- Demographics served (social disadvantaged, most vulnerable)

Community and Regional Need

- Public safety/improved access (including disabled)
- Enhanced utilization/meet changing needs
- Provide a direct service to the community
- Municipal/community support

Availability of Funding

- Prior funding to applicant/community
- Demonstration of need for financial assistance
- Regional equity considerations

Special Considerations

- Proven extraordinary need
- Priority within a high needs region
- Disaster related events
- Regional/provincial scale project

Project Scope Change

If the project scope changes after the grant has been approved, organizations must request approval in writing to reallocate their funding. The scope of the project may only be adjusted with written approval from the CIP International Development program office.

Collecting Personal Information (FOIP Act)

All information provided by the organization in the grant application will be subject to the access to information provisions of the *FOIP Act*. Alberta Culture may disclose the information, subject to any applicable exceptions to disclosure under the Act, in response to an access to information request.

The Authorized Representative (primary contact) of an organization signing the grant agreement must obtain permission, in advance of submitting the grant application, from any and all individuals whose personal information is identified in the application or other supporting documents (e.g. name, home address, home phone number, cell number, email address) to use their personal information for the purpose of the application process.

The personal information that is provided in the grant application is required for the administration of the Community Initiatives Program. It is collected under the authority of the *Community Development Grants Regulation* pursuant to the *Government Organization Act* and section 33 (c) of the *FOIP Act*. It is protected by the privacy provisions of the *FOIP Act*. If you have any questions about the collection or use of this personal information, contact the CIP Program administration office by email at jackie.switzer@gov.ab.ca or call 780-422-2315, toll-free by dialing 310-0000.

5 Accounting Process

Project Timing and Extensions

Project timing will be agreed at the application review and approval stage. Organizations may have up to two years from the project start date to complete their projects.

If a project is not completed within the required time frame the organization may request an extension. All extension requests must be submitted by the organization in writing to CIP International Development.

Final Accountability Report

Organizations are required to submit a final report four months after the project is complete. A final report due date will be issued to the organization by CIP International Development after funding has been awarded. Final report forms are available on the CIP International Development website. A detailed accounting of expenditures must accompany the completed final report form along with bank transfer documentation detailing the transfer of funds from Alberta to the project location.

Translation and Currency

Organizations are required to provide all applicable documentation translated into English and converted to Canadian currency.

Unexpended Grant Funds

If the actual costs of the project are less than the approved budget, the organization has two choices:

1. Submit a written request to CIP International Development to reallocate the leftover funds.
2. Send a cheque for the remaining unexpended funds to CIP International Development (payable to the Government of Alberta).

Responsibilities of the Grant Recipient

Acceptance and use of the grant funding confirms an organizations agreement with the terms and conditions of the Grant Agreement in the application.

Recipient organizations must maintain adequate financial records, including receipts, to provide an accounting of spending and to show compliance with the conditions of the grant.

A grant recipient must permit the Minister or Minister's representative to examine, during regular business hours, the books or records relating to the expenditure of the grant to determine if the grant has been properly spent.

Organizations receiving financial support under CIP International Development are expected to acknowledge support of the Government of Alberta whenever possible.

6 Contact Information

For CIP International Development inquiries, please contact:

Program Coordinator - Jackie Switzer
Telephone: (780) 422-2315 / Fax: (780) 644-8800
Email: Jackie.Switzer@gov.ab.ca

Program Assistant - Margaret Ziegler-Bradley
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Email: Margaret.Ziegler-bra@gov.ab.ca

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