**Community Facility**

**Enhancement Program**

**Large Stream**

Expression of Interest

For more information about this document, contact:

ARTS, CULTURE AND STATUS OF WOMEN

COMMUNITY GRANTS

1-800-642-3855

Email: CommunityGrants@gov.ab.ca

CFEP Large Program Guidelines | Ministry of Arts, Culture and Status of Women

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Expression of Interest (EOI) will be reviewed starting June 15, 2024 and invitations to complete a full application will be communicated to organizations no later than July 15, 2024.

Filling out the following information expresses your organization’s interest in applying for the Community Facility Enhancement Program (CFEP) Large funding. The EOI is the first stage in the application process. Through the EOI, projects will be evaluated against CFEP Large criteria to ensure project eligibility and readiness and organizational viability and capacity before moving forward with the full application process.

There are no additional documents required with the EOI. Only applicants that move to the application process will be required to submit supporting documentation. Invitation to submit a full application does not guarantee funding.

Full applications are evaluated against program criteria, which includes project benefits, accessibility, economic impact, community need, urgency and large-scale impact (see section 4 in the guidelines). Applicants invited to submit a full application package, will be required to confirm and/or expand on the information provided in the EOI.



Organization Information

## Incorporated Legal Name of Applying Organization:

Click or tap here to enter text.

## Act the Organization is registered under (see CFEP guidelines section 3.1 for list of all eligible acts):

Choose an item.

## Registration Number:

Click or tap here to enter text.

## What is the purpose/mandate of the organization?

Click or tap here to enter text.

## What services do you provide to the community?

Click or tap here to enter text.

Organization Contact Information

## Address of Organization (should match the registered address through incorporation)

Click or tap here to enter text.

**City: Province: Postal Code: Country:**Click or tap here to enter text.

## Mailing Address (\*Same as above?) ☐ Yes ☐ No

## Address of Organization (should match the registered address through incorporation)

Click or tap here to enter text.

**City: Province: Postal Code: Country:**Click or tap here to enter text.

## Legal Authorized Signing Authority Contact:

|  |
| --- |
| [ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Other: |
| Name: Click or tap here to enter text. | Organization Position Title: Click or tap here to enter text. |
| Daytime Phone #: Click or tap here to enter text. | Extension: Click or tap here to enter text. | Email: Click or tap here to enter text. |

## Primary Application Contact:

|  |
| --- |
| [ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Other: |
| Name: Click or tap here to enter text. | Organization Position Title: Click or tap here to enter text. |
| Daytime Phone #: Click or tap here to enter text. | Extension: Click or tap here to enter text. | Email: Click or tap here to enter text. |

Project Information

## Project Description

Click or tap here to enter text.

## What type of project is this? Check one main category (Renew, Expand, Purchase, Construct) and all descriptors that apply under that category.

[ ]  **Renew** an existing public-use community facility: Restore, refurbish, upgrade, or other initiatives to improve the general conditions of a facility to extend its useful life (regular repairs and upkeep required to maintain and operate the facility are excluded).

 Choose all descriptors that apply
 [ ]  Lifecycle replacement/renovation
 [ ]  Increase accessibility for mobility challenges individuals

[ ]  Increase accessibility for different demographics

[ ]  Develop multi use space(s)

[ ]  Increase security of the facility

[ ]  Climate friendly improvements

[ ]  Upgrade unused space to make it usable

[ ]  Increase green (outdoor) space

[ ]  Integration of digital technology into a facility as part of a larger project

 [ ]  Integration of new measures to the make the facility safe for all users

[ ]  **Expand** an existing public-use community facility: Retrofit, redevelop, convert, arrange or rearrange existing spaces based on evolving needs.

 Choose all descriptors that apply
 [ ]  Increase accessibility for mobility challenged individuals

[ ]  Increase accessibility for different demographics

[ ]  Develop multi use space(s)

[ ]  Expand space for more users

[ ]  Climate friendly improvements

[ ]  Upgrade unused space to make it usable

[ ]  Increase green (outdoor) space

[ ]  Integration of digital technology into a facility as part of a larger project

[ ]  Integration of new measures to the make the facility safe for all users

[ ]  **Purchase** an existing facility: Acquire a facility, green space or land to deliver new or existing programs and/or services.

 Choose all descriptors that apply
 [ ]  Increase accessibility for mobility challenged individuals

[ ]  Increase accessibility for different demographics

[ ]  Develop multi use space(s)

[ ]  Expand space for more users

[ ]  Climate friendly improvements

[ ]  Increase green (outdoor) space

[ ]  Integration of digital technology into a facility as part of a larger project

[ ]  **Construct** a new public-use community facility: Build a facility for the provision of new or existing programs and/or services.

Choose all descriptors that apply
[ ]  Increase accessibility for mobility challenged individuals
[ ]  Increase accessibility for different demographics

[ ]  Develop multi use space(s)

[ ]  Expand space for more users

[ ]  Climate friendly improvements

[ ]  Increase green (outdoor) space

[ ]  Integration of digital technology into a facility as part of a larger project

## Based on the selection(s) above, please describe the impact the project will have on the community?

Click or tap here to enter text.

## Anticipated Project Start Date:

Click or tap to enter a date.

Project Outcomes

**What program outcome(s) is the project intended to meet?** Please check all that apply.  *(If you receive funding, you must report on the results and outcomes)*

[ ]  Extending the lifespan of public-use facilities and/or outdoor spaces

[ ]  Sustained/increased use of public facilities

[ ]  Sustained/increased employment in the facility

[ ]  Sustained/increased revenue generated

[ ]  Non-government funding invested by organizations as a result of the project

[ ]  Public-use facilities are available for Albertans

[ ]  Improved safety, accessibility and useability of public-use facilities and outdoor spaces for a variety of activities and events

[ ]  Increased facility space and/or green space

[ ]  Economic benefits for the community because of the project.

## Will the completed project be primarily accessible to the general public?

### [ ] Yes [ ]  No (If no, please explain any limitations to public access)

Click or tap here to enter text.

Project Budget Information

## Total Project Cost: $: Click or tap here to enter text.

## Have any costs been incurred prior to EOI submission?

 [ ] Yes [ ]  No

If yes, which costs:

 Click or tap here to enter text.

## Are there detailed quotes in place for the project? (detailed quotes are not required for the EOI submission, but will be required if you are invited to submit an application)

 [ ] Yes [ ]  No

## NOTE: *If your request is moved forward to the application process, you will need to submit a copy of all quotes.*

Project Revenues

## Please complete the project revenues table below:

**Tips**

* Eligible CFEP Large funding request is between $125,001 and $1 million on a matching basis.
* The applicant must contribute an amount equal to or exceeding the CFEP Large grant request towards the expenses of the project. The matching funding may be in the form of cash or donated labour, equipment/operator or materials/services, all of which must be specifically related to the project.
* Other Government of Alberta (Provincial Support) funding may not be used as a matching resource for a CFEP Large grant. Maximum funding from all sources of 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.
* Funding Source Columns:
	+ **Amount Pending:** funding request has been submitted, approval has not been confirmed.
	+ **Amount Confirmed:** funds are in the organizations possession (bank statements, financial statements) or a grant/donor confirmation letter(s) has/have been received. If your project is moved to the application stage, verification of these funds need to be provided.
	+ **Project Revenues Total** must equal the **Total Project Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| Funding Source | Amount Pending\* | Amount Confirmed\* | Total |
| CFEP Large Request ($125,0001 to $1,000,000) | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Provincial Support *(not including CFEP Large request)* | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Federal Support | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Municipal Support | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Organization | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Other Funding | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Donated In-Kind Labour | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Donated In-Kind Equipment/Materials | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Project Revenues Total | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |

## Additional Revenue Information (if applicable) – provide additional information if funding is pending or if funds have conditions that need to be met:

Click or tap here to enter text.

5 Year Operational Budget Projections

## Please complete the revenues/expenses table below to demonstrate the 5-year budget projections for when the project is completed and/or open for operation.

**Tips:**

* **5-Year Operational Budget Columns:**
	+ **Existing Revenues** – revenues that are expected/budgeted on a year-to-year basis with the current operations of the organization.
	+ **Existing Expenses** – expenses that are incurred on a year-to-year basis with current operations.
	+ **Additional Revenues** – revenues that are created as a result of the project moving forward.
	+ **Additional Expenses** – expenses that are additionally incurred as a result of the project moving forward.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Existing Revenues | Existing Expenses | Additional Revenues | Additional Expenses | Surplus/Deficit |
| Year 1 | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Year 2 | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Year 3 | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Year 4 | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Year 5 | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |

## Provide a brief explanation of how the additional revenues and expenses were determined for the project:

Click or tap here to enter text.

Facility Information

## The organization is the facility or outdoor space (check the one that applies):

[ ]  Owner and operator

[ ]  Operator, with a lease in place

 Name of Titleholder:Click or tap here to enter text.

 When does the lease expire?Click or tap here to enter text.

[ ]  Other:

 Name of titleholder:Click or tap here to enter text.

 Name of operator:Click or tap here to enter text.

Is there a sub-lease or user agreement in place:Click or tap here to enter text.

If yes, who is the sub-lease or user agreement with?Click or tap here to enter text.

When does the sub-lease or user agreement expire? Click or tap here to enter text.

[ ]  None of the above

Please explain:

 Click or tap here to enter text.

**NOTE:** ***A minimum 8 year lease is required at time of EOI submission. If your request is moved forward to the application process, you will need to submit a fully executed lease, sub-lease, or user agreement.***

Project Readiness

## Is there a Project Manager in place?

[ ]  Yes [ ]  No

## Does the Board have prior experience with large capital projects?

###  [ ]  Yes [ ]  No

### If yes, what is the prior experience:

### Click or tap here to enter text.

## What pre-planning has been completed for the project (check all that apply):

[ ]  Informal Community Engagement (provide details below)

[ ]  Community Survey

[ ]  Facility Lifecycle Plan

[ ]  Feasibility study

[ ]  Needs assessment

[ ]  Architectural drawings

[ ]  Engineering drawings

[ ]  Business case

[ ]  Economic Impact Assessment

[ ]  Other (provide details below)

## If informal community engagement, or other was selected, please provide details:

Click or tap here to enter text.

## NOTE: *If your request is moved forward to the application process, you will need to submit a copy of all the selected documents.*

## What is the date range these documents/activities were completed?

Click or tap here to enter text.

## Are the appropriate permits or permissions in place for the project to start?:

[ ]  Yes [ ]  No

**Note**: ***Appropriate permits or permissions may include development permits, build permits, titleholder permissions, environmental scans, city/municipality approvals***

If Yes, Please provide information on how long the permits are valid

Click or tap here to enter text.

## \*Only complete the below questions if you are purchasing a facility or land as part of the project:

## Is there an offer to purchase?:

[ ]  Yes [ ]  No

 If Yes, when does it expire and are there conditions?
 Click or tap here to enter text.

## Is the donation of land part of the matching component of the budget?

[ ]  Yes [ ]  No

 If Yes, has there been or will there be a transfer if title?
 Please see CFEP Guidelines Section 5 on eligible matching requirements
 Click or tap here to enter text.

**NOTE:** ***If your EOI is moved forward to the full application step, you will be required to submit any documentation referred to in the EOI, with your application.***

CFEP Large Expression of Interest (EOI) Declaration

I, first and last name entered here , organization position/title entered here , on Click or tap to enter a date. hereby attest that:

***\*All boxes must be checked\****

[ ] The information contained in this EOI is true, accurate and complete.

[ ] I am a representative with designated signing authority/decision-making authority in the Organization.

[ ] The Organization’s Board of Directors is in full support of this application.

 [ ] I have read the Conflict of Interest section in the [Guidelines](https://open.alberta.ca/publications/cfep-large-program-guidelines) (11.1 through 11.4) and I am not aware of any conflict of interest either perceived or apparent in applying for CFEP funding.

[ ] I understand that the EOI is the first step of the process and if invited an application is the next step. Should the application be approved for funding, the identified Organization in this EOI and subsequently the application will be required to enter into a formal, legally binding agreement with the Ministry outlining the terms and conditions of the grant.