

Anti-Racism Community Grant Program

Please read the guidelines carefully before beginning the application



July 2018

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Anti-Racism Community Grant Program

1. PURPOSE AND OBJECTIVES

1.1 The Anti-Racism Community Grant Program supports initiatives that raise awareness and understanding of racism and its impact on all Albertans. The program will foster cultural awareness and cross-cultural understanding in communities across the province.

1.2 Within the program there are two distinct funding streams:

- **Community Anti-Racism** funding stream provides funding support to eligible nonprofit organizations for anti-racism projects or initiatives related to community.
- **Indigenous Anti-Racism** funding stream provides funding support to eligible nonprofit organizations for anti-racism projects or initiatives specific to Indigenous peoples.

Please note both funding streams will follow the Anti-Racism Community Grant Program guidelines, application, and reporting requirements. Applicants are asked to identify the funding stream they are applying to on the application form.

1.3 The program **outcomes** are to:

- Address the causes and consequences of racism in communities across Alberta.
- Increase an organization's capacity in supporting individuals who are impacted by racism.
- Increase access to services, information, and advice concerning racism.
- Increase opportunities for people to learn, discuss and address the impacts of racism in their community.
- Encourage participation of individuals, businesses, institutions, and governments to collaboratively support anti-racism in their community.
- Increase an organization's ability to address the systemic causes and consequences of racism.

1.4 The program is governed by the terms outlined in the Community Development Grants Regulation.

1.5 The program 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 | • Accountability |
| • Transparency | • Flexibility |
| • Equity | • Simplicity |

2. THE PROGRAM OVERVIEW

Funding Streams	Stream 1: Community Anti-Racism Funding Stream Stream 2: Indigenous Anti-Racism Funding Stream Note: Both funding streams will follow the Anti-Racism Community Grant Program guidelines, application, and reporting. Applicants are asked to identify the funding stream they are applying to in the grant application.	
Funding Range	Up to \$25,000 Up to \$5,000 (non-match) will be considered. Groups requesting non-match funding must be, at minimum, be incorporated for at least one year and in good standing with Corporate Registries.	
Application Deadlines	Transitional Intakes for 2018-19 Fiscal Year Only: Intake 1 - August 1, 2018 Intake 2 - November 1, 2018 Intake 3 - January 1, 2019	2019-20 Forward: Intake 1 - March 1 Intake 2 - June 1 Intake 3 - September 1 Intake 4 - December 1
Notification Timelines	Transitional Dates for 2018-19 Fiscal Year Only: Intake 1 – November 2018 Intake 2 – February 2019 Intake 3 – April 2019	2019-20 Forward: Intake 1 – June Intake 2 – September Intake 3 – December Intake 4 – March
Frequency of Application	An organization may receive one grant per fiscal year through the Anti-Racism Community Grant Program (April 1 – March 31, with the first intake of the new fiscal year being March 1).	
Application Package	<ul style="list-style-type: none"> • Application Form • Project budget Template • Checklist for supporting mandatory documents <p>See the Application Assistance Tool for help with the application process</p>	
Stream priorities	<ul style="list-style-type: none"> • Organizations that best meet the guideline criteria. • Projects with broad scope and reach. • Extra-small to small organizations with an annual operating budget under \$500,000. • Applicants that have not received prior Government of Alberta funding. 	
Grant Agreement	For signature, if funding is approved.	
Payment Method	Electronic Funds Transfer (EFT)	
Outcomes Logic Model	For completion if funding is approved	
Project Completion and Financial Reporting Timeframe	Within 18 months from date of payment	

3. PROGRAM ELIGIBILITY REQUIREMENTS

3.1 Eligible Organizations

The following organizations are eligible to apply for funding:

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

Provincial Legislation (Alberta)

- *Agricultural Societies Act*
- Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations*
- *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))
- A First Nation or Métis Settlement in Alberta
 - A University, college, or institute 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/or Applicants

The following organizations are not eligible for funding:

- municipalities;
- for-profit organizations/enterprises;
- any other organizations not registered under one of the above mentioned Acts;
- organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by Alberta Culture and Tourism; and
- individuals.

3.3 Eligible Projects

3.3.1 The program provides one-time funding assistance for project-based anti-racism initiatives in Alberta, for Albertans.

3.3.2 Organizations must clearly demonstrate how projects will address racism in specific geographic regions, or in particular communities of racialized/marginalized people. Types of projects can

be stand-alone initiatives, new programming, or resources, which may include some of the following features (please see the Application Guide for examples):

- **Training and education**, including awareness initiatives, such as workshops, roundtables, conferences, community conversations, or social media initiatives. Training and education initiatives can include educational opportunities for community members, staff, volunteers, and decision-makers at a community or organizational level.
- **Developing resources**, including information, fact sheets, posters and toolkits that address racism, bias or hate crime in Alberta in communities, the workplace, and civic participation, or tools for developing programs from an intersectional lens.
- **Support services**, such as peer groups/organizations supporting Albertans directly impacted by racism in their community when they need it, including resources to ensure that spaces meant for racialized groups are safe (i.e. security costs).
- **Capacity-building** activities, such as sharing practices, research and information, developing strategies and aligning tactics to address the incidents of racism and hate crimes in the community, or evaluating existing initiatives to assess their effectiveness.

3.3.3 Projects that meet one or more of the following outcomes:

- Addresses the causes and consequences of racism in communities across Alberta.
- Increase organization's capacity in supporting individuals who are impacted by racism.
- Increase access to services, information, and advice concerning racism.
- Increase opportunities for people to learn, discuss and address the impacts of racism in their community.
- Encourage participation of individuals, businesses, institutions, and governments to collaboratively support anti-racism in their community.
- Increase organization's ability to address the systemic causes and consequences of racism.

3.4 Ineligible Projects

The following projects are not eligible for funding:

- Any project that is not directly related to addressing racism for Albertans.
- Any project that is not deemed to meet one of the outlined outcomes.
- Festivals, celebratory events, or stand-alone event or activities (for example, celebration of a specific day, parade, pow-wow, etc.).
- Projects that are fully funded through other funding sources.

3.5 Ineligible Expenses

Program funding cannot be used for expenses related to:

- 3.5.1** Time and labour provided towards preparation of funding applications, fundraising (including costs for fundraising campaigns), and websites for fundraising purposes.
- 3.5.2** Endowments, charitable donations, bursaries, developing a business case or proposal for funding, donor recognition/walls, gifts (with the exception of gifts for protocol), gift cards, prizes,

awards, alcohol, expenditures for or time and labour provided towards ground breaking, opening, and other ceremonial events, participant accommodations, participant travel, participant per diems.

3.5.3 Facility upgrades, renovations, and construction.

3.5.4 Debt reduction; financing charges and/or interest payments on loans; retroactive expenses incurred prior to application submission date.

3.5.5 Administrative costs and fees (e.g. legal fees, accounting/bookkeeping fees); volunteer expenses (e.g., honorariums, gifts, gift cards, per diems, and liquor with the exception of honorariums and gifts for protocol); bank/financing related charges; ongoing operational expenses; contingency (unless included in a vendor/contractor's quote) or miscellaneous costs; and ongoing operational 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 Organizations that have not demonstrated the financial capacity to complete the project will be given a lower priority.

4.3 Due to limited funds and high demand for program 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.

4.4 Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants should include as much information to address the criteria below when completing their application.

4.4.1 Organization's Capacity

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

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

Additionally if organizations can demonstrate capacity through:

- Anti-racism initiatives or activities or incremental work already being implemented.
- Successful completion of projects that are similar in nature.

4.4.2 Project Viability and Financial Feasibility

To be considered a viable project, the organization should:

- demonstrate sufficient matching resources for the requested grant (unless requesting a non-match up to \$5,000);
- have access to additional funding required to complete the project;
- have letters of support from community partners investing in the project;
- have provided a detailed budget and explanation of costs within the application; and
- demonstration of clear timelines and planning for the project.

4.4.3 Project Benefits

The organization should demonstrate that the project outcomes will:

- have a high level of community impact;
- have a direct and indirect community benefit; and
- produce resources, products, tools, and/or deliverables on anti-racism that will effect change in the community.

4.4.4 Availability

The organization should demonstrate how the project will provide:

- broad public access beyond the organization's direct membership;
- promote cross-cultural awareness; and
- engagement of the impacted individuals and/or communities effected by racism.

4.4.5 Community and Regional Need

The organization should demonstrate how the project will:

- address a need in the community either at a local, regional or provincial level;
- include partnerships and/or collaboration directly related to the project;
- letters of municipal and/or community support;

4.4.6 Other 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;
- first time applicants;
- projects where the primary focus is on anti-racism; however, also intersects with other social issues (homelessness, homophobia, gender equality, etc.);
- regional equity; and
- availability of grant funding.

Higher Priority will be given to:

- Projects with a broad scope and reach.
- Applicants which have not received prior Government of Alberta funding for any other projects.
- Extra-small to Small organizations with an annual operating budget as follows:
 - \$0 - \$249,999 – Extra-small
 - \$250,000 - \$499,999 - Small

5. MATCHING REQUIREMENTS

5.1 Program funding is approved on a matching basis. The applicant must contribute an amount equal to or exceeding the grant request towards the expenses of the project, unless applying for an up to \$5,000 non-matching grant (see section 5.5).

- The matching funding may be in the form of cash or donated labour, and/or donated materials/services, or a combination thereof, all of which must be directly related to the project.
- The matching component for a project can be all donated (labour, services, and/or materials) provided it is directly related to the project.

5.2 Matching of Donated Labour, Materials, or Services

5.2.1 The value of donated resources is based on:

- \$20.00/hour for unskilled labour working directly on the project (must report actual hours in final accounting report);
- \$35.00/hour for skilled labour (must report actual hours in final accounting report); * and
- 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. photographers, communications consultant, elders/knowledge keeper).

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

5.3 Ineligible Sources of Matching

The following sources are not eligible as a matching resource:

5.3.1 Any project expense deemed as ineligible for funding (refer to section 3.5) cannot be used as a match.

5.3.2 Wages and salaries associated with the regular, ongoing operations of the organization.

5.3.3 Volunteer time related to fundraising, preparing grant applications, attending meetings related to regular operations of the organization.

5.4 Matching Restrictions

The following sources of funding may have restrictions on whether they can be used for matching:

5.4.1 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.

5.4.2 Cash funding must be supported by current financial information (bank statement or most recent financial statements or Band Council Resolution or Settlement Resolution).

5.4.3 Cash available from federal, municipal or private foundation grant programs should be confirmed with a letter from program representatives.

5.5 Non-Matching Funding

An organization may be considered for up to \$5,000 without providing matching funds with an explanation of why the non-match is being requested.

6. APPLICATION PROCEDURES

The following specifies procedures for submitting an application:

6.1 Applicants need to ensure they are applying to the funding stream that is best suited for their project. An Application Guide is available on the website that provides guidance relative to completion of the application forms and templates. Applicants are encouraged to contact the program office for assistance if they are having difficulty 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 submit all required and supporting documents when applying.

6.3 Program 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 program staff has questions.

6.5 Applications should include letters of support or other official statements regarding the project.

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 Project expenses that are incurred before the application has been received by program staff are **not** eligible to include in the project budget for funding. 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.

- 6.8 Applications are fully reviewed against the program criteria, program priorities and supporting documentation provided. Organizations may be contacted if further information or clarification is required.
- 6.9 The program provides electronic funds transfer (EFT) to successful grant recipients. This system is safe and efficient and allows organizations to have their grant funds deposited directly into their bank account. As part of the application process applicants are required to provide a void cheque and complete the Application for Direct Deposit.
- 6.10 Applicants that have overdue or incomplete accounting/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.
- 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 by way of:
 - TBD

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 three-four months. The notification period is as follows:

Transition Period 2018-19	Application Deadlines	Notification Period
<ul style="list-style-type: none"> • Three intakes for fiscal year 2018-19 <li style="padding-left: 20px;">• Fiscal year is April 1- March 31 • First intake of the transition fiscal year is August 1 	August 1	November
	November 1	February
	January 1	April

2019-20 Forward	Application Deadlines	Notification Period
<ul style="list-style-type: none"> • Four intakes per fiscal year • Fiscal year is April 1- March 31 • First intake of the fiscal year is March 1 	March 1	June
	June 1	September
	September 1	December
	December 1	March

7.4 Applicants may not resubmit an application for the same project until written notification of the outcome of their 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 the **Anti-Racism Community Grant Program**:
- the applicant is bound by the terms and conditions of the grant; and
 - Program staff will provide notification of final report requirements to the grant recipient.
- 8.2** Grant funds must be deposited into an account in accordance with the terms of the grant agreement.
- 8.3** The grant funds must be spent according to approved eligible costs as determined by program 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 program staff ideally before signing the grant agreement, but definitely before proceeding with the project.
- 8.4** 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.

8.5 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. Program staff should be contacted for instructions, if repayment is required.

8.6 Project 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 should be submitted to program staff in writing **30 days** in advance of the Final Accountability Report due date.

8.6.1 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);
- confirmation of the remaining 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).

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

8.7 Change of Project Scope

8.7.1 The grant recipient must notify program staff of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or a proposed reallocation of funding or shortfall of expenses for the project – prior to spending any grant funds on a new or revised purpose. The grant recipient may be requested to:

- submit a written request to use the remaining funds for the proposed project change/new purpose, and only if approved, apply the unexpended funds to this purpose; or
- if the change of scope is not acceptable submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by program staff. Repayment must be submitted to program staff for processing and file closure.

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

8.8 Approval of program funding in no way constitutes a commitment, implicit or otherwise, of longer term funding by the Government of Alberta to the project or the organization. Should any project require additional grant funding in the future, then 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 program staff within the time frames specified in these guidelines unless an extension of the reporting date has been approved:
- Organizations are encouraged to submit their accounting as soon as the project has been completed; or
 - **Within 18 months** from the date of approval.
- 9.2** Program staff maintains the right to request interim reporting at any time.
- 9.3** Grant recipients must complete their financial accounting for the project using the Final Accountability Report (FAR) provided and include backup documentation as specified. The FAR will be provided to the organization and is also available on the program's website.
- 9.4** Grant recipients must provide to the Anti-Racism Community Grants office, any electronic files or a hard copy of any resources or promotional items developed with the grant funds. These documents may be published on the program's website.
- 9.5** The FAR for the project must be properly completed and signed by an authorized representative having legal and/or financial signing authority for the organization. The FAR must also be accompanied with the appropriate source documentation as outlined in the instructions.
- 9.6** Recipients must provide access, upon request, to the Minister or Minister's representative, or auditors engaged by the Minister, to all financial documents or records relative to all expenses and revenues related to the project including the program 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 program funding was used as set out in the agreement.
- 9.8** Records should be kept for seven years from the date of the notification letter of file closure from program staff.
- 9.9** 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.
- 9.10** If the grant recipient is applying for new funding, overdue financial reporting relating to other Alberta Culture and Tourism grants must be provided to the relevant grant program(s) in a satisfactory manner.

10. ACKNOWLEDGEMENT STANDARDS & REQUIREMENTS

- 10.1** Recipients of program funds are to acknowledge the Government of Alberta wherever possible and appropriate.
- 10.2** 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 program 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 the program 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.
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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 the program 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 grant recipient, project, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link:
www.alberta.ca/grant-payments-disclosure.aspx.
- 12.4** If agreed to by the applicant on the application form, 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; and
 - 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 program office.
- 12.6** For questions about the collection and use of this information, please contact program staff.

13. OFFICE CONTACT INFORMATION

13.1 General contact and address information is:

Toll-free: 1-800-642-3855

Website: <https://www.alberta.ca/anti-racism-community-grant-program.aspx>

Email: Anti-RacismProgram@gov.ab.ca

Anti-Racism Community Grant Program

Alberta Culture and Tourism

Suite 212, 17205 106A Avenue

Edmonton, Alberta T5M 1S7

14. THE PROGRAM GUIDELINES REVIEW

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