Stabilize Program-Phase 2

Adapt and Innovate Stream Guidelines

Please read the guidelines carefully before beginning the application.

Contact Information:

For questions about the program, eligibility or application process:

- **Toll-Free:** 1-800-642-3855
- **Email Inquiries:** Communitygrants@gov.ab.ca

Alberta

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Stabilize Program - Phase 2

Adapt and Innovate Stream Guidelines

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General contact and address information for Adapt and Innovate Stream:
Community Grants Office
Cultural, Multiculturalism and Status of Women
#212, 17205 - 106A Avenue
Edmonton, AB T5S 1M7

Email: communitygrants@gov.ab.ca
Main line: 780-422-9598
Toll-free: 1-800-642-3855

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1. Purpose and Objectives

The Government of Alberta recognizes the significant impact that Alberta's live experience sector has on economic recovery and the quality of life of Albertans, their physical and mental health, and their engagement with their communities. To help recover from the impacts of the pandemic, the Government of Alberta is providing one-time funding to reignite signature live experience organizations so that they may relaunch this season or next as strong as ever.

Administered through the Ministry of Culture, Multiculturalism and Status of Women (CMSW), the Stabilize Program provided one-time funding to reignite and empower Alberta's live experiences in sport, arts, and culture organizations to again provide live events. The second phase has been expanded to support a broader range of nonprofit organizations that host live experience events through the Stabilize Program – Phase 2. This funding will enable nonprofit organizations that host and are the primary organizers of live experience events (i.e.: arts, culture, festivals, museums, rodeos and sporting events); and nonprofit organizations that are the owners and/or operators of a live experience venue (i.e.: sport, arts, culture, community halls, agricultural societies and cultural centers, museums etc.) to reimagine their events and operating models to build an even stronger live experience sector.

The outcomes of the Stabilize Program – Phase 2 are to:

- Ensure Alberta's nonprofit live experience organizations are able to adapt and host live experiences in Alberta.
- Protect Alberta's sport and cultural identity, including our advantage in attracting businesses, skilled workers, and their families; and
- Foster tourism, restore community vibrancy, and protect Albertan's mental health by reigniting dynamic live experiences.

The Stabilize Program – Phase 2 has three separate streams with their own application process.

- ***Adapt and Innovate Stream –*** empowers nonprofit organizations to reimagine their practice, and explore new operating models to rebuild, reopen and offer live experiences in the areas of arts, culture, festivals, rodeos, and sport. This includes owner and operators of live experience venues such as sport, arts, culture, community halls, agricultural societies and cultural centers, etc.

- ***Stabilize Donation Matching 2.0 –*** support and leverage Albertans' investment in Alberta-based nonprofit organizations that:
  - organize and host live experience events,
  - owners and/or operators of live experience venues,
  - located in Alberta, and
  - must be registered (and in good standing) under one of the eligible *Acts*.

  The funding eligibility for this donation program is as follows:
  - cash only (assets and in-kind donations are not accepted),
  - newly designated funds from a single donor (fundraising campaigns and previously designated funds are not accepted),
  - between a minimum of $25,000 to a maximum of $100,000, and
  - **comply with CRA gifting guidelines**; and
  - are unrestricted in use.

  Please refer to [Stabilize Donation Matching Fact Sheet 2.0](#).

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- **Live Music Stream**
  - The Live Music Stream will be administered by the Alberta Music Industry Association with oversight and support from the Cultural Industries Branch.
  - Micro-grants for Artists will be administered to assist Albertan artists in meeting their most pressing financial needs, as live performance remains restricted.
  - Grants to live music venues and businesses will focus on supporting innovative projects, platforms and services to address the long term adaptation and relaunch of Alberta's music ecosystem.

  *Please refer to **Live Music Stream Guidelines** located at alberta.ca/stabilize-program-phase-2.aspx*

The Stabilize Program – Phase 2 is guided by a set of principles that help inform decision making and administration of the grant program. These principles are:
- Efficiency
- Simplicity
- Adaptability
- Transparency
- Accountability
- Demonstrated Financial Need

These guidelines are for the **Adapt and Innovate Stream.**

The Stabilize Program – Phase 2 is governed by the terms outlined in the Community Development Grants Regulation.

2. Adapt and Innovate Funding Stream Overview

Category	Overview
Eligible Organizations	• Nonprofit organizations that are the primary organizers of a live experience event (This would include nonprofit organizations that host arts, culture, festivals, rodeos and sporting events) • Arts, culture and festival events include those in the performing, visual, literary, film and video arts that are open and available to the public. • Rodeo and sport events whose performances and programming are open and available to the public. • Nonprofit organizations that are the owners and/or operators of a live experience venue. (This would include; sport, arts, culture, community halls, agricultural societies and cultural centers, etc.)
Eligible Projects	Projects that enable nonprofit organizations to reimagine their organization's business model in order to resume in-person, live experience opportunities. Organizations may use funds for expenses related to projects supporting adaptability, organizational development, and the implementation of new business or event models.

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	Note: Funding is not for the hosting of an event. Organizations would apply to CIP Project Based for funding to host an event.
Funding Type	• One time project-based funding with 50 per cent matching required. • Organization's that applied to and received the Stabilize Program funding can apply to this funding stream and other Ministry grants if eligible.
Funding Term	12 months from receipt of payment
Funding Range	Up to $75,000 (50 per cent matching required)
Application Deadline	July 29, 2021
Application Package	• Application Form • Project Budget • Mandatory supporting documentation
Grant Agreement	Embedded Grant Agreement
Reporting Requirements	• Final Written Report • Financial Statement • Outcome Survey

3. Eligibility Requirements

3.1 Eligible Organizations

To be eligible for the Adapt and Innovate Stream, nonprofit organizations must:
- be the primary organizers of a live experience event, which would include nonprofit organizations that host arts, culture, festivals, rodeos, museums and sporting events
  - o Arts, culture and festival events include those in the performing, visual, literary, and film and video arts that are open and available to the public.
  - o Live experience events including arts presentations, performances, festivals or exhibitions must comprise a significant portion of the organization's typical programming and services.
  - o Rodeo and sport events whose performances and programming are open and available to the public.

OR
- Own and/or operate a live experience venue, such as sport and arts venues; or community halls; or agricultural society's venues; or dedicated cultural centers, etc.

AND
- be registered for a minimum of three years under one of these Acts:
  - o Provincial Legislation:
    - ▪ Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations
    - ▪ *Companies Act*, Part 9 (Nonprofit Companies)
    - ▪ *Societies Act of Alberta*
    - ▪ *Agriculture Societies Act*

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- Special Act of the Alberta Legislature

  - o Federal Legislation
    - Special Act of the Parliament of Canada
    - *Canada Nonprofit 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)) and registered in Alberta under one of the provincial legislations
- be planning to resume in-person, live experience play, performances, events or festivals prior to August 30, 2022;
- be in good standing with the incorporation;
- have a demonstrated history of hosting a minimum of three successful events; and
- have capacity to undertake and deliver the project within 12 months of receipt of grant funds.

3.2 Ineligible Organizations

The following groups and organizations are not eligible for the Adapt and Innovate Stream:
- Applied arts organizations (e.g. graphic arts, commercial film and video, interior design, fashion design, architecture);
- Broadcasting, sound recording, music publishing, literary publishing;
- Organizations whose primary activities are competitive performances, workshops, or member services,
- Organizations primarily engaged in commercial variety acts such as face painting, balloon entertainers, fireworks/pyrotechnics, hypnotism;
- Social service organizations;
- Municipalities;
- Commercial and for-profit organizations
- Schools/school boards;
- Post-secondary institutions;
- Organizations already receiving significant annual operational funding, more than 50% of their total annual expenditures, from the Government of Alberta are not eligible for funding;
- 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, Multiculturalism and Status of Women
- Organizations that are not legally registered and operating in Alberta for a minimum of 3 years;
- Organizations that are not in good standing; and
- Individuals.

3.3 Eligible Projects

Organizations may use funds for projects that enable them to reimagine their organization's business model in order to rebuild, reopen, and develop adaptive capacity to foster long-term sustainability.

Organizations may use funds for expenses related to projects such as:
- **Business and practice development** – projects that support flexibility and innovation in their business model to suit the changing environment during and after COVID-19, including building sustainable organizational change. Examples of projects include, but are not limited to:
  - o adapting and re-tooling existing practices and operations;
  - o exploring alternative models and platforms for service delivery;

  o creating project collaborations;
  o enhancing mobility or distribution;
  o scaling their organization up or down; or
  o other expenses to research and develop new funding and operating models.

Applicants will need to clearly outline the expenses associated with their unique projects in their application package. Some examples of eligible expenses include, but are not limited to:
  o costs for research and development;
  o consulting fees;
  o staff professional development;
  o costs of audience and market development;
  o costs for building organizational capacity;
  o costs for planning health and safety improvements; and/or
  o costs for implementation.

- **Digital capacity** – expenses to strengthen digital infrastructure, accessing the appropriate software, or making content accessible to diverse and underrepresented audiences. Examples include, but are not limited to:
  - new digital initiatives that transform how the organization operates in a digital ecosystem in order to enhance their live experiences (safe in-person events or online offerings);
  - blended (simultaneous online and in-person) performances/events;
  - digital business analysis;
  - implementing new volunteer management software; or
  - implementing technology systems for online bookings, virtual queuing, reserved seating.

3.4 Ineligible Expenses and Projects

Organizations may not use funds for:
- mortgage payments;
- loan payments;
- amortization;
- alcohol;
- GST expenses;
- Conventions and trade fairs;
- fundraising expenses;
- bad debt and other paper losses or debt reduction;
- capital upgrades such as infrastructure, retrofitting, furnishings, major equipment purchases (only non-capital equipment expenditures are allowed); etc.;
- activities eligible for funding, or already funded, through other Government of Alberta grant programs;
- regular and recurring operational costs such as permanent staff salaries, facility and maintenance costs, etc.;
- recurring or ongoing activities, such as social media management or day-to-day operations;
- hosting of a live experience;
- conventions and trade fairs;
- parades;
- commercial variety acts such as face painting, balloon entertainers, fireworks, hypnotism;

- scholarships, bursaries, prizes, gratuities, gifts, individual awards, honorariums, fee for service, and payments for individual benefit;
- social events including, but not limited to, fundraisers, meals, and community dances;
- retroactive expenses incurred prior to application submission date;
- discretionary severance packages;
- staff bonuses or other discretionary income paid to staff;
- flow-through funds to another organization;
- private or commercial sector projects or projects;
- projects related to religious observance or church sanctuaries; and
- costs related to any gaming activity and facilities/programs/projects that relate to gaming activities (e.g., bingo halls, casinos, horse racing tracks).

4. Evaluation Criteria

The considerations below will be used to evaluate applications to the Adapt and Innovate Stream.

4.1 Principal Mandate

Organizations applying for funding within the Adapt and Innovate Stream must have a principal mandate, as stated in its incorporation documents, as per 3.1 Eligible Organization.

4.2 Organization's Viability

The organization must demonstrate its viability by:
- providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience hosting events/festivals).
- demonstrating the organization's sustainability through financial stability, operational history, and community support.
- demonstrating the organization's ability to meet ongoing operational needs, long-term financial viability, and self-sufficiency.
- demonstrating that the organization has the capacity to complete the entire project (e.g., project leadership, board and management).

4.3 Project Merit and Impact

The organization must provide clear details about the project, including how the project will enable the organization to adapt in order to resume live experience play, performances, events, or festivals. Required details include:
- How the project initiative enables innovation and transformation of the organization (including how they operate) so that they are in a better position to address challenges and seize opportunities for adaptability, long-term viability, and delivery of in-person events.
- How the project's activities and main technological directions are relevant, suitable and consistent with its objectives.
- Any new business or delivery models to be introduced as part of the changes.
- Demonstrated flexibility to ensure delivery will continue in the event of evolving public health guidelines.

4.4 Project Viability and Financial Feasibility

To be considered a viable project, the organization must:
- demonstrate sufficient matching resources for requested grant, and confirmation of all funding for the total project costs.
- have access to additional funding, if required, to complete the project.
- demonstrate the project is planned out with clear timelines, a detailed outline of activities, and is ready to implement within 12 months of receiving funds.
- provide a relevant, detailed budget and explanation of costs within the application.

4.5 Access

The organization must demonstrate how the project will enable the organization to resume play, performances, events, and festivals that ensure:
- broad public accessibility and involvement beyond the organization's direct membership;
- At minimum 50 attendees at the organization's similar previous three live experiences; and
- barriers for individuals to attend the live experiences (play, performance, event or festival) are reduced or mitigated (e.g. children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, newcomers, LGBTQ2S+, etc.).

4.6 Community Support

- Organizations must clearly explain how they are a part of their community identity (e.g. a signature facility, event or festival for their community, region, etc.).
- Organizations must demonstrate how they are continuing to be relevant and present in community.
- Organizations must provide information about the partnerships or collaborations they have been involved in to adapt and resume operations of the live experience sector.
- Organizations may provide letters of support from community.

Applications will be assessed against the above criteria and priority will be given to those projects that best meet the criteria. Applicants need to include as much information as possible to address the criteria when completing their applications to ensure full understanding of the project and funding needs.

Additional priority will be given to the following:
- Organization's whose events are Alberta produced.
- Primary priority for organizations with an annual operating budget less than $200,000; secondary priority organizations with an annual operating budget $201,000 to $1,500,000; third priority to organizations with an annual operating budget over $1,500,000.
- Consideration will be given to projects to ensure regional equity across the province.

Due to limited funds and high demand, not all grant requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.

5. Matching Requirements

- Adapt and Innovate Stream is a matching grant. The applicant must contribute to the project expenses, up to or exceed 50 per cent of the grant request.

- The matching funding may be in the form of cash or donated labour, and/or donated materials or services, or a combination thereof, all of which must be directly related to the project.
  - o Cash funding must be supported by current financial information (bank statement and most recent financial statements).
  - o All of donated labour, materials and services must be directly related to the project.
- Total Government of Alberta funding cannot exceed 50 per cent of the total project cost.

5.1 Matching of Donated Labour, Equipment, or Materials

The value of donated resources for projects is based on:
- $20.00/hour for unskilled labour working directly on the project.
- $35.00/hour for skilled labour (including qualified trades and professional services specific to components of the project, such as artists, photographers, technical officials, etc.).
- $70.00/hour for heavy equipment (including operation) and donated materials and professional services at verified fair market value.
  - o donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services or materials that have been donated by the business.

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.
- all the above hourly rates and number of hours must be reported in actual hours in final accounting report.

5.2 Ineligible Sources of Matching

The following sources are not eligible as a matching resource:
- Any project expense deemed as ineligible for funding (refer to section 3.4) cannot be used as a match.
- Wages and salaries associated with the regular, ongoing operations of the organization.
- Volunteer travel time or mileage for picking up materials and equipment.
- Volunteer time related to fundraising, preparing grant applications, attending meetings related to regular operations of the organization.

5.3 Matching Restrictions

The following sources of funding may have restrictions on whether they can be used for matching:
- 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 Cannabis policies.
- 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 and/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.

- Grant funding from federal, municipal or private foundation grant programs to be confirmed with a letter from program representatives for matching consideration.

6. Application Process

The following specifies procedures for submitting an application package to the Adapt and Innovate Stream:

- Applicants need to ensure they are eligible to apply to the funding stream.
- Applicants are encouraged to contact the program office to confirm eligibility or to ask for assistance if they are having difficulty with completing the application.
- The application deadline is July 29, 2021.
- A complete application package consists of the following:
  - Application; all questions in the application form must be fully answered and grant agreement is signed by a delegated authority.
  - Budget is fully completed; grant request, budget details, matching, revenues, donations, etc.
  - Application checklist of required mandatory and supporting documents.
  - All mandatory and supporting documents are included, as per the checklist.
  - Direct Deposit Form and a copy of a VOID cheque.

  NOTE: In order to process application packages, the information requested from applicants needs to be fully completed.

- Applications are fully reviewed against the program criteria, project priorities and supporting documentation provided. Organizations may be contacted if further information or clarification is required, however, incomplete applications will not be accepted.
- It is important that applicants keep a complete copy of their application package and supporting documentation. Applicants may need to refer to this copy if program staff have questions. This documentation forms part of the grant agreement if approved for funding.
- 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 complete the Direct Deposit Form, provide a void cheque, and additional information may be required to verify their account information.
- Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Culture, Multiculturalism and Status of Women funding need to contact program staff before applying.
- The Minister of Culture, Multiculturalism and Status of Women may exercise discretion in approving applications that fall outside the general intent of the program.

7. Notification

Applicants will receive written notification of the decision regarding their application by November 2021. All decisions on grant applications are final, and no appeals will be considered.

8. Funding Conditions

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

- After the review, approval and payment of the grant relative to the Adapt and Innovate Stream application:
  - o The grant recipient is bound by the terms and conditions of the grant; and
  - o Program staff will provide notification of final reporting requirements to the grant recipient.
- Grant funds must be deposited into an account in accordance with the terms of the grant agreement.
- The grant funds must be spent according to approved eligible costs as determined by Program staff.
- 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.
- 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.
- Approval of Adapt and Innovate funding in no way constitutes commitment, implicit or otherwise, of longer-term funding by the Government of Alberta to the organization. Should the organization require additional grant funding in the future, then a new funding application would need to be submitted for consideration to a respective grant program that the organization is eligible for.

8.1 Funding Extensions

If the grant recipient anticipates that funding will not be expended within the allotted timeframe and wishes to request an extension, a request must be submitted to program staff in writing. Extension requests for grants must be made at least 30 days in advance of the agreement end date.

The extension request should include:
- the reasons why the funding could not be spent within the timeframe.
- a description of what has been completed and proof of expenses incurred to date (in order to demonstrate the amount of progress that has been made).
- a description of what remains to be done and a reasonable timeline for completion (including a proposed new completion date – year/month/day).
- a copy of an updated bank statement and/or trial cash balance showing the balance of the grant funding.

The decision on extension requests will be communicated in writing to the grant recipient by program staff.

8.2 Change of Funding Scope

The grant recipient must notify program staff of any anticipated vital change of scope in expenditures for which the recipient wants to use the grant funds - or a proposed reallocation of funding or shortfall of expenses for the grant - prior to spending any grant funds on a new or revised expenditures (purpose). As a result, the grant recipient may be requested to:

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- submit a written request to use the remaining funds for the proposed change/new expenditures (purpose), and only if approved, apply the unexpended funds to this purpose.
- 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.

The decision on change of scope requests will be communicated in writing to the grant recipient by program staff.

9. Reporting Requirements

- Final Reporting for successful Adapt and Innovate Stream applicants is due at the completion of the project and no later than 60 days after completion.

- Reporting requirements will include:
  o Final Accountability Report; Financial information and final written report, and an outcomes survey.
  o Program staff reserve the right to request interim reporting at any time.

- 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 organization for which the grant funding was used as set out in the agreement.
- Records should be kept for seven years from the date of the notification of file closure from program staff.

- Any recipient that does not comply with the reporting requirements may 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.

10. Acknowledgment of Standards and Requirements

- Recipients of Program are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.

- The Government of Alberta logo is available upon request and recognition of funding can be achieved in a variety of ways:
  o News release or submitted article to local/regional media
  o Social media channels such as Twitter, Facebook and blog postings, etc.
  o Organization's website or newsletter
  o Signage, either temporary or permanent

11. Conflict of Interest

- In addition to complying with the Adapt and Innovate Streams 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.

- 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.

- 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 no way personally benefits from the Government of Alberta funding that was provided.

- 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 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.

12. Freedom of Information and Protection of Privacy Act

- The personal information that is provided on the grant application form will be used for the purpose of administering the Adapt and Innovate Stream 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* and is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

- The FOIP Act applies to any information that is provided to Alberta Culture, Multiculturalism and Status of Women. 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.

- 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: https://extranet.gov.ab.ca/env/previous-grant-recipients-database.

- Occasionally, Alberta Culture, Multiculturalism and Status of Women may contact applicant organizations to provide information about Ministry initiatives or announcements related to the following topics:
  - o Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
  - o Awareness of Ministry resources available to the not-for-profit sector including Ministry sector events.
- You may opt out of this option on the application.

- Only authorized contact representatives noted in the grant application may request specific information about grant applicants/applications from the Ministry as per *Freedom of Information and Protection of Privacy Act*.

- For questions about the collection and use of this information, please contact program staff.

13. Contact Information

Submit applications by email to: LFP.application@gov.ab.ca

For program inquiries
Email Inquiries: communitygrants@gov.ab.ca
P: 780-422-9598
Toll-free: 1-800-642-3855