
Community Initiatives Program - Project Grant

Sample Application

For more information about this document, contact:

ARTS, CULTURE AND STATUS OF WOMEN
COMMUNITY GRANTS
1-800-642-3855
Email: CommunityGrants@gov.ab.ca

Community Initiatives Program (CIP) Project Sample Application | Ministry of Arts, Culture and Status of Women

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Purpose

Program Overview

The Community Initiatives Program (CIP) Project Grant provides one-time funding to Alberta-based non-profit organizations to support community-driven initiatives, programs and events that enhance the well-being of Albertans. The program is designed to achieve the following:

- Organizations create opportunities for Albertans to engage in their communities.
- Organizations have the resources to create, expand or improve programs, services and events that address community needs.

The CIP Project Grant invests up to \$75,000 per project. All provincial funding must be matched with other revenue that is equal to or greater than the funding requested.

Before beginning the application, review the [CIP Project Grant Guidelines](#) and the [CIP Project Resource Document](#).

The CIP Project Grant is guided by a set of principles that help guide the decision-making and administration of the grant program. These principles are:

- | | |
|-------------------|------------------|
| - Public Benefit | - Accountability |
| - Transparency | - Accessibility |
| - Regional Equity | - Simplicity |

Criteria

As part of the application package, there is a *Resource Document* to help guide applicants through the application process. Applications will be assessed against the program criteria as outlined in the Resource Document. Applications that do not align with the program criteria will be cancelled. Additionally, the application must be complete with all questions answered and all required documents provided to avoid cancellation.

Protection of Privacy Act and Access to Information Act

The personal information provided on the grant application form will be used to administer the CIP Project grant and advise the applicant of grant program updates and relevant ministry initiatives. It is collected under the authority of section 4(c) of the Protection of Privacy Act and is protected by the privacy provisions of the Protection of Privacy Act.

The Protection of Privacy Act applies to any information that is provided to the ministry. This information may be disclosed in response to an access request under the Protection of Privacy Act, subject to any applicable exceptions to disclosure under the Protection of Privacy Act.

Please note, once an application has been approved and funding issued to an organization, the community/city, grant recipient, project, amount 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 alberta.ca/grant-payments-disclosure-table.

Occasionally, ministry representatives may contact applicant organizations to provide information about ministry initiatives or announcements.

Only authorized contact representatives noted in the grant application may request specific information about grant applicants from Community Grants.

For questions about the collection and use of this information, please contact Community Grants at CommunityGrants@gov.ab.ca or 1-800-642-3855.

Checklist

To make sure the application is processed as quickly as possible and to **avoid it being cancelled**, please complete, check and attach the following items, as required, before submitting the application:

- ☐ The organization is in good standing under an incorporation body. If unsure of its standing, please contact the body through which it is registered:
 - Alberta Corporate Registry at 780-427-7013
 - Canada Revenue Agency - Charities search at https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en
- ☐ Organizations with outstanding Arts, Culture and Status of Women reporting will not be considered for new funding until all outstanding accounting and reporting requirements have been satisfied. If you are unsure if the organization has any outstanding reporting, contact Community Grants Accounting at CGaccounting@gov.ab.ca.
- ☐ Organizations that have previously received CIP Project Grant funding must submit reporting before they are eligible to apply for another CIP Project Grant.
- ☐ Grant Agreement sections 1 and 2 at the end of this application have been reviewed and signed by a designated signing authority/decision-making authority for the organization.

Mandatory Documents

- ☐ Financial statements (audited or unaudited) or Council Resolution signed by two individuals with designated signing authority for the organization. Financial statements must be for the applicant's **most recent full fiscal year**. At a minimum, financial statements must include:
 - Statement of Financial Position (also known as a Balance Sheet)
 - Statement of Operations (also known as a Statement of Revenues and Expenses or an Income Statement)
- ☐ Current bank statements for all organization's accounts; signed by two designated signing authorities for the organization.
- ☐ Quotes or sources of estimates for expenses.
- ☐ When applicable, provide a job description for each staff position.
- ☐ Written confirmation of all cash and in-kind contributions.
- ☐ All sources of funding through municipal, provincial or federal departments or agencies, even if not directly tied to the project.
- ☐ Current list of board members including name, position, phone number and email address.
- ☐ When applicable, a Third Party Agreement signed by both parties.
- ☐ Application for Electronic Payment form, located at <https://formsmgmt.gov.ab.ca/Public/ADMINSA12554.xdp>
- ☐ Void cheque or pre-printed bank direct deposit form with the same account number as the Application for Electronic Payment form

Additional information that may be included

- ☐ Letters or testimonials that show support for the project.

Organization Information

1. Incorporated (legal name) of organization

2. How is the organization registered?

See the *Eligibility Requirements* section of the CIP Project guidelines

3. Registration number

4. Registration date

Contact Information

Only the organization's authorized contacts listed below may request specific information about this grant application.

- **Two different** contacts are required.
- Should either of these contacts change, contact Community Grants office directly at 1-800-642-3855.

1. Designated signing authority

Note: the designated signing authority must also sign the Grant Agreement

- a) Name:
- b) Position title within the organization:
- c) Daytime phone number:
- d) Email address:

2. Second contact:

- a) Name:
- b) Position title within the organization:
- c) Daytime phone number:
- d) Email address:

3. Organization's address:

- a) Physical address - include street address, municipality, province and postal code
- b) Mailing address, if different from physical address above - include street address/
PO Box number, municipality, province and postal code. Organizations registered outside of Alberta must have an Alberta address regularly monitored by an active member of the organization.

Organization Overview

1. What is the mission and/or purpose of the organization?

2. How many people does the organization serve annually?

3. What programs/services/activities does the organization provide?

4. What is the organization's annual operating budget?

☐ Up to \$25,000

☐ \$75,000 - \$100,000

☐ \$300,000 - \$500,000

☐ \$25,000 - \$50,000

☐ \$100,000 - \$200,000

☐ Over \$500,000

☐ \$50,000 - \$75,000

☐ \$200,000 - \$300,000

☐ Over \$1 million (please
provide funding amount)

5. What are the organization's top three primary sources of annual income?

1.

2.

3.

Project Profile

1. Project title:

2. Provide a brief description of the project

3. Project focus: (select one)

- | | | |
|---|--------------------------------------|--|
| ☐ Community Services | ☐ Education | ☐ Gender equity |
| ☐ Social Services | ☐ Health | ☐ Gender based violence |
| ☐ Arts | ☐ Environment | ☐ Sport and Physical Activity |
| ☐ Culture | | |

4. Project type:

- | | |
|--|---|
| ☐ New program/initiative | ☐ Technology |
| ☐ Enhancement to existing program | ☐ Portable equipment |
| ☐ Community event/experience | |

5. Project target audience:

- | | |
|--|---|
| ☐ Seniors | ☐ 2SLGBTQQIA+ |
| ☐ Women | ☐ Children/Youth |
| ☐ Men | ☐ Boys |
| ☐ Indigenous Persons | ☐ Girls |
| ☐ Newcomers | ☐ General Public |
| ☐ Persons with disabilities | ☐ Other |

If other, please explain:

6. What is the location of the project/initiative/event?

- | | |
|--------------------------------|--------------------------------|
| ☐ Urban | ☐ Rural |
|--------------------------------|--------------------------------|

7. Name of the facility/location for the project:

8. Project Address (location where the project will take place):

Municipality/County: Postal Code:

9. What is the geographical reach of this project? (choose one)

- | | | | |
|--------------------------------|-------------------------------------|-----------------------------------|--|
| ☐ Local | ☐ Provincial | ☐ National | ☐ International |
|--------------------------------|-------------------------------------|-----------------------------------|--|

Project draws people from the local and surrounding community.

Project draws people from across the province.

Project draws people from across Canada.

Project draws people from outside Canada.

10. What is the expected timeline for the project?

Note: Projects must not begin before the application is submitted.

Final reports are due within 18 months of receiving the grant. Make sure your start and end dates fall within this period.

Start Date:

Completion Date

Event Date:

(If project is an event)

Project Details

11. How did your organization determine this project meets a community need? (200 words max)

12. How will the project engage Albertans in planning and participation?

13. How will the project help build skills, abilities and experience within the volunteer sector?

14. What economic benefits, direct or indirect, will the project bring — such as jobs, contracts or visitor spending?

15. Describe any partnerships or collaborations your organization has for this project. (200 words max)

- a. Click or tap here to enter text.
- b. At what stage are the partnerships and/or collaborations? (Select one)
 - ☐ Initial ideas have been explored for partnerships/collaboration
 - ☐ Conversations have taken place with partners/collaborators relative to the project
 - ☐ Partners/collaborators have verbally confirmed their involvement and support of the project
 - ☐ Partners/collaborators are committed with a letter expressing their interest/role included in the grant application

16. Outline your organization's experience with projects of similar size or scope: (200 words max)

17. How is this project different from what's already offered in the community?

18. How will your organization sustain this project in the future?

- a. Explain if the initiative will continue after the grant ends.
- b. Explain how the organization plans to fund and look after the project in the years ahead.

**19. What risks might your organization face if the project doesn't happen or isn't completed?
(e.g. loss of sponsorship, revenue, community needs not met)**

Project Budget

A. Project Expenses

Enter all project expenses in the columns below, including the source of your quote and total costs.

Detailed item description	Quote Source	Total Cost

B. Project Donations

Is there donated labour? Yes/No

Is there donated equipment? Yes/No

Is there donated materials/services? Yes/No

Donated Labour

The value of donated labour for CIP Project is based on:

- \$20.00/hour for unskilled labour working directly on the project;
- \$40.00/hour for skilled labour. Skilled labour includes qualified, skilled trades and professional services specific to the project. (e.g. photographer, artists, technical officials)
- Actual hours for unskilled and skilled labour must be reported in the final accounting report.

NOTE: The use of donated labour as a matching source requires your organization to track the volunteer time. You will be required to report on this.

Description of anticipated labour	Number of Volunteers	Total Hours Worked	Rate/Hr.	Total Cost

Total Project Cost *NOTE: GATE Front Office will auto-sum A and B*

Total Project Cost (Sum of A+B)

Project Revenues

The maximum eligible CIP Project funding request is \$75,000 on a matching basis. The applicant must contribute an amount equal to or exceeding the CIP Project grant request towards the expenses of the project.

Other Government of Alberta (Provincial support) funding may not be used as a matching resource for a CIP Project grant. Maximum funding from all sources of the Government of Alberta cannot exceed 50 per cent of the total project cost.

- Amount Pending: funding request has been submitted; approval has not been confirmed.
- Amount Confirmed: funds are in the organization's possession or a confirmation letter has been received from the contributor

Total must equal the Total Project Cost

Project Revenues

Funding Source	Amount Pending	Amount Confirmed	Total
CIP Project Request (maximum \$75,000)			
Provincial (not including CIP Project request)			
Federal			
Municipal			
Gaming revenue (casinos, bingos)			
Registration/admission/ticketing fees			
Own Source			
Other funding			
Donated in-kind			
Total Project Revenues			

1. If the project uses other funding sources, what are they and how much will each contribute?

2. What is the current status of pending funding requests, and what are the expected timelines for when the funds will be available?

3. Not all projects receive funding and some projects may receive reduced funding. Can the project move forward with reduced funding? Yes/No If no, explain

4. What is the minimum amount of CIP Project funding the project can move forward with?

5. Will the grant money be given to another organization to manage the project's finances?

Yes/No

If yes, a third party agreement **must** be submitted with the application.

Other Public Funding and Financial Health Overview

1. As per CIP Project guidelines, list all municipal, provincial and federal government funding the organization received in its last fiscal year, even if it's not connected to this project

- a) Government of Alberta – Include the amount, the ministry or department, the funding program, and note if it's ongoing or one-time.

Is any of this funding being used for this project? **Yes/No**

If yes, how much?

- b) Government of Canada - Include the amount, the ministry or department, the funding program, and note if it's ongoing or one-time.

Is any of this funding being used for this project? **Yes/No**

If yes, how much?

- c) Municipal government(s) — Include the amount, the municipality, department, funding program, and note if it's ongoing or one-time.

Is any of this funding being used for this project? **Yes/No**

If yes, how much?

2. If the organization has extra cash, reserves or unrestricted funds, how do you plan to use them?

3. If the organization has an operating or accumulated deficit, explain how it happened and what is the plan to reduce or eliminate it?

Project Outcomes

The CIP Project Grant is designed to achieve the following:

- Organizations create opportunities for Albertans to engage in their communities.
- Organizations have the resources to create, expand or improve programs, services and events that address community needs.

Recipients will be required to report on the outcome(s) achieved at the end of the grant period. Organizations are encouraged to access the [CIP Project Resource Document](#) for information on outcomes.

1. Without the grant, to what extent do you feel your organization has sufficient resources to implement the intended program/service/event? Please indicate your response as a percentage (from 0% to 100%) for each category of resources. If a category is not applicable to your organization, enter NA.

- a. Staff
- b. Volunteers
- c. Skills
- d. Technology
- e. Equipment
- f. Transportation
- g. Materials

2. How do you rate your organization's ability to grant the following access to your events, programs, services or activities for diverse citizens: (Scale 0-10, 0=no access provided, 10=full and comprehensive access provided)

- a. physical access (e.g., ease of physical entry and navigation for all, including those with disabilities, transportation options)
- b. social access (e.g., inclusivity and acceptance in social interactions of diverse social groups, cultural sensitivity)
- c. economic access (e.g., affordability, financial assistance program)

3. What is the approximate number of attendees/participants at events, activities or services that you will support with the grant?

How did you calculate these numbers?

Community Initiatives Program (CIP) Project Grant Agreement (Section 1 of 2)

Incorporated (Legal) Name of Organization ("Organization"):

The Organization declares that:

- a) The information contained in this application and supporting documents ("Application") is true and accurate and endorsed by the Organization.
- b) The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement.

The Organization Agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use all grant funding awarded ("Grant") for the stated purpose(s) ("Purpose") within its Application. If the Organization wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Organization must comply with all applicable laws. The Organization agrees that it is and will be bound by the provisions of the Ministerial Grants Regulation.
4. Following receipt of the Grant, the Organization agrees to be bound by the final report requirements set out in the Guidelines and in the Application Form.
5. This Agreement commences the date of the application and binds both parties upon deposit of the Grant until the date the Grant reporting has been approved by the ministry or the Grant has been repaid.
6. Any part of the Grant not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Government of Alberta. The Grant may be terminated upon:
 - a. Mutual consent;
 - b. 30 days written notice by either party;
 - c. Demand by the ministry for immediate repayment in the event of a breach of any term or condition of the agreement; or
 - d. If the Organization becomes insolvent.
7. The Organization acknowledges that it will be liable for the full amount of the grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
8. The Organization agrees to give the ministry, and/or its authorized agents, access to examine the Organization's operation and/or premises to verify the Grant has been used for the Purpose and will provide access to all financial statements and records having any connection with the Grant or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.
9. The Organization acknowledges that the *Protection of Privacy Act* applies to any information that is provided to the ministry. This information may be disclosed in response to an access request under the *Protection of Privacy Act*, subject to any applicable exceptions to disclosure under the *Protection of Privacy Act*.
10. The Organization agrees that any information relating to the Grant and the Organization's compliance with the obligations set out in this Agreement may be disclosed to other ministries within the Government of Alberta.
11. The Organization agrees to indemnify and hold harmless the Government of Alberta, including the Minister, Government of Alberta employees, and agents from any and all claims, demands, actions, and costs (including legal costs on a solicitor-client basis) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this Agreement.
12. This Agreement shall be governed and interpreted in accordance with the laws enforced in the Province of Alberta.
13. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.
14. This Agreement may not be assigned by the Organization.
15. The Organization will recognize the source of the Grant as required by the Guidelines.
16. The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to this Agreement.

Community Initiatives Program (CIP) Project Grant Agreement (Section 2 of 2)

Acknowledge agreement with and/or completion of all statements below by checking the associated boxes. This must be completed for the application to proceed in the review process.

- ☐ The information contained in this application and the accompanying documents is true, accurate, and complete.
- ☐ I am a representative with designated signing authority of 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 Program Guidelines, and I am not aware of any conflict of interest either perceived or apparent in applying for CIP funding.
- ☐ I have read the Community Initiatives Program – Project Grant Agreement Section 1 of 2, which outlines the terms and conditions of the grant agreement and by signing Community Initiatives Program – Project Grant Agreement Section 2 of 2, I am agreeing to all of the terms and conditions outlined in Section 1 of 2.

- ☐ I have read the Community Initiatives Program Project Grant guidelines and Resource Document and understand, as per terms and conditions 1 of the Grant Agreement, that by signing the Grant Agreement, the Organization is bound by the requirements set out in them.

Signature of Designated Signing Authority

Date

Name of Designated Signing Authority

Organization Position Title

Daytime Phone Number

Email Address

Optional:

- ☐ I agree to allow the Government of Alberta, on occasion, to contact the applicant as identified on this application form 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.