

CARES Application

Applicant Information

Legal Name of Organization

Common Name of Organization (if different from incorporated name)

Legislation the Organization is Registered Under (if applicable)

Type of Organization

Type of Municipality

Not-For-Profit Registration Number

Organization Incorporation Date

Address of Organization

Address 1

City

Province

Postal Code

Country

Mailing/ Delivery Address if different from above. All correspondence will be mailed to this address

Address 2

City

Province

Postal Code

Country

Project Manager Contact

Salutation

Full Name

Title

Email

Daytime Phone

Cell Phone

Signing Authority Contact

Salutation

Full Name

Title

Email

Daytime Phone		Cell Phone	
Project Information			
Name		Category	Choose from the listed project categories: <ul style="list-style-type: none"> - Economic Planning - Business Community Development and Enhancement - SME Capacity Building - Marketing - Other (If "Other", please explain) - Business Incubator - Studies and Plans - Training
Proposed Start Date		Proposed End Date	
Details on how the indicated project partner(s) will contribute to the initiative			
Project Partners			
Name		Type	
Contact Name		Main Phone	
Project Overview			
1. Overview			
Be specific and concise. This section serves as an executive summary of your project and you must:			
a) Clearly describe, identify and quantify the scope of the project and the nature of the business			
(4,000 characters)			
b) Provide evidence that the project will support the priorities of the community/region, and/or industry sector.			
(4,000 characters)			
2. Project Impact and Outcomes (Why the project is needed)			
a) Which of the following CARES program outcomes does your project directly align with? Please provide evidence for positive economic impacts to a community, region, and/or industry sector.			
Improves local business environments and/or regional economic collaboration.	Yes/No		
If "Yes", describe how (4,000 characters)			
Increases support for entrepreneurs and small and medium-sized enterprises (SMEs) to grow and succeed.	Yes/No		
If "Yes", describe how (4,000 characters)			
Enhances support for associations, businesses and industries that enable diversification in a community or a region.	Yes/No		
If "Yes", describe how (4,000 characters)			
Increases industry and sector competitiveness to lay the foundation for investment and job creation.	Yes/No		

If "Yes", describe how (4,000 characters)

b) Will this project create any jobs?
Will this project create any new jobs? If yes, select the type of job (full-time or part-time), indicate the number of jobs, and describe the positions in the space below.

Yes/No

Full-time positions (30 or more hours per week) during the course of the project

(4,000 characters)

Part-time positions (less than 30 hours per week) during the course of the project

(4,000 characters)

Full-time positions (30 or more hours per week) that will potentially be created as a result of this project

(4,000 characters)

Part-time positions (less than 30 hours per week) that will potentially be created as a result of this project

(4,000 characters)

c) How will the project/initiative be sustained after CARES program funding has been allocated/used:

(4,000 characters)

d) If the proposal is for a plan or study, how will the plan or study be used?

(4,000 characters)

3. Project Milestones and Timelines

a) Briefly describe the sequence of project activities and estimated dates, showing how the project is clearly planned out: (You may also submit this as a separate attachment)

(4,000 characters)

b) Is your project complementary to other community or regional initiatives currently underway, or does it enhance or build upon any previous work that has been completed?

(4,000 characters)

4. Organizational Capacity

What capacity and experience does your organization/project team have to successfully carry out this initiative?

(4,000 characters)

5. Project Risk, Mitigation, and Performance Measures

a) What are the risks associated with the project? Please provide details on how these risks will be mitigated:

(4,000 characters)

b) How will project success be measured? What metrics will be used and reported on?

(4,000 characters)

Budget and Mandatory Supporting Documents

- For municipalities and not-for-profit organizations: This represents your 50% matching contribution (must equal or exceed 50% of the total project cost).
- For First Nations and Metis Settlements: This represents your contribution, which must equal or exceed 25% of the total project cost.

Requested Grant Amount		Other Alberta Government Funding	
			Sub-total A
Cash Contributions		In-Kind Contributions	
Federal Funding			
Municipal Funding (only applicable for Not-For-Profit, First Nation, Metis Settlements)			
			Sub-total B
			Total Project Value

Total Project Expense Breakdown

Attachments (you'll be required to submit the following attachments):

- Quotes to support budget
- Letters of support
- Letters confirming that the matching funding is in place
- Letters confirming in-kind contributions (if your project includes donated goods and/or services):
 - If in-kind is based on staff time, a breakdown of staff time should be included in the application (eg. how many hours/\$ value per hour)
 - If in-kind is for good and/or services, a breakdown should be included in the application (eg. Itemizing good/services/price)
- Timelines and milestones
- Other