



# Community Facility Enhancement Program (CFEP) Grant

## *Instructions*

### Quarterly Application Deadlines

March 15  
June 15  
September 15  
December 15

Funded by the Government of Alberta through the Alberta Lottery Fund in order to build strong communities and enhance the quality of life for Albertans.

***Incomplete applications will not be considered***

Please keep a copy of your application for your records.



**Government  
of Alberta ■**

*These instructions **do not** form part of the application package.*

## General instructions

- Please read the most current CFEP guidelines to ensure your organization and your project are eligible to request funding. Guidelines are available online at [www.culture.alberta.ca](http://www.culture.alberta.ca).
- Please retain a complete copy for your records.
- If your organization is submitting online, please include the legal name of your organization on the subject line.
- If your organization is submitting online, an original signed grant agreement must be submitted to the CFEP office within five business days from the date of submission.
- Please ensure that any attachments you mail in are clearly marked with your organizations legal name to facilitate matching your backup documents with your application.

## Group registered

- Please refer to page 2 of the CFEP guidelines to determine which act you are registered under.
- If your organization also has charity status, please check that you are a CRA Registered Charity, and include the registration number and date of registration.

## Organization address

- Please note that correspondence will be mailed to the organization address.

## Contact information

- Please include contact information on your application. This should be a person who has worked on the application and is readily available to answer questions.
- Include a description of your organization's mission/purpose, programs and services.

## Project overview

- Choose the best fit for the project category, scope and type as well as the group that would benefit from the project.
- Please include the name of the facility and complete address where the services will be delivered. If there is no street address, please enter the legal land description.
- If the facility has a Provincial Historic Resources (PHR) or Municipal Historic Resources (MHR) designation, provide confirmation that the proposed work is authorized through the designating authority.
- If you are not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.
- If you are the facility operator, you must confirm a long term lease. (minimum 5 years)



## Project budget

- If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project.
- All revenues must be supported by your financial statements and letters from funders.
- No retroactive funding is permitted for costs that have already been incurred prior to application submission.
- Requests for debt retirement are for capital debt ONLY. You must provide documentation from the lender that supports the amount of outstanding debt. Debt should be with a recognized lending institute, such as a bank.
- All anticipated expenses must be supported through quotes and/or sources of estimates.
- Be sure to provide backup documentation to support the value of donated supplies and materials.
- Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

## Mandatory attachments

- Quotes, estimates. If these are not available provide sources of estimates.
- You must include a most recent financial statement for your organization. If your statements are not audited, they must be signed by two board members and include a copy of your most recent bank statement.
- You must include a complete list of board members and organization executive along with a daytime phone number and email if available.
- You must include a signed grant agreement.
- If submitting by email, an original signed grant agreement must be received within five business days of submission.