



Community Facility Enhancement Program (CFEP)

Guidelines

**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.**

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Program Rationale

What is the Community Facility Enhancement Program?

The Community Facility Enhancement Program (CFEP) has been established to assist in fostering the unique characteristics of Alberta's many communities. To accomplish this, the program has been designed to respond to local facility enhancement needs and to work in partnership with community groups and volunteers.

By assisting communities with construction, renovation or redevelopment of community public-use facilities the Community Facility Enhancement Program will help enhance the quality of life and citizen well-being in communities across the province.

The Community Family Enhancement Program is governed by the terms outlined in the Community Development Grant Regulation.

Program Processing

What constitutes a complete application form?

All questions on the form must be answered. There is an application checklist available to ensure that the application is complete and all required supporting documentation and mandatory attachments are included. An incomplete application form will not be processed.

How often are applications processed during the year?

Application decisions will be administered on a quarterly basis, according to the following timelines. Applications received between:

- December 16 to March 15 – will be reviewed between April 1 and June 30
- March 16 to June 15 – will be reviewed between July 1 and September 30
- June 16 to September 15 – will be reviewed between October 1 and December 31
- September 16 to December 15 – will be reviewed between January 2 and March 31

Applicants will be informed of decisions after the end of the applicable review period.

Organization Eligibility

Who can apply for CFEP funding?

Eligible organizations include groups that are registered under one of the following:

- *Agriculture Societies Act*
- *Canada Corporations Act* (non-profit sector)
- *Cemeteries Act* or *Cemetery Companies Act*
- Child and Family Services Authorities
- First Nations and Métis Settlements
- Foundations established and regulated under the *Regional Health Authorities Act*
- *Income Tax Act of Canada* and operating in the Province of Alberta (Charities);
- *Libraries Act*
- Part 9 of the *Companies Act* (non-profit)
- Part 21 of the *Business Corporations Act - Extra-Provincial Corporations Societies Act*
- *Societies Act*
- Special Act of the Parliament of Canada
- Special Act of the Alberta Legislature
- Universities, colleges and institutes as defined under the *Post-secondary Learning Act*

Project Eligibility

What projects might be funded?

A CFEP application can be for one, not multiple, facilities. CFEP funding provides financial assistance to build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related community facilities. Eligible organizations may apply for funding to carry out major renovations and repairs to the structural, electrical or mechanical systems in their facility, modernize facilities to improve operational efficiency or enhance programming, or expand facilities to increase public use or develop new facilities to meet the changing needs and expectations of the community.

Can an application be submitted for debt reduction on a completed project?

Community organizations with a determined special need can submit an application to assist in the reduction of existing capital debt. Debt should be through a recognized lending institute, such as a bank. Guideline: up to 50% of total capital debt; maximum of \$125,000 per facility per year. Total Government funding to one project including any debt assistance cannot exceed 50% of the project cost.

Are there any specific restrictions on projects that would not be funded by CFEP?

- CFEP funding cannot be used as matching funds for other projects funded by the Government of Alberta. Maximum funding from the Alberta Government cannot exceed 50% of the total project cost.
- CFEP funding cannot be used to fund private or commercial sector facilities or to fund components of a facility with restricted or extremely limited public use.
- CFEP funding cannot be used for costs related to any gaming activity, the purchase and installation of gaming equipment or upgrades to facilities that provide gaming activities (ie. bingo halls, casinos, horse racing tracks).
- CFEP funding does not cover time and labour provided towards preparation of funding applications, committee planning meetings or fundraising and similar activities not related directly to the physical construction of the project.
- CFEP funding will not be provided for endowments, charitable donations, fundraising campaigns, school or post secondary institution projects for academic purposes, licensed vehicles, audio visual projects, preparation of books and manuscripts, research, films, promotional campaigns and related items, work of art purchase, church sanctuaries, core/essential municipal facilities which are municipal responsibilities (e.g. municipal administration buildings, roads, utilities) or other facilities which receive regular budgeted provincial capital support (e.g. hospitals).
- No retroactive funding is permitted for costs that have been incurred prior to application submission.

Program Parameters

What are the general funding limits under this program?

The maximum grant available is \$125,000 per project per fiscal year.

Only one CFEP application can be approved per organization per year. Each application is limited to one facility. Capital funding will be limited to one grant in each fiscal year from CFEP or CIP (i.e. April 1 to March 31). The applicant can request funding assistance for a planning study, a capital project or a combination of the two. The maximum level of funding for any one facility in a fiscal year is \$125,000.

Applicants that have overdue accounting from any previously approved Government of Alberta funded projects will not be considered for new funding until their outstanding accounting reporting requirements have been satisfied.

Is there a matching funding requirement?

CFEP funding is approved on a matching basis. This means that the applicant must contribute an amount equal to or exceeding the actual CFEP grant. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be specifically related to the project.

Also, in total, CFEP and any other Government of Alberta funding cannot exceed 50% of the total project cost.

Are there any restrictions related to donated resources that are acceptable for matching funding purposes?

Any matching donated resources must be directly related to the project. For example:

Example: Construct a storage shed to store snow-clearing equipment for a community use outdoor rink.

Expense Budget:

Labour (\$15/hour x 250 hours) to build the shed	\$ 3,750.00 (donated)
Materials (shed package – attach supplier quote)	12,500.00 (purchase)
Donated equipment (bobcat and operator to prepare site (\$60/hour x 2 hours)	<u>120.00</u> (donated)
Total Project Cost	\$ 16,370.00

Funding:

Requested CFEP Funding	\$ 8,185.00
Donated Labour & Equipment	3,870.00
Cash provided by organization	<u>4,315.00</u>
Total Funding	\$ 16,370.00

The value of project-specific donated resources for CFEP projects is based on:

- \$15.00/hour for unskilled labour working directly on the project (must report actual hours in final accounting report).
- \$30.00/hour for skilled labour (must report actual hours in final accounting report).
- \$60.00/hour for heavy equipment (with operator) (must report actual hours in final accounting report)

Donated labour that is NOT eligible as matching funding for a project includes any other volunteer time that provides a general benefit to the organization such as volunteer hours related to general fundraising, time spent preparing the grant application, time spent in meetings or any activities related to planning for the project or any other planning activities for the organization.

Are there any restrictions on the source of cash eligible to support matched funding?

Charitable gaming proceeds generated from licensed gaming events (eg. bingo, casinos, raffles and pull tickets) can be used for matching purposes provided this is disclosed in the application and is an approved use of proceeds for the funds from the Alberta Gaming and Liquor Commission.

Cash funding must be supported by current financial statements (including balance sheet) of the organization or current bank records to confirm that the cash is available.

Substantial cash donations for a project must be confirmed with a letter by the donor.

Is there any possibility that an organization can receive grant funding under this program without meeting the matching funding requirement?

No. Grant funding for CFEP must be matched.

What type of Special Needs Considerations are generally taken into account when considering applications for funding?

Special needs may include:

Support to community facilities with a proven extraordinary need, resulting from a disaster or inordinate circumstance creating a significant community hardship. Guideline: maximum \$125,000 per facility.

The Minister may support capital development or upgrading projects to assist in the staging of significant provincial/national/international events. Guideline: maximum \$125,000.

Support to projects which identify regional or provincial wide use. Guideline: maximum \$125,000 per facility per year.

Are there any Discretionary Considerations taken into account when considering applications or funding?

In consideration of public interest, the Minister of Culture and Community Spirit may exercise discretion in approving applications which 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.

At the discretion of the Minister, applications of more than \$125,000 for large regional facilities can be provided if strong community support is demonstrated (for example, significant funding provided by other public or private sources). Priority will be given to projects with grant requests over \$200,000.

The Minister can approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

Application Processing

Should applications include letters of support or other official statements regarding the project?

Yes, project support is taken into account during funding consideration. Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If the land and/or facilities are not owned by the applicant, a letter of support from the owner is required, including confirmation of a long term lease, if applicable.

Applications must include a statement confirming that the facility is intended and accessible for general public use.

If my application meets the eligibility criteria will I automatically get all the requested CFEP grant funding?

No. Due to the high volume of applications received and the limited funds, not all eligible projects receive funding and even the projects that are approved may receive less than their requested amounts.

Will my application be considered if our organization has outstanding financial reporting?

Applicants that have overdue accounting from any previously approved Government of Alberta funded projects will not be considered for new funding until their outstanding accounting reporting requirements have been satisfied.

What if the project scope changes after the grant has been approved?

An applicant must request approval for a change of project in writing if the nature of the project approved in the original application changes. The scope of the project may only be adjusted with written approval from Alberta Culture and Community Spirit. In circumstances where the request involves work outside of the program parameters, approval of the Minister is required.

What criteria will be used to evaluate applications?

Due to limited funds and the popularity of CFEP, not all requests that meet the established criteria will be approved. Application submissions will be considered using the following criteria:

- **Project Viability**
 - background of applicant (ie. organization size/representation, length of time organization has been in operation, prior experience)
 - sufficiency of matching resources
 - project appears viable
 - long-term financial viability and self-sufficiency
- **Project Benefits**
 - direct and indirect community economic benefit
 - quality of life/community wellness enhancement
 - programming/operational efficiencies
 - demographics served (ie. social disadvantaged, most vulnerable)
- **Community and Regional Need**
 - public safety/improved access (including disabled)
 - enhanced utilization/meet changing needs
 - provide a direct service to the community
 - municipal/community support
- **Availability of Funding**
 - prior funding to applicant/community
 - demonstration of need for financial assistance
 - regional equity considerations
- **Special Considerations**
 - proven extraordinary need
 - priority within a high needs region
 - disaster related events
 - regional/provincial scale project
- **Other Considerations**
 - how will the project benefit community residents, beyond the applicant's direct membership
 - the extent to which the project duplicates other available facilities/programs in the area

Should the applicant contact the Community Facility Enhancement Program (CFEP) Office before submitting their application form?

Applicants are encouraged to contact the program office for assistance with completing the application.

Incomplete applications will not be considered. It is important that applicants keep a copy of their application.

How should applications be submitted?

Applicants can submit an application online by accessing the link from the Culture and Community Spirit website at <http://culture.alberta.ca/grantprograms>. Alternatively a paper application can still be submitted by mail to:

Community Facility Enhancement Program
Culture and Community Spirit
Suite 212, 17205 – 106A Avenue
Edmonton, Alberta T5S 1M7

Is the information in my application protected?

The *FOIP Act* applies to any information that is provided to Alberta Culture and Community Spirit. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the Act.

The personal information that is provided on the grant application form will be used for the purpose of administering the Community Facility Enhancement Program (CFEP). 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 Act.

Please note: Once an application has been approved and funding issued to an organization, the community/city, grant recipient, project and amount funded and fiscal year become a matter of public record.

Final Reporting

Are there any conditions regarding the funding?

The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.

The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and accessible to the general public or; in the case where an applicant does not have formal control of the

facility (e.g. School Parent Association) they must have written agreement from the organization that does and must be prepared to take full responsibility for the project for which the grant is being requested and all related financial accounting requirements.

When is the financial reporting due on completed projects?

Financial reporting is due within one year + 120 days from the cheque date. If the project is completed earlier, applicants are encouraged to submit their reporting as soon as possible after the completion date but no later than one year after the funds have been received. Applicants must complete their financial accounting for the project and include backup documentation as specified by the CFEP program.

Is there a standard format for submitting reporting on projects?

Yes. A standard template is available. Applicants must submit their final report using this template.

What access to records is required from the applicant?

A grant recipient must permit the Minister or Minister's representative to examine during regular business hours, the books or records relating to the expenditure of the grant to determine if the grant has been properly spent.

Can an applicant request an extension on the financial reporting due date?

If the project is not completed within the required time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Community Facility Enhancement Program (CFEP) Office. The request letter should include:

- an explanation as to why the project could not be completed within the timeframe;
- a description of what has been completed to date (in order to demonstrate that some progress has been made);
- a description of what remains to be done and a reasonable timeline for doing it (including a proposed new project completion date).

The decision on extension requests will be communicated in writing to the applicant by the Community Facility Enhancement Program Office.

What happens if actual project costs are less than the approved budget?

If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or send in a cheque made payable to the Minister of Finance for the remaining unexpended funds once the final amount has been

confirmed by the Community Facility Enhancement Program Office. Repayment must be submitted to the Community Facility Enhancement Program Office.

What are the financial reporting expectations on completed CFEP funded projects?

Projects must be completed within one year of cheque date and final reporting is due within 120 days after project completion.

The Financial Accounting Statement (FAS) for the project must be properly completed and signed by two authorized representatives having legal and/or financial signing authority for the organization. The FAS statement must also be accompanied with the appropriate source documentation as outlined in the instructions.

Applicants also agree to provide access to all financial documents or records relative to all expenses and revenues related to the project including CFEP grant funding.

Any applicant that does not comply with the reporting requirements may be subject to legal action and will be ineligible to receive additional funding from any Alberta Lottery Funded program until acceptable accounting is provided.

What if the facility or capital equipment funded by a CFEP grant is sold?

If the facility or capital equipment purchased through a CFEP grant is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of receiving their CFEP funding for this project, the applicant may be required to repay to Alberta Culture and Community Spirit a portion or all of that grant amount. The amount of funding to be repaid will be at the discretion of Culture and Community Spirit according to defined approval authority. Considerations regarding the amount to be repaid (if any) include:

- length of time after the grant that the property or equipment is sold
- whether the property or equipment is sold at fair market value
- the reason for the sale or termination of the lease
- whether it is in the best interest of the applicant to sell
- use of the proceeds from sale

The applicant is required to notify the Community Facility Enhancement Program if the facility or capital equipment is sold or the lease is terminated.