



Community Facility Enhancement Program (CFEP) Large

Expression of Interest (EOI)

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

CFEP Large EOI Sample Application | Ministry of Arts, Culture and Status of Women

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Community Facility Enhancement Program Large EOI | Sample Application

Classification: Public



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Purpose

This document is to support the submission of an Expression of Interest (EOI) application in [GATE Front Office](#). The highlighted areas are sections that need to be completed before submitting. Each highlighted section requires organization or project information specific to the applicant applying.

The sections in this document that with **red text** provide additional information to help with what is needed in that section.

Important Information

Applications will be accepted up to midnight on the intake deadline dates. For deadlines that fall on a weekend or statutory holiday, applications will be accepted until the end of the next business day.

Before applying, read the [Program Guidelines](#) carefully.

Contact CommunityGrants@gov.ab.ca or 1-800-642-3855 with any program or application questions.

Additional resources and information: <https://www.alberta.ca/community-facility-enhancement-program-large> and <https://www.alberta.ca/preparing-and-applying-for-grants>

Program Overview

Program Overview

Expression of Interest (EOI) will be reviewed starting May 15 and invitations to complete a full application will be communicated to organizations no later than June 15.

Filling out the following information expresses your organization's interest in applying for the Community Facility Enhancement Program (CFEP) Large funding.

The EOI is the first stage in the application process. Through the EOI, projects will be evaluated against CFEP Large criteria to ensure project eligibility and readiness and organizational viability and capacity before moving forward with the full application process.

There are no additional documents required with the EOI. Only applicants that move to the application process will be required to submit supporting documentation. Invitation to submit a full application does not guarantee funding.

Full applications are evaluated against program criteria, which includes; project benefits, accessibility, economic impact, community need, urgency and large-scale impact (see section 4.2 in the [program guidelines](#)).

Applicants invited to submit a full application package will be required to confirm and/or expand on the information provided in the EOI.

Freedom of Information and Protection of Privacy Act ("FOIP Act")

The personal information that is provided on the expression of interest form will be used for the purpose of administering the Community Facility Enhancement Program (CFEP) 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 ("FOIP Act") and is protected by the privacy provisions of the FOIP Act.

The FOIP Act applies to any information that is provided to the Ministry. 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.

I have read and understood the above information.

X

Organization Information

This section will automatically populate from your Applicant Profile.

Organization Overview

Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.

Legal Name of Applying Organization:

What is the purpose/mandate of your organization?

What services do you provide to the community?

Organization Address

Please ensure that the organization address is correct for this application. Changes made here will not be reflected in the Applicant Profile.

Address Line 1:

Address Line 2:

Address Line 3:

City:

Province:

Postal Code:

Country: Canada

These two fields are optional.
Complete if applicable to your organization.

Mailing / Delivery Address

Please ensure that the mailing address is correct for this application.

Address Line 1:

Address Line 2:

Address Line 3:

City:

Province:

Postal Code:

Country: Canada

These two fields are optional.
Complete if applicable to your organization.

Legal Signing Authority

Please update the Contact List in the Applicant Profile to see all contacts.

Organization Position Title:

Signing Authority Name:

Phone Number:

Phone Extension

Email address:

I agree to allow the Government of Alberta, on occasion, to contact my organization as identified on this expression of interest 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 non-profit sector, including ministry sector events.

Please indicate if you agree or do not agree with the above statement: Agree/Disagree

Contact Information

Please update the Contact List in the Applicant Profile to see all contacts.

Organization Position Title:

Contact Person Name:

Phone Number:

Phone Extension

Contact Person Email Address:

I agree to allow the Government of Alberta, on occasion, to contact my organization as identified on this expression of interest 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 non-profit sector, including ministry sector events.

Please indicate if you agree or do not agree with the above statement: Agree/Disagree

Project Information

Select one of the four project types: renew, expand, purchase, construct.

1. What type of project is this?

Description of project types:

- a. **renew** an existing public-use community facility:
 - restore, refurbish, upgrade, or other initiatives to improve the general conditions of a facility to extend its useful life (regular repairs and upkeep required to maintain and operate the facility are excluded).
- b. **expand** an existing public-use community facility:
 - retrofit, redevelop, convert, arrange or rearrange existing spaces based on evolving needs.
- c. **purchase** an existing facility:
 - acquire a facility, green space or land to deliver new or existing programs and/or services.
- d. **construct** a new public-use community facility:
 - build a facility for the provision of new or existing programs and/or services.

Your project type selection will determine the options in question 1a. The examples below are for "purchase" and "construct"

1a. Choose all that apply:

Increase accessibility for mobility challenged individuals, Increase accessibility for different demographics, Develop multi-use space(s), Expand space for more users, Climate friendly improvements, Increase green (outdoor) space, Integration of digital technology into a facility as part of a larger project.

2. Based on the selection(s) above, please describe the impact the project will have on the community:

3. Is the project primarily accessible to the general public? Yes/No

4. Anticipated Start Date:

5. Describe the project:

Project Outcomes

6. What program outcome(s) is the project intended to meet?

(If you receive funding, you must report on the results and outcomes)

- Extending the lifespan of public-use facilities and/or outdoor spaces
- Sustained/increased use of public facilities
- Sustained/increased employment in the facility
- Sustained/increased revenue generated
- Non-government funding invested by organizations as a result of the project
- Public-use facilities are available for Albertans
- Improved safety, accessibility and useability of public-use facilities and outdoor spaces for a variety of activities and events
- Increased facility space and/or green space
- Economic benefits for the community because of the project

Select Yes or No for each bullet point

Project Budget Information

Total Project Cost: \$

Have any costs been incurred prior to EOI submission? Yes/No

Are there detailed quotes for the project? Yes/No

NOTE: If your request is moved forward to the application process, you will need to submit a copy of all quotes.

Project Revenues

Funding Source

Tips- Eligible CFEP Large funding request is between \$125,001 and \$1 million on a matching basis.- The applicant must contribute an amount equal to or exceeding the CFEP Large grant request towards the expenses of the project. The matching funding may be in the form of cash or donated labour, equipment/operator or materials/services, all of which must be specifically related to the project.- Other Government of Alberta (Provincial Support) funding may not be used as a matching resource for a CFEP Large grant. Maximum funding from all sources of the Government of Alberta cannot exceed 50 per cent of the total project cost. Municipal Sustainability Initiative (MSI), Local Government Fiscal Framework (LGFF), and Francophone Secretariat funding is not considered as part of Government of Alberta funding.

Funding Source columns definitions:

Amount Pending: funding request has been submitted, approval has not been confirmed.

Amount Confirmed: funds are in the organization's possession (bank statements, financial statements) or a grant/donor confirmation letter(s) has/have been received. If your project is moved to the application stage, verification of these funds need to be provided.

Project Revenues Total must equal the Total Project Cost.

Enter all funding sources for your project in either the pending or confirmed columns

Funding Source	Amount Pending	Amount Confirmed	Total
CFEP Large Request (\$125,0001 to \$1,000,000)			
Provincial Support (not including CFEP Large request)			
Federal Support			
Municipal Support			
Own Source			
Other Funding			
Donated Labour			
Donated Equipment/Materials/Services			
Project Revenues Total (must equal Total Project Cost)			

Additional Revenue Information (if applicable) –provide any additional information if funding is pending or if funds have conditions that need to be met.

5 Year Operational Budget Projections

Tips:

- Please complete the revenues/expenses table below to demonstrate the 5 year budget projections for when the project is completed and/or open for operation.

5-Year Operational Budget Columns:

- **Existing Revenues** – revenues that are expected/budgeted on a year to year basis with the current operations of the organization
- **Existing Expenses** – expenses that are incurred on a year to year basis with current operations
- **Additional Revenues** – revenues that are created as a result of the project moving forward
- **Additional Expenses** – expenses that are additionally incurred as a result of the project moving forward

5 Year Operational Budget

Year	Existing Revenues	Existing Expenses	Additional Revenues	Additional Expenses	Surplus/Deficit
Year 1					\$0
Year 2					\$0
Year 3					\$0
Year 4					\$0
Year 5					\$0

Five years provides a snapshot of the projected revenue and expenses of the new or upgraded facility, taking into consideration the time it may take additional programs or services to gain traction within the community. Five years also aligns with the grant agreement requirements for the facility to remain open and accessible to the public after project completion.

The Five-Year Operational Budget is used to determine the financial stability of future operations of both the organization and the project. The budget forecasts additional operating expenses as a result of the capital project as well as anticipated revenue to cover these costs. This ensures that the applicant has determined any additional costs that may arise from the project, that the project is financially feasible and future overhead and operational costs resulting from the project will not financially burden the organization risking future stability and sustainability.

Provide a brief explanation of how the additional revenues and expenses were determined for the project:

Facility Information

Facility Details

Project/Facility Name:

Address or Legal Land Description (PO Box addresses are not accepted):

Address Line 1:

Address Line 2:

City:

Province

Postal Code:

Country:

Facility Information

The organization is the facility or outdoor space:

- **Owner and Operator:** If your request is moved forward to the application process, proof of ownership will be required.
- **Operator with a lease in place:** provide the name of the Titleholder and the date the lease expires. Please note that a minimum 8 year lease is required at time of EOI submission. If your request is moved forward to the application process, you will need to submit a fully executed lease agreement.
- **Other:** Provide the name of the Titleholder and Operator and confirm is there is a sub-lease or user agreement in place. If your request is moved forward to the application process you will need to submit the formal fully executed sub-lease or user agreement.
- **None of the above:** Please explain.

Project Readiness

- 1. Is there a project manager in place? Yes/No
- 2. Will a third party be managing the project? Yes/No

Note:

Applicants that will be engaging a third party (e.g. municipality, school division) to carry out the project on their behalf must submit an executed third-party agreement, which outlines the nature of the commitment of each party to the project. The recipient of the grant funds will remain accountable for reporting on the funds. (CFEP Large Guidelines Section 6.8)

When funds are turned over to a third party, the organization remains responsible for the grant funds being spent according to the approved eligible costs as determined by program staff and must ensure the reporting is provided (financial accounting and written reporting, etc.) to the organization to meet the grant funding reporting requirements (see terms and conditions in application).

- 3. Does the Board/Executive have prior experience with large capital projects? Yes/No

Project Pre-Planning

- 4. What pre-planning has been completed for the project?
(Check all that apply)

- Informal Community Engagement (provide details/list below)
- Community Survey
- Facility Lifecycle Plan
- Feasibility study
- Needs assessment
- Architectural drawings
- Engineering drawings
- Business case
- Economic Impact Assessment
- Other (provide details below)
- None

- 5. What is the date range these documents/activities were completed:

From:

To:

- 6. Are the appropriate permits or permissions in place for the project to start? Yes/No

Note: appropriate permits or permissions may include development permits, build permits, titleholder permissions, environmental scans, city/municipality approvals.

- 7. Only if you are purchasing a facility or land as part of the project: Is there an offer to purchase? Yes/No

- 7a. Is the donation of land part of the matching component of the budget? Yes/No

Expression of Interest (EOI) Declaration

Declaration

All boxes must be checked*

I certify:	
<input type="checkbox"/>	The information contained in this EOI is true, accurate and complete.
<input type="checkbox"/>	I am a representative with designated signing authority/decision-making authority in the Organization.
<input type="checkbox"/>	The Organization's Board of Directors is in full support of this application.
<input type="checkbox"/>	I have read the Conflict of Interest section in the Guidelines (11.1 through 11.4) and I am not aware of any conflict of interest either perceived or apparent in applying for CFEP funding.
<input type="checkbox"/>	I understand that the EOI is the first step of the process and if invited an application is the next step. Should the application be approved for funding, the identified Organization in this EOI and subsequently the application will be required to enter into a formal, legally binding agreement with the Ministry outlining the terms and conditions of the grant.