



# **Community Facility Enhancement Program (CFEP) Small**

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](mailto:CommunityGrants@gov.ab.ca)

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

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Community Facility Enhancement Program Small | Sample Application

Classification: Public



# Contents

Purpose.....	4
Important Information .....	4
Sample Application.....	5

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## Purpose

This document is to support the submission of an 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 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](mailto: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-small> and <https://www.alberta.ca/preparing-and-applying-for-grants>

# Program Overview

## Program Overview

Community Facility Enhancement Program (CFEP) Small aims to foster healthy, vibrant communities across Alberta. The program has been designed to support the efforts of non-profit organizations that contribute to their communities and to create opportunities for Albertans to engage with their communities. Specifically, CFEP Small responds to local facility enhancement needs and works in partnership with eligible non-profit organizations to assist communities with the upgrades, expansion, purchase, or build of public-use community facilities.

Please click [here](#) for program guidelines and information.

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

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY 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) 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 Applicant Profile if required.

Legal Name of Applying Organization:

What is the purpose/mandate of the organization?

What programs/services do you provide to the community?

### Organization Address

Please ensure the organization address is correct for this application.

Address Line 1:

Address Line 2:

Address Line 3:

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

City:

Province:

Postal Code:

Country:

### Mailing / Delivery Address

Please ensure the mailing address is correct for this application.

Address Line 1:

Address Line 2:

Address Line 3:

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

City:

Province:

Postal Code:

Country:

### Legal Signing Authority

Please update the Applicant Profile Contact List 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 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 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 Applicant Profile Contact List 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 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 non-profit sector, including ministry sector events.

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

# Project Information

## Project Overview

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

### 1. What type of project is this?

#### Description of project types:

- a. **upgrade** 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 or additional spaces based on evolving needs.
- c. **purchase** an existing facility:
  - acquire a facility to deliver new or existing programs and/or services.
- d. **construct** a new public-use community facility:
  - build a facility for the provision of a new or existing programs and/or services.
- e. **equipment purchase** that is a stand-alone project supporting a public-use community facility/outdoor space as the project, including unlicensed motorized vehicles, appliances, equipment and furniture.

NOTE: a. to d. above can include equipment purchases that are integral to supporting a public-use community facility/outdoor space as part of the project, including unlicensed motorized vehicles, appliances, equipment and furniture.

The project type selected will determine the next set of questions.  
The example below is for "Upgrade"

**1a. Choose all "Upgrades" that apply** Lifecycle replacement or renovation/Increase accessibility for mobility challenged individuals/Increased accessibility for different demographics/Develop multi-use space(s)/ Increase security of the facility/ Climate friendly improvements/Upgrade unused space to make it usable/Upgrade green (outdoor space)/ Integration of digital technology into a facility

**2. Project Category:** Arts/Community Services/Culture/Education/Environment Health/Social Services/Sports and Recreation/Other

**3. Project Scope:** Local/Regional/Provincial/National

**4. Primary Group Who Benefits:** Children/Youth/men/Women/Seniors/Families/Indigenous Persons/Newcomers/Personas with Disabilities/LGBTQ2S+/Boys/Girls/General Public/All of the above/Other

**5. How many people will benefit:**

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

**6a. Provide information on who it is primarily accessible to and why:**

## Project Details

### 7. Describe the project:

#### 8a. Anticipated Start Date:

**NOTE: Anticipated start date cannot be prior to the application submission date (refer to section 3.5.3 of the CFEP Small Guidelines)**

#### 8b. Anticipated Completion Date:

**NOTE: CFEP Small funding cannot be used for retroactive expenses incurred prior to the application submission date.**

## Project Outcomes

### 9. What program outcomes 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 outdoor spaces Yes/No

Extending the lifespan of green (outdoor) spaces Yes/No

Improved safety for the facility/outdoor space Yes/No

Improved facility/outdoor space accessibility Yes/No

Improved usability of the public-use facility or outdoor space for a variety of activities and events. Yes/No

Increased facility space and/or green space Yes/No

Economic activity is stimulated and job opportunities are created Yes/No

## Project Budget Information

Once you have completed each section below, scroll to the bottom of this page and click the Save button. This will automatically calculate the total.

For ANY "Refer to CFEP Small Guidelines" reference (example: Refer to CFEP Small Guidelines 3.5) found on this page click here for program guidelines and information.

### Project Expenses

Enter all project expenses in the columns below, including the source of your quote and total costs. Click the **save** button to refresh the page with your Total A calculation.

### Anticipated Expenses

Tips:

- Refer to CFEP Small Guidelines 3.5 for the ineligible expenses

Detailed item description	Quote Source	Total Cost
<b>Total A</b>		<b>\$0</b>

### Project Donations

Once drop down selection(s) for Donated Labour, Equipment/Operators and/or Materials/Services are made or changed, please click save to refresh Page.

Additional "Project Donation(s)" tables will appear or be hidden based on your selections.

**Is there Donated Labour (B)?** Yes/No

**Is there Donated Equipment/Operator (C)?** Yes/No

**Is there Donated Materials/Services (D)?** Yes/No

The selection of Yes/No for the above questions will determine if a new table will generate asking for more information. The example for Donated Labour is included below

**Donated Labour**

The value of donated labour for CFEP Small is based on:

- \$20.00/hour for unskilled labour working directly on the project (must report actual hours in final accounting report);
- \$40.00/hour for skilled labour (must report actual hours in final accounting report);

Skilled labour includes qualified trades and professionals specific to components of a project (e.g. ticketed electrician or plumber.)

**NOTE:** The use of donated labour as a matching source requires your organization to track the volunteer time. This may be requested by program staff when you are submitting the final reporting. Refer to 5.3.2 of the CFEP Small Guidelines for the volunteer sign-in sheet requirements.

Description of anticipated labour	Number of Volunteers	Total Hours Worked	Rate/Hr	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>Total B</b>	\$0.00

**Total Project Cost**

Each applicable section above (A+B+C+D) will be combined to generate a total project cost shown below.

**Total Project Cost**

<b>Total Project Cost (Sum of A+B+C+D)</b>	<b>\$0.00</b>
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**Comments for Expenses and Donations:**

## Project Revenues

### Funding Source

Tips- The maximum eligible CFEP Small funding request is \$125,000 on a matching basis.- The applicant must contribute an amount equal to or exceeding the CFEP Small 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 Small 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 are not considered as part of Government of Alberta funding (refer to section 5.2 in the CFEP Small Guidelines).

- 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.
- **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 Small Request (maximum request \$125,000)			
Provincial Support (not including CFEP Small request)			
Federal Support			
Municipal Support			
Own Source			
Other Funding			
Donated Labour			
Donated Equipment/Materials/Services			
<b>Project Revenues Total (must equal Total Project Cost)</b>			

If the project uses other Provincial Support (not including the CFEP Small Request): list the type of grant, department or agency that is providing the funding, and the amount that will be contributed to the project.

If the project uses other funding sources: who is the source? And how much are they contributing to the project?

What is the contingency plan if you have a funding short fall, specific to the Pending Project Revenue above?

### Attachments

You will be reminded to upload mandatory file attachments applicable to your project such as:

- Attach** the listed mandatory documentation in **File Attachments**
- Donor Letter For Cash, Labour, Materials/Services, and Equipment Contributions
  - Organization Recent Bank Statements
  - Quotes/Estimates Supporting Project Expenses
  - Transfer of Land Title (For Donated Land only)

## Facility Information

Project/Facility Name:

### Facility Location

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

Address Line 1:

Address Line 2:

City:

Province

Postal Code:

Country

### Facility Details

The organization is the facility or outdoor space:  Owner and operator, Operator with a lease in place, Other, None of the above.

### Equipment Ownership

Equipment ownership (if applicable):  Our organization will own and maintain this equipment, Our organization will not own or maintain this equipment

# Project Readiness

## Project Management

1. Is there a project manager in place? Yes/No

2. Will a third party be managing the project? Yes/No

## Project Pre-Planning

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

Informal Community Engagement, Community Survey, Facility Lifecycle Plan, Feasibility study, Needs assessment, Architectural drawings, Engineering drawings, Business case, Economic Impact Assessment, Other, None.

To provide details on this option, scroll to the bottom of the page, click Save, then return to this section. A question box in which to enter details will appear.

4. What is the date range these documents/activities were completed?

From:

To:

5. 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.)

6. Only if you are purchasing a facility or land as part of the project: Is there an offer to purchase? Yes/No/Not Applicable

**Project Benefits**

**7. What impact will the project have on the community and organization, including how it will enhance the quality of life and community wellness?**

(Choose a minimum of one but no more than three.)

- Reduction of social isolation of community members
- Increased connectivity among community members
- Increased volunteerism in the community
- Inclusivity of diverse community members
- Overall quality of life in the community
- Increased accessibility of diverse user groups
- Increased accessibility of mobile challenged
- Increased energy efficiency
- Increased program or operational efficiencies
- Reduction of facility overhead costs
- Health and safety of the community members

**Economic Impact**

**8a. How many full time or part-time jobs will be created as a result of this project with your organization?**

**8b. Please explain:**

**9. Number of jobs temporarily created during project construction:**

**10. Is there a value add to the community as a result of the project?**

(value add could include increased revenues for local businesses, supplies bought locally (construction and after project completion), increased tourism opportunities for the community, etc.):

**11. Does the project use Alberta owned and operated businesses where possible? Yes/No**

**Community Need**

**12. Does the project address a community need? Yes/No**

**12a. What is the identified community need?**

**13. Describe how the project includes community involvement?**

**14. Are there any partnerships and/or collaborations in place to support the project? Yes/No**

**Urgency and Large-Scale Impact**

**15. Is there a proven extraordinary need for the project? Yes/No**

**16. Beyond the immediate community, is there regional or provincial impact from the project? Yes/No**

**17. Is the project the result of disaster related event?** Yes/No

**Other Considerations:**

**18. Has your organization received prior Government of Alberta funding for this project?** Yes/No

**19. Not all projects receive funding and some projects receive reduced funding. Can the project move forward with reduced funding?** Yes/No

**20. What is the minimum amount of CFEP Small funding the project can move forward with?**

**Attachments**

- Attach the listed mandatory documentation to File attachments (if applicable)
- Executed Third-Party Agreement
  - Letter of Support from Titleholder authorizing the capital project (exception: owner and operator of facility)

# Grant Agreement

## COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP) SMALL STREAM GRANT AGREEMENT

For your use, a link to the Community Facility Enhancement Program (CFEP) Small Stream Grant Agreement is located at the top of the left-hand side menu bar. Click on CFEP Small Stream Grant Agreement in the menu to download the Grant Agreement.

Please ensure the following are completed by an authorized representative of the organization:

- 1) Enter the Incorporated (Legal) Name of Organization where indicated, near the top of the first page.
- 2) Carefully read the Grant Agreement.
- 3) Acknowledge agreement with and/or completion of all statements at the top of the second page by checking the associated boxes.
- 4) Complete and sign the authorization section at the bottom of the second page.
- 5) Upload the completed Grant Agreement to File Attachments on the following page.

You will be prompted to download and complete the CFEP Small Grant agreement. Once complete, upload the document in the "file attachments" section.

## Electronic Payment Information

### Electronic Payment Information

With each grant application, organizations must provide a copy of a completed Application for Electronic Payment form and an acceptable banking document (see form for details)

Please click here to download the Application for Electronic Payment form.

Upload the completed form and one of the acceptable banking documents for Electronic Fund Transfer (EFT) to File Attachments, found later in this application.

You will be prompted to download and complete the application for Electronic Payment form. Once complete, upload the document; along with an acceptable direct deposit banking document, in the file attachments section.

## File Attachments

Please ensure that ALL "Required" Attachments have been uploaded.

Document Type	Required?	Document Description	Date Attached
01 Financial Statements	Yes		
02 List of Executives	Yes		
03 Signed Community Facility Enhancement Program (CFEP) Small Funding Stream Grant Agreement	Yes		
04 Documents supporting matching funding	Yes		
05 Estimates, Supplied Quotes or Sources of Estimates	Yes		
06 Application for Electronic Payment Information	Yes		
07 VOID Cheque/pre-printed bank deposit form	Yes		
08 Lease or User Agreement	No		
09 Proof of title (owner)	No		
10 Letters of Support	No		
11 Titleholder Permission/Support Letter	No		
12 Third-Party Agreement	No		
13 Other Attachments	No		
14 Other Attachments	No		
15 Other Attachments	No		
16 Other Attachments	No		

The highlighted attachment sections are required (01-07) for all applicants. The remaining attachments (08-16) may be required or optional depending on your specific funding request or circumstances.