

Alberta Community Partnership Online (ACPO)

User Guide

ACPO User Guide

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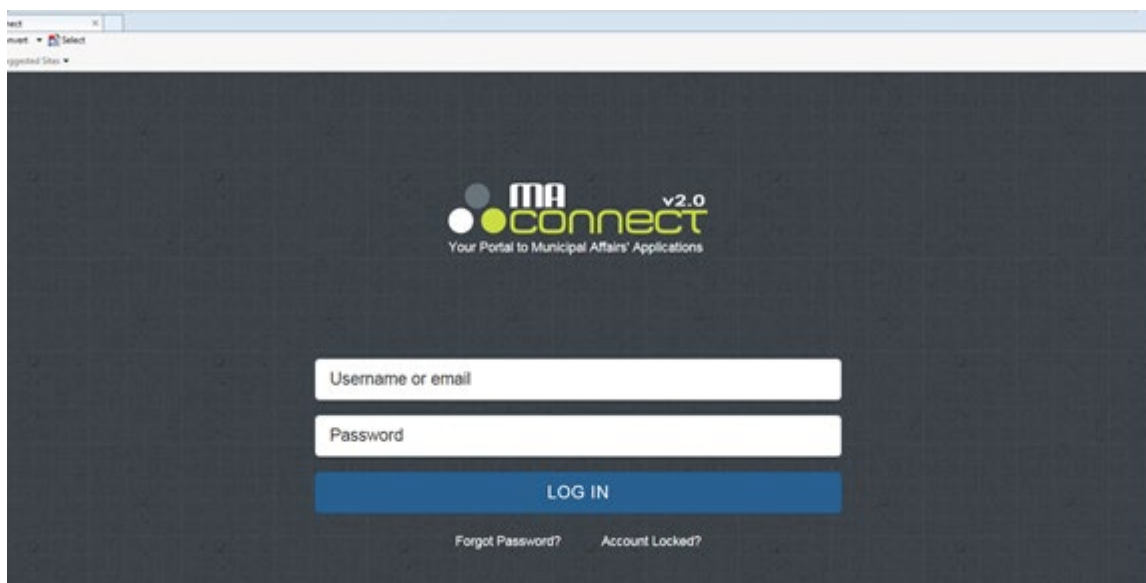
1. The Alberta Community Partnership Online Web Application

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. Alberta Community Partnership Online (ACPO) was developed to make it easier for municipalities to manage their project applications, make amendment requests, and submit reporting for the ACP Program.

Through ACPO, grant applicants and recipients can:

- Create, edit, submit and track grant applications online under available ACP components (Intermunicipal Collaboration (IC), Mediation and Cooperative Processes (MCP), Municipal Restructuring (MR) and Municipal Internship (MI)).
- Create, edit, and submit amendment requests online for ACP funded projects.
- Create, edit and submit project reporting online for ACP funded projects.
- View project reporting, payment, and agreement summary information.

Access to ACPO is through MA Connect, the Municipal Affairs web portal found at <https://www.maconnect.alberta.ca>.



MA Connect log-in screen.

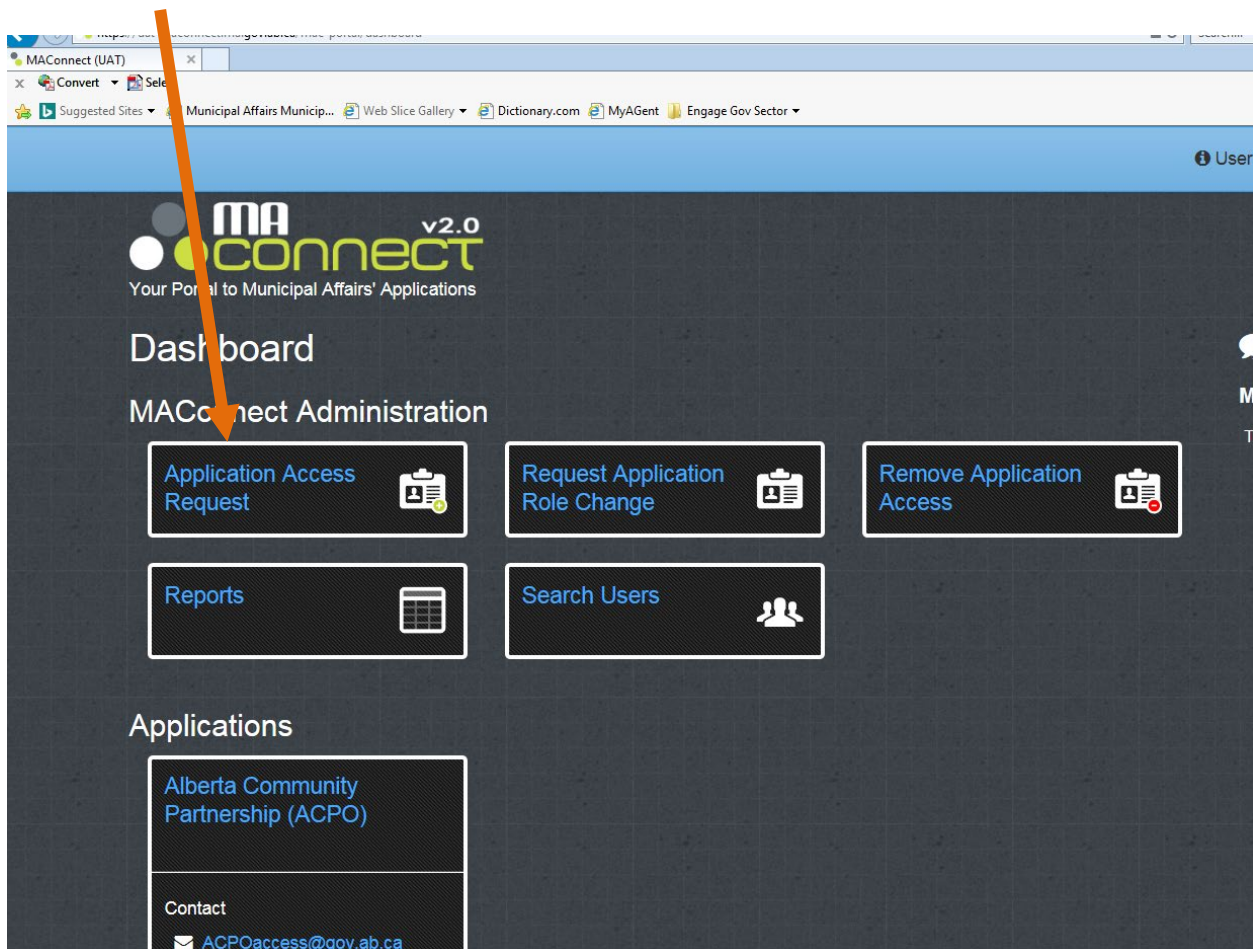
Tip: bookmark the MA Connect web address for easy access.

Organizations that are not yet registered for MA Connect can find more information about how to register at on the [Alberta Community Partnership \(ACP\) program website](#), in the 'Accessing ACPO' section.

Organizations that already use MA Connect can submit an ACPO access request for individual staff members through their organization's MA Connect stakeholder administrator.

- The stakeholder administrator is the member of the organization who was delegated the authority to manage access to web applications in MA Connect under the organization's MA Connect Stakeholder Agreement.

Stakeholder administrators can submit an ACPO access request for a new user by clicking on the "Application Access Request" icon on their MA Connect dashboard.



Sample MA Connect Stakeholder Administrator Dashboard.

On the Application Access Request form, enter in the new user’s email address, select the “Alberta Community Partnership” web application from the drop down menu, click **Next**, and follow the additional information prompts.

MA connect v2.0
Your Portal to Municipal Affairs' Applications

Application Access Request

Email Address * NewStaffMember@countyofthreelakes.ca

Application *

- Alberta Community Partnership
- Community Emergency Management Program
- Elections Database
- Gas Tax Fund
- MSIO
- New Application

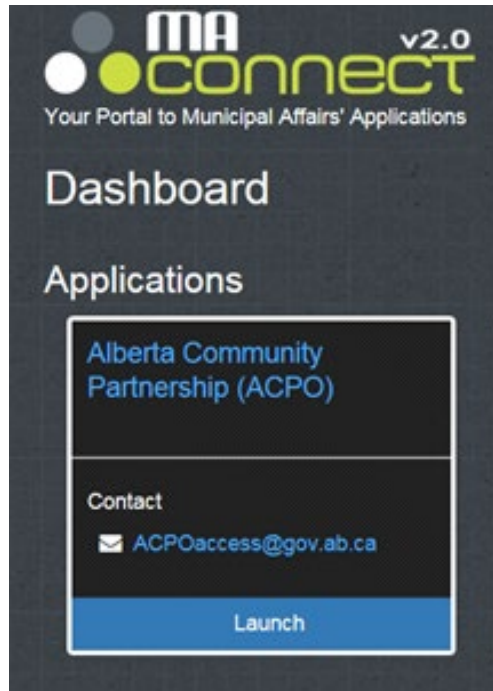
* Required Field Next Cancel

Organizations that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. A Stakeholder Agreement can be obtained by emailing ACPOaccess@gov.ab.ca or calling 780-644-2413 (toll-free 310-0000). Once the Stakeholder Agreement is signed and returned to Municipal Affairs, the organization can request access to ACPO for individual staff members through their designated Stakeholder Administrator.

If an organization needs to change or delegate an additional MAConnect stakeholder administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

New ACPO users will receive an emailed notification once their access to ACPO is available.

When an MA Connect user receives access to ACPO, they will see the ACPO launch icon on their MA Connect dashboard, which launches the web application.



ACPO Launch Icon

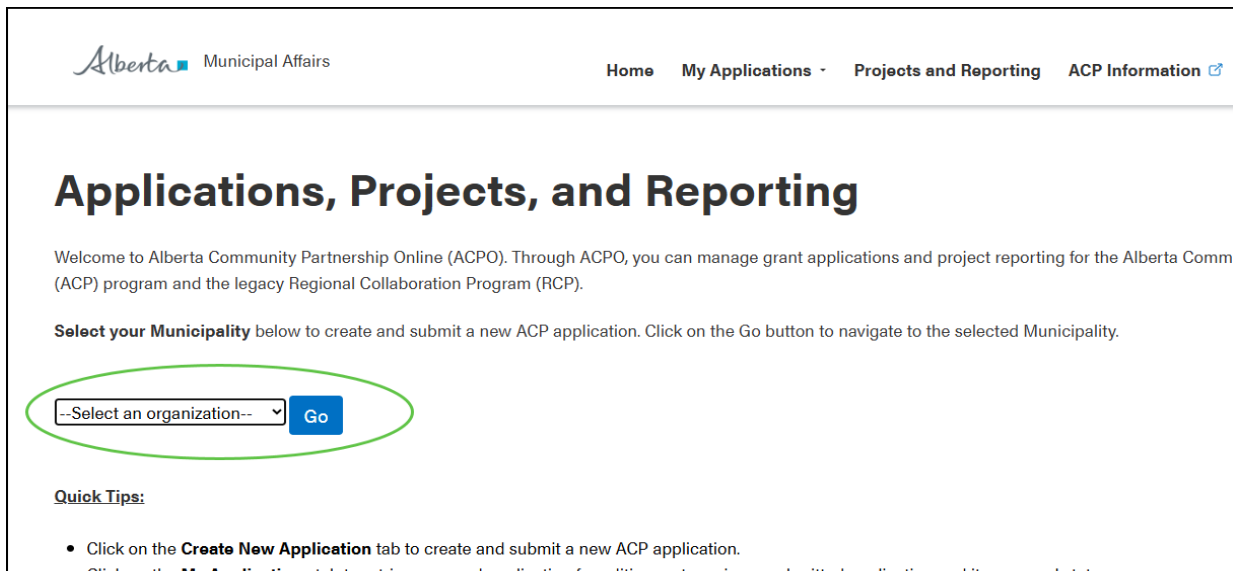
An ACPO User Agreement will appear the first time an authorized user signs in to ACPO. Checking the ACPO User Agreement box to indicate acceptance of the terms will allow the new user to proceed into ACPO. The ACPO User Agreement will only appear the first time a new user signs in.

2. ACPO Website Navigation

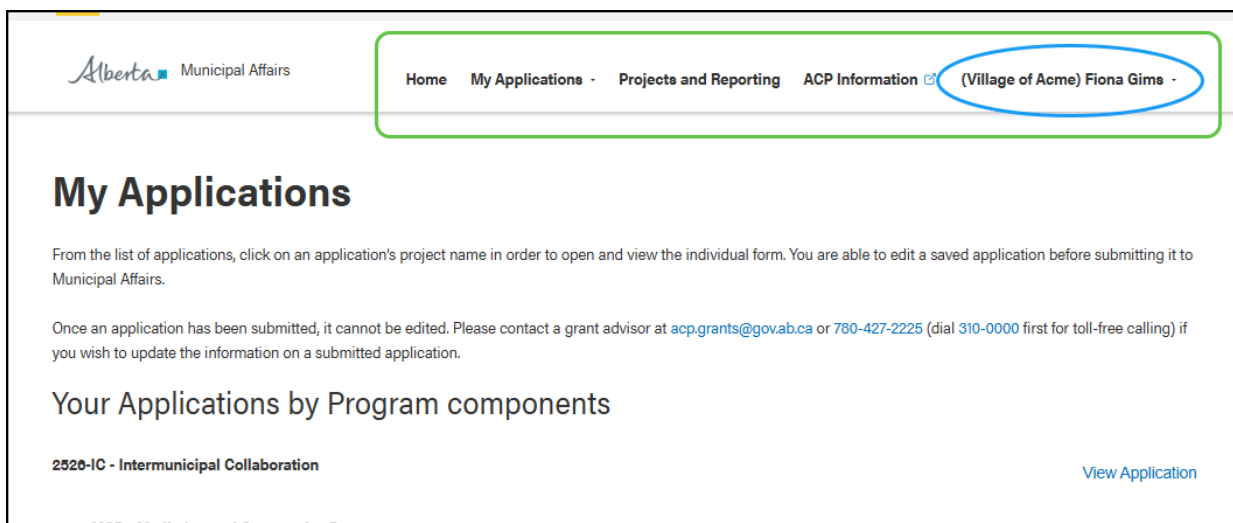
General information about ACPO can be found on the ACPO home page. Use the navigation tabs or the web browser's back button to return to a previous screen.

Note: An ACPO session will time out after a period of inactivity and prompt you to save or close - please save your work throughout your session to avoid losing any content.

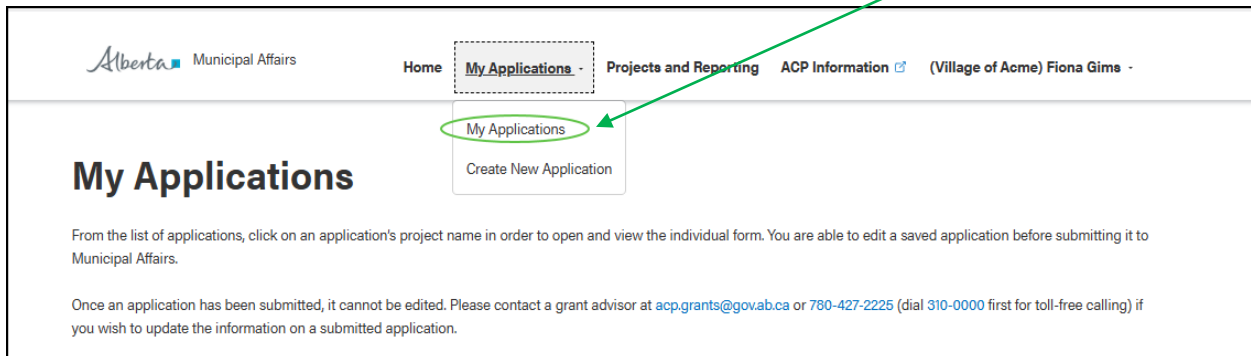
You may be prompted to select your municipality from the dropdown list (circled in the image below); make your selection and click the blue 'Go' button.



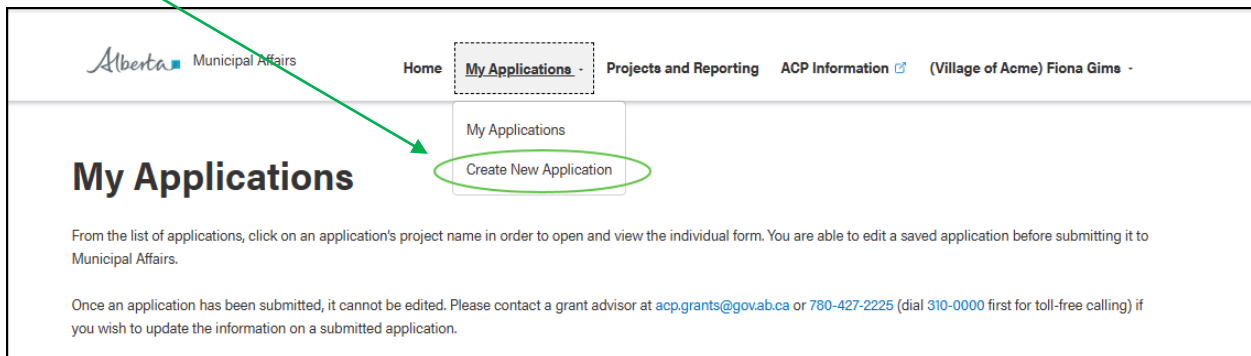
You will be directed to the main landing page, where a set of navigation tabs appear across the top of the page and the name of your municipal entity appears in the top right corner:



Saved or submitted grant application forms can be retrieved under the **My Applications** tab drop-down list, as shown here:



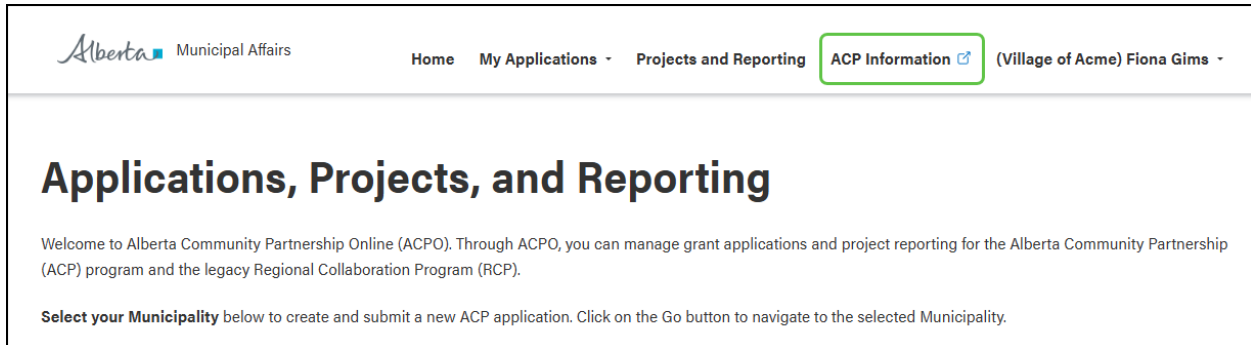
Grant application forms for new projects can be accessed from the same drop-down list in the **My Applications** tab, as shown here:



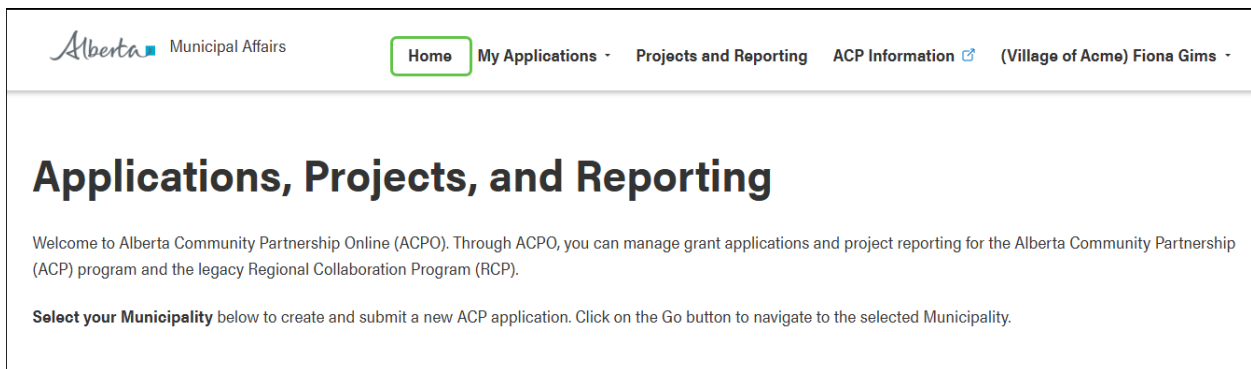
Reporting, payment, agreement, and amendment summary information for ACP-funded projects, as well as reporting and amendment request forms, can be accessed under the **Projects and Reporting** tab:



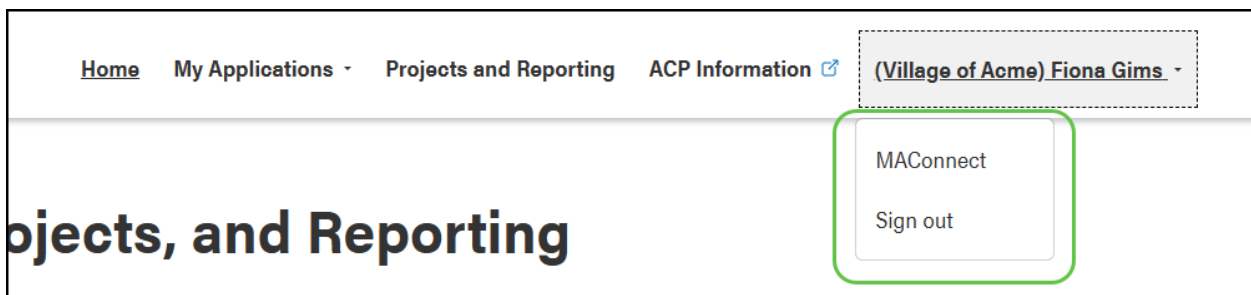
The ACP program website can be accessed through the **ACP Information** tab. The general program website contains news and updates about the program and hosts links to the program guidelines and other materials.



Click on the Home tab to return to the main page:



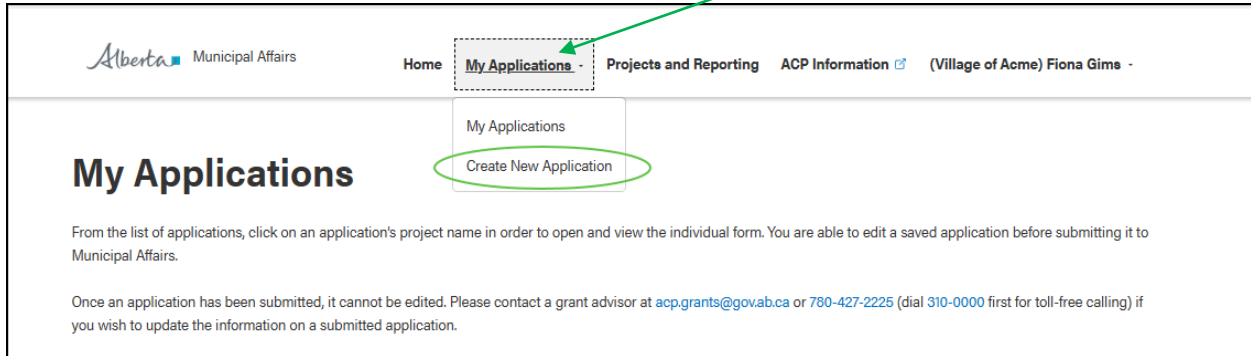
Use the drop-down where your municipality's name appears to navigate back to MA Connect to access other Municipal Affairs funding programs or to sign out:



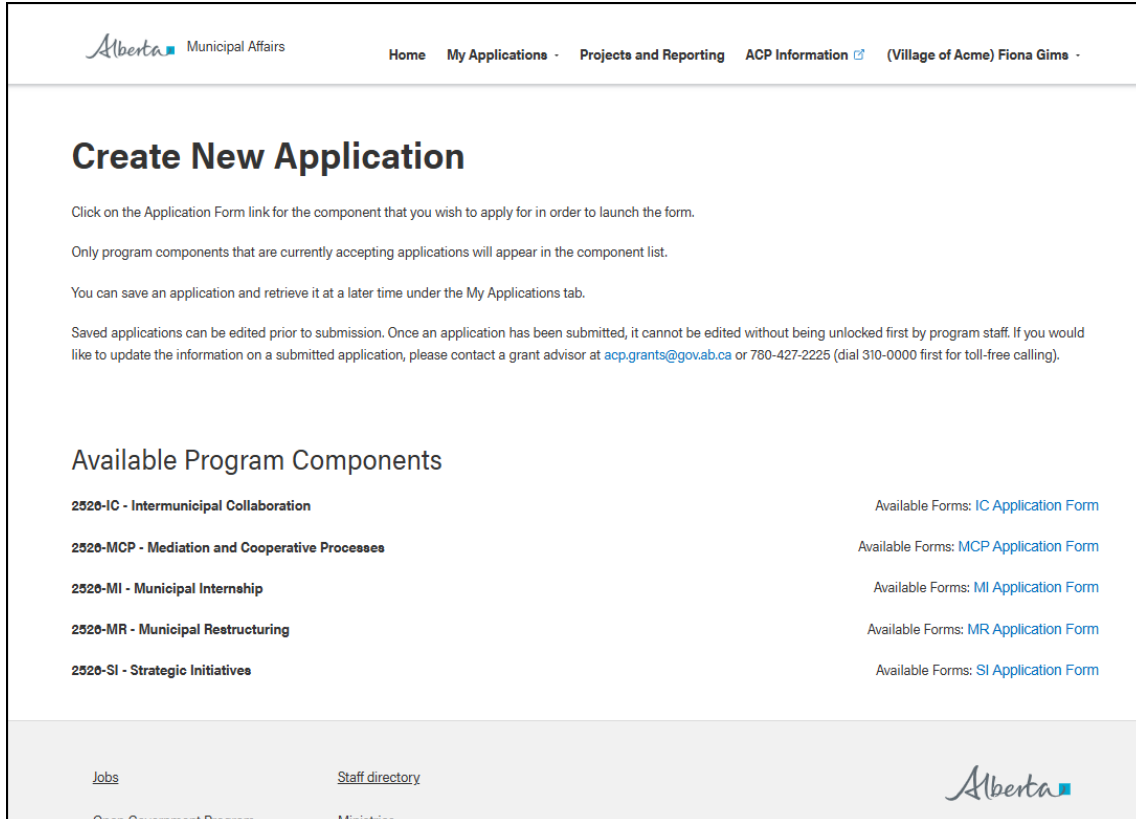
3. Creating a New ACP Grant Application

Administrators that work with more than one municipality or organization can choose from the different organization accounts under the “Select an organization” drop-down list on the main page.

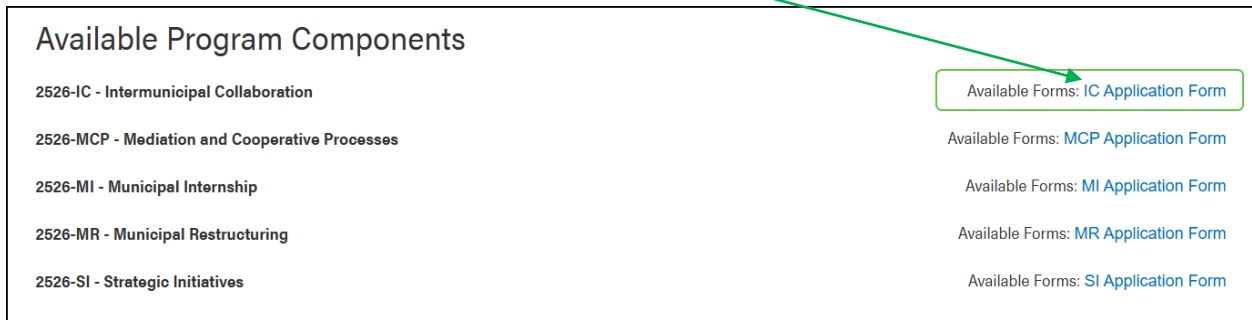
Application forms for new projects can be accessed from the **My Applications** tab drop-down list, as shown here:



Only the program components that are currently accepting applications will appear in the Available Program Components list (all components are shown below).



Click on the blue link on the right side of the page to open the application form, such as the Intermunicipal Collaboration (IC) form, shown in this example:



The screenshot shows a table with two columns. The left column lists program components, and the right column lists available forms. A green arrow points from the text above to the 'IC Application Form' link in the first row.

| Available Program Components | |
|--|---|
| 2526-IC - Intermunicipal Collaboration | Available Forms: IC Application Form |
| 2526-MCP - Mediation and Cooperative Processes | Available Forms: MCP Application Form |
| 2526-MI - Municipal Internship | Available Forms: MI Application Form |
| 2526-MR - Municipal Restructuring | Available Forms: MR Application Form |
| 2526-SI - Strategic Initiatives | Available Forms: SI Application Form |

All other grant component forms are accessed in the same way, by clicking the blue link on the right side of the page. If you do not see a component, that component is currently closed and not accepting applications.

4. Completing, Saving, and Submitting a Grant Application

Mandatory fields will be flagged with a red asterisk (*). Attempts to submit a form with unfilled mandatory fields will prompt an error message at the top of the page with clarifying instructions:

Alberta Community Partnership - [Strategic Initiatives] - Application

The form could not be submitted for the following reasons:

- 1.Choose a concise title for your project (maximum 100 characters) is a required field.
- Project Completion Date is a required field.

APPLICANT INFORMATION

Legal Name of Entity Street Address 1 Street Address 2 City

The user can select either bullet point, and the form will automatically navigate to the error for correction.

An application form can be saved prior to submission, or saved for later work, by using the **Save and Exit** button at the bottom of the page.

APPLICATION CERTIFICATION

Signing Officer Type *
CAO

I, Fiona Gims, the CAO of the ACME, certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

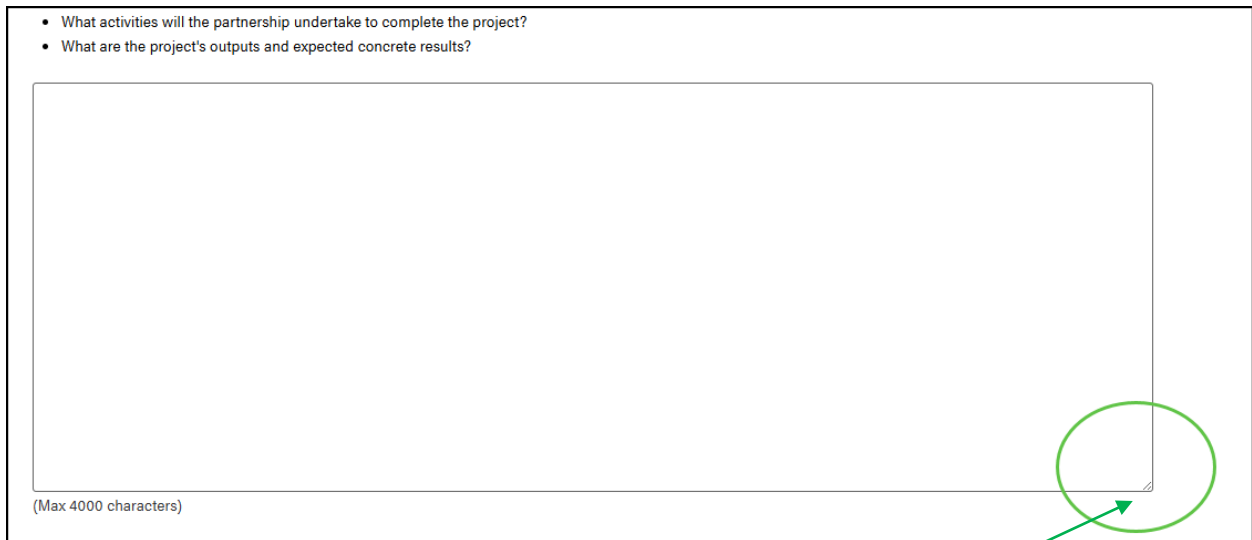
Signing Officer Name Application Signed On
Fiona Gims 6/12/2025

Submit **Save and Exit** **Delete**

LEGAL DISCLOSURE
The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by email at acp.grants@gov.ab.ca, or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta T5J 4L4.

Tip: save and exit your draft periodically to avoid losing your work if the connection times out!

When filling in an application form, the text boxes can be expanded by dragging the bottom right corner of the text box, to allow for more space.

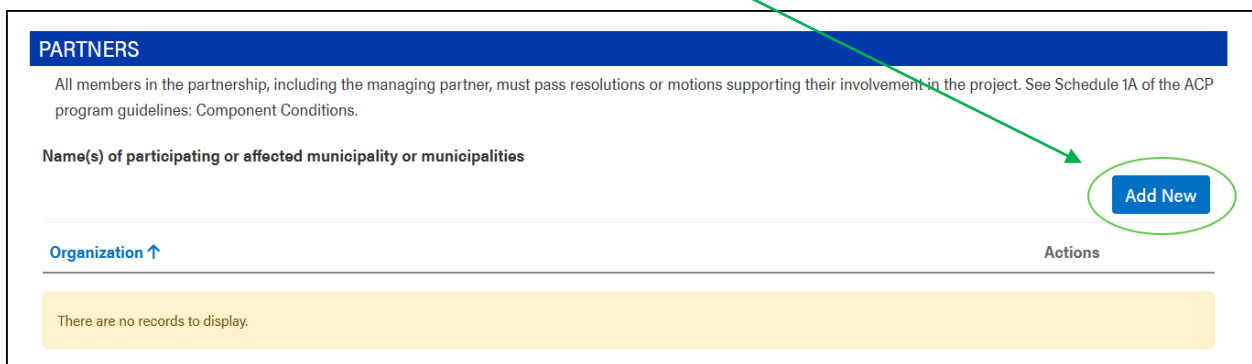


• What activities will the partnership undertake to complete the project?
• What are the project's outputs and expected concrete results?

(Max 4000 characters)

Tip: the bottom right corner has two small diagonal lines – click on these lines and drag down to expand.

To add a partner to an application, click the **Add New** button in the Partners section of the application form:



PARTNERS

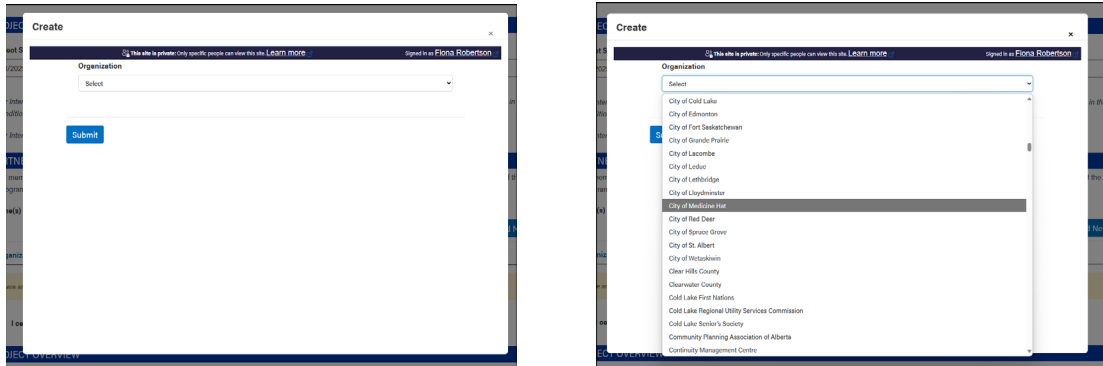
All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project. See Schedule 1A of the ACP program guidelines: Component Conditions.

Name(s) of participating or affected municipality or municipalities

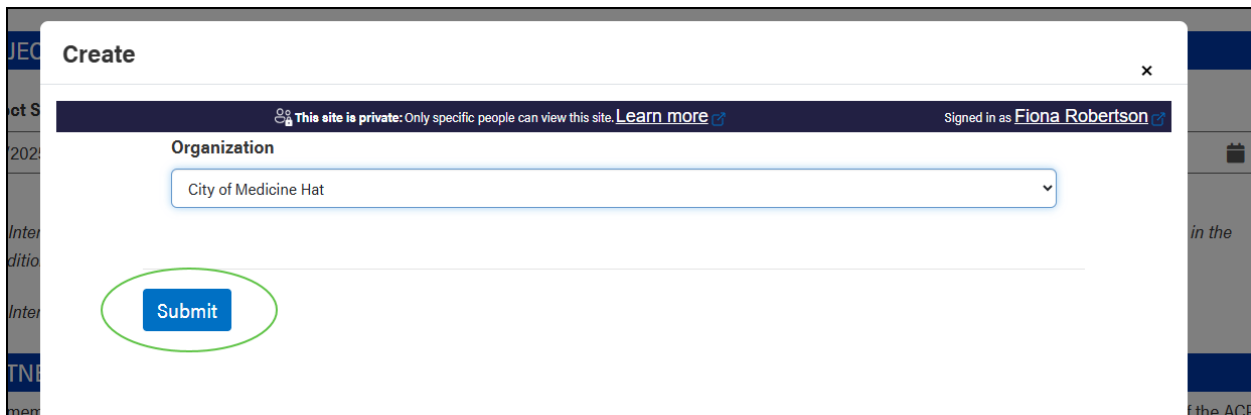
Organization ↑ Actions

There are no records to display.

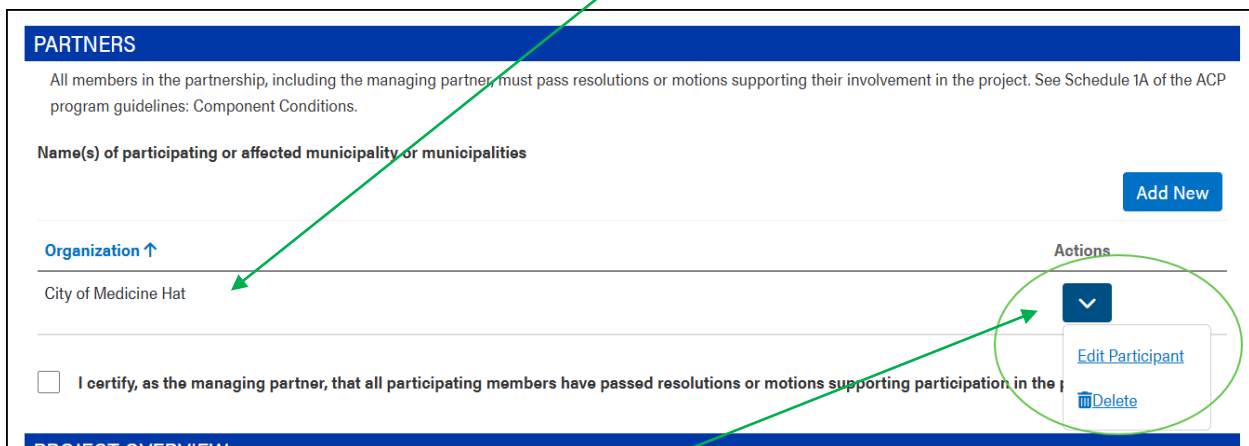
A new pop-up box will open, where the user will be prompted to select an organization from an alphabetized drop-down list:



Select the project partner and click **Submit**:

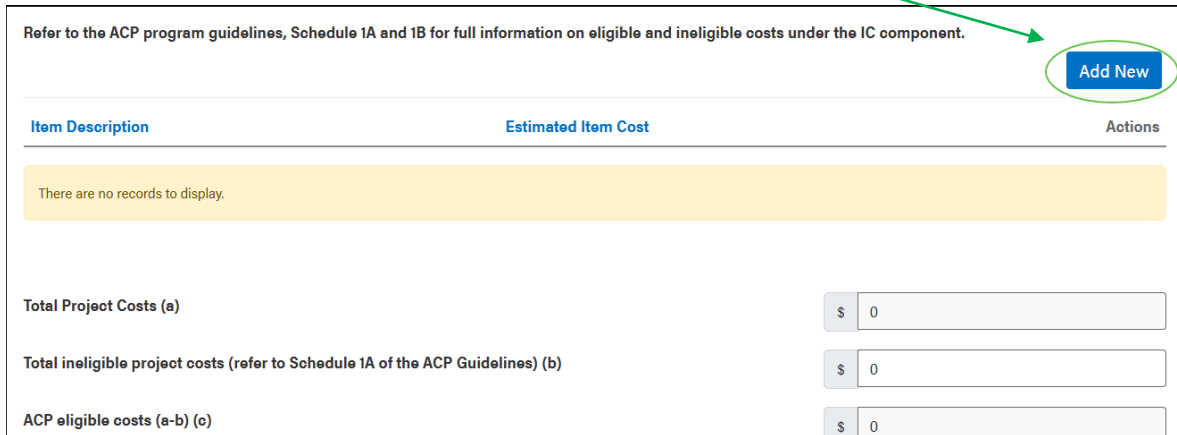


The selected partner will now appear in the application form:



Additionally, the user can now access the **Actions** function for this field, where the user can edit or delete the entry.

To add budget items to an application form, click **Add New** in the Budget section of the application form:



Refer to the ACP program guidelines, Schedule 1A and 1B for full information on eligible and ineligible costs under the IC component.

Add New

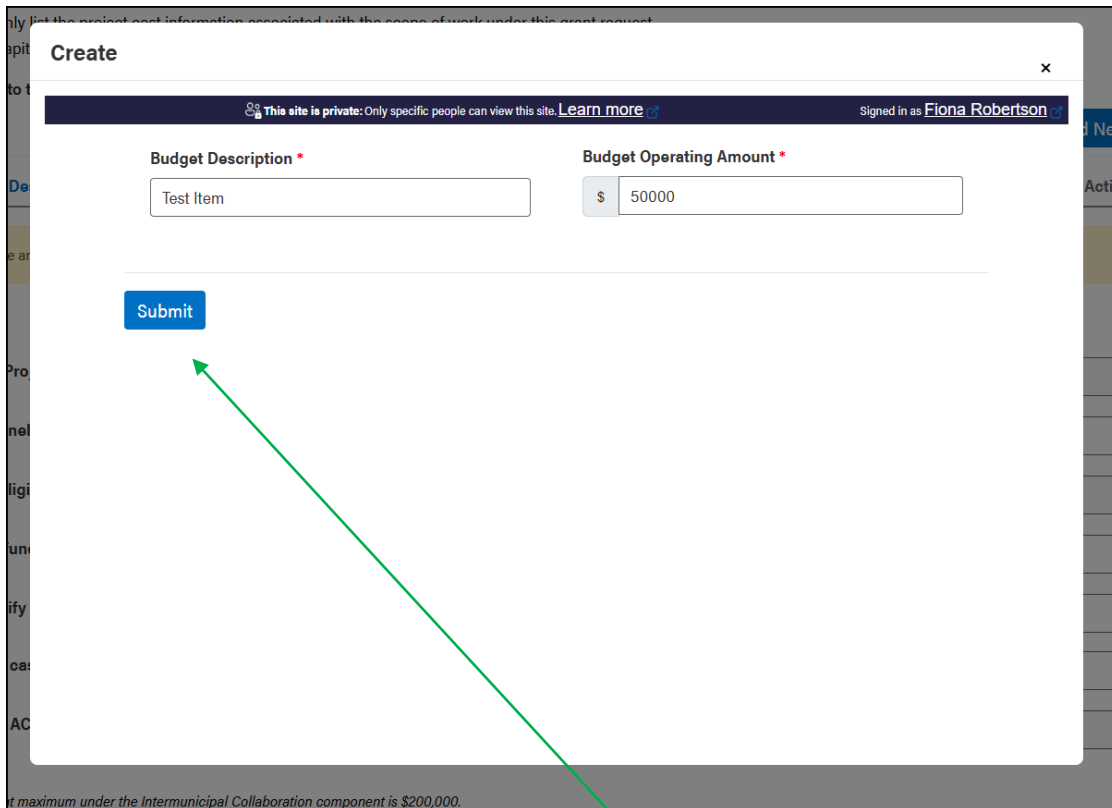
| Item Description | Estimated Item Cost | Actions |
|----------------------------------|---------------------|---------|
| There are no records to display. | | |

Total Project Costs (a)

Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines) (b)

ACP eligible costs (a-b) (c)

A new pop-up box will open, where the user will be prompted to input their budget items. Please note that different budget information is required for different ACP grant components. Examples shown here are for the Intermunicipal Collaboration component; the appearance of this pop-up box for other components will vary but the functionality is the same.



Create

This site is private: Only specific people can view this site. [Learn more](#) Signed in as [Fiona Robertson](#)

Budget Description *

Budget Operating Amount *

Submit

Maximum under the Intermunicipal Collaboration component is \$200,000.

To add the budget item to the application, click **Submit**.

The new budget item will now appear in the application form, and the form information that follows will auto-populate, as shown here:

| Item Description | Estimated Item Cost | Actions |
|------------------|---------------------|----------------------------------|
| Test Item | \$50,000 | <input type="button" value="v"/> |

Total Project Costs (a)

Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines) (b)

ACP eligible costs (a-b) (c)

Total funds from other grant programs applied towards eligible costs (d)

(Identify grant program name(s) below)

Other cash contributions towards eligible costs (e)

***Total ACP grant request [c - (d + e)] (f)**

*The grant maximum under the Intermunicipal Collaboration component is \$200,000.

Use the **Add New** button to add more budget items; the form will automatically calculate the amounts:

| Item Description | Estimated Item Cost | Actions |
|------------------|---------------------|----------------------------------|
| Test Item | \$50,000 | <input type="button" value="v"/> |
| Test Item Two | \$50,000 | <input type="button" value="v"/> |
| Test Item Three | \$50,000 | <input type="button" value="v"/> |

Total Project Costs (a)

Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines) (b)

ACP eligible costs (a-b) (c)

Total funds from other grant programs applied towards eligible costs (d)

(Identify grant program name(s) below)

Other cash contributions towards eligible costs (e)

***Total ACP grant request [c - (d + e)] (f)**

*The grant maximum under the Intermunicipal Collaboration component is \$200,000.

After the application form has been completed, it can be submitted by clicking the **Submit** button at the bottom of the form.

APPLICATION CERTIFICATION

Signing Officer Type *

CAO

I, Fiona Gims, the CAO of the ACME, certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Signing Officer Name: Fiona Gims

Application Signed On: 6/12/2025

Submit Save and Exit Delete

A green confirmation banner will appear, indicating that your submission was successful:

Alberta Municipal Affairs

Home My Applications - Projects and Reporting ACP Information (Village of Acme) Fiona Gims -

Form submitted successfully!

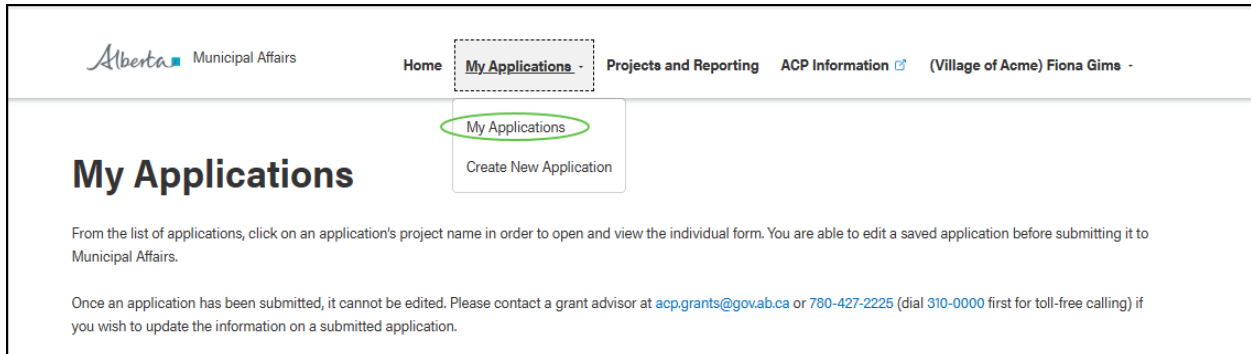
Jobs Staff directory Alberta

User will now be able to view the submission in the My Applications section (see next section).

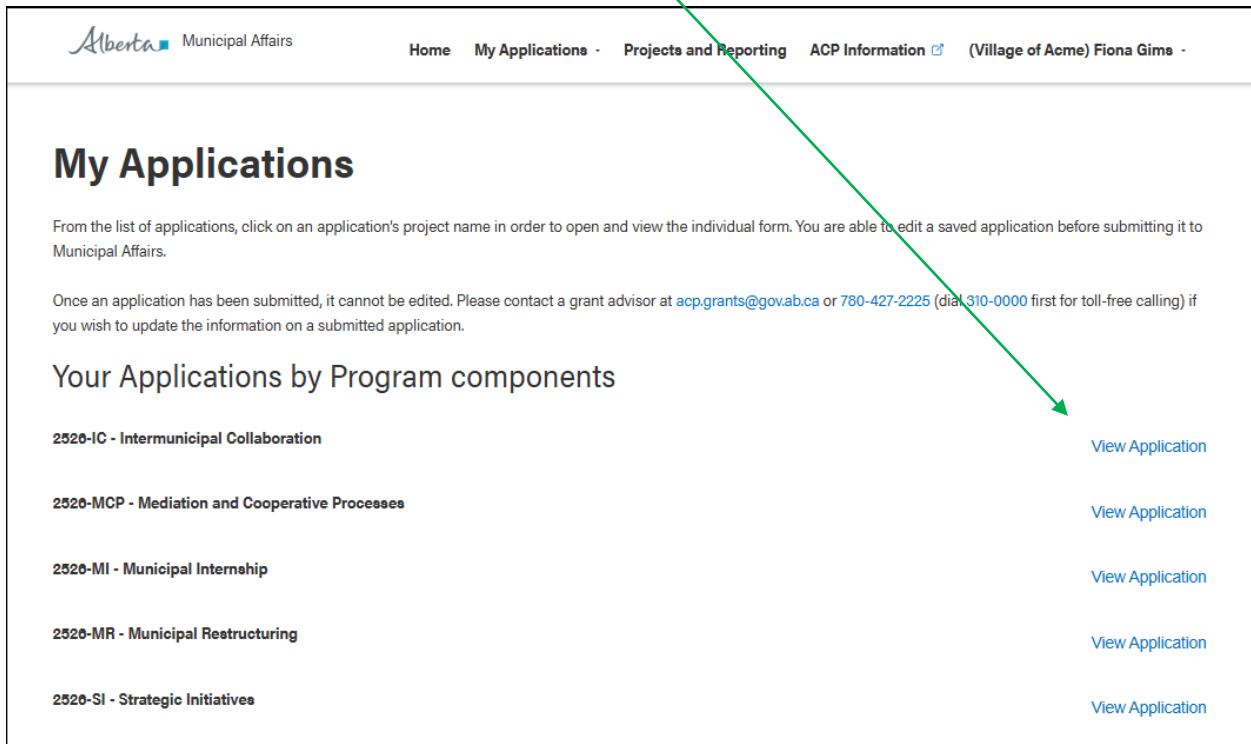
Please note: An application form cannot be edited once it is submitted to Municipal Affairs without being returned for editing by program staff. Email acp.grants@gov.ab.ca for assistance.

5. Retrieving a Saved or Submitted Grant Application

Go to the **My Applications** tab, to access previously saved or submitted applications.



The My Applications page shows the user's list of all saved and submitted content, listed by the program year and component. Click on **View Application** to view the submissions for that year and component:



Here is an example of test submissions and drafts in the Municipal Internship component:

Alberta Municipal Affairs

Home My Applications - Projects and Reporting ACP Information (Village of Acme) Fiona Gims -

My Applications

Program Name *
Municipal Internship

Applications

| Project Title | Status | Modified On | Actions |
|---|-----------|-----------------------|---------|
| Host a Municipal Intern | Draft | 6/12/2025 11:37:28 AM | ▼ |
| Host a Municipal Intern | Submitted | 5/22/2025 9:55:08 AM | ▼ |
| Host a Municipal Intern | Submitted | 5/1/2025 9:39:39 AM | ▼ |
| Host a Municipal Intern | Submitted | 4/14/2025 4:22:11 PM | ▼ |

1

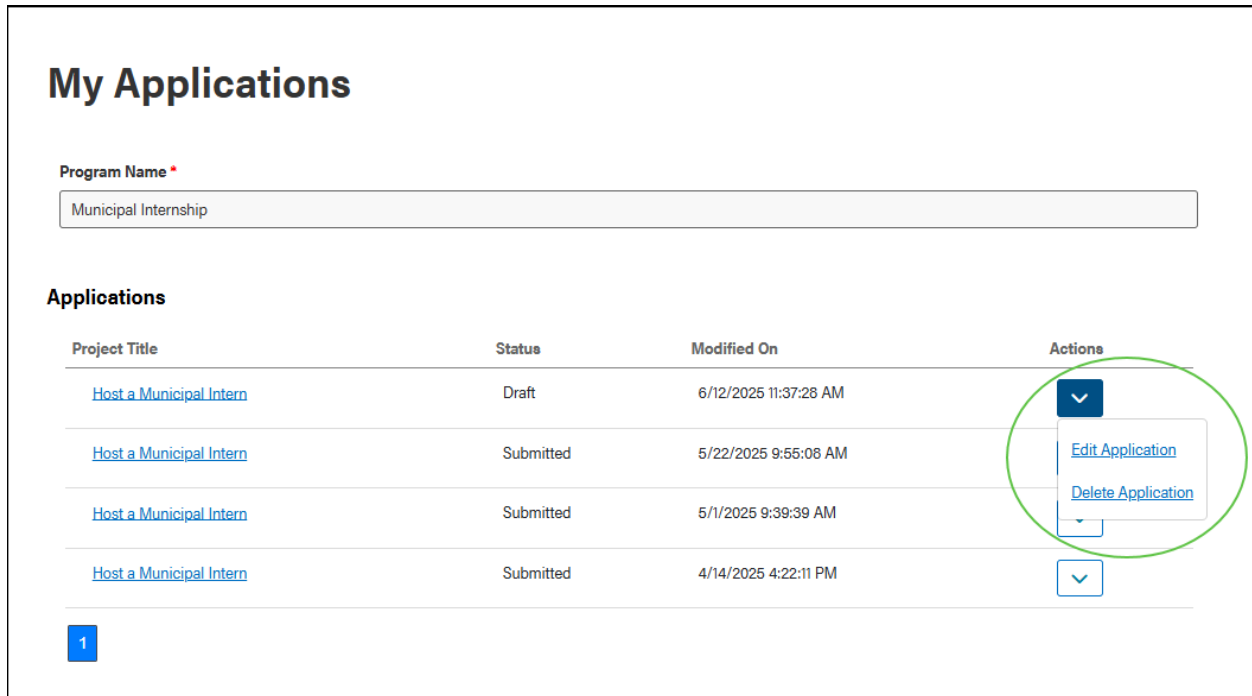
Note that each entry shows either “Draft” or “Submitted” status and includes a time and date stamp. By navigating to the Actions drop-down arrow to the right, the user can view the details of a previously submitted application:

Program Name *
Municipal Internship

Applications

| Project Title | Status | Modified On | Actions |
|---|-----------|-----------------------|-------------------|
| Host a Municipal Intern | Draft | 6/12/2025 11:37:28 AM | ▼ |
| Host a Municipal Intern | Submitted | 5/22/2025 9:55:08 AM | ▼ View Details |
| Host a Municipal Intern | Submitted | 5/1/2025 9:39:39 AM | ▼ |
| Host a Municipal Intern | Submitted | 4/14/2025 4:22:11 PM | ▼ |





By navigating to the Actions drop-down arrow to the right, the user can continue working on or delete their saved draft:



My Applications

Program Name *
Municipal Internship

Applications

| Project Title | Status | Modified On | Actions |
|---|-----------|-----------------------|---|
| Host a Municipal Intern | Draft | 6/12/2025 11:37:28 AM |  |
| Host a Municipal Intern | Submitted | 5/22/2025 9:55:08 AM |  Edit Application Delete Application |
| Host a Municipal Intern | Submitted | 5/1/2025 9:39:39 AM |  |
| Host a Municipal Intern | Submitted | 4/14/2025 4:22:11 PM |  |

1

A saved application can be edited before submission. Once an application has been submitted, it cannot be edited unless it is returned to the user by Municipal Affairs. Please contact a grant advisor at acp.grants@gov.ab.ca if you wish to update the information on a submitted application.

6. The Projects and Reporting Page

NOTE: the Statement of Funding and Expenditures (SFE) will be referred to going forward as a Statement of Expenditures and Project Outcomes (SEPO). We are currently updating our materials to reflect this change; users may see either term in use throughout this guide and in ACPO until we have completed these changes.

Under the **Projects and Reporting** tab, a list of existing ACP-funded projects sorted by program component appears.

Alberta Municipal Affairs Home My Applications Projects and Reporting ACP Information Village of Acme Fiona Gims

Projects and Reporting

From the list of projects, click on a project name in order to open the individual Project Summary. The Project Summary includes reporting, payment, and agreement summary information.

To access a reporting form (Statement of Funding and Expenditures (SFE) form), click on the link labeled "SFE" under the Reporting heading of the Project Summary.

You are able to edit a saved SFE before submitting it to Municipal Affairs. Once an SFE has been submitted, it is no longer available for editing. Please contact a compliance advisor at acp.grants@gov.ab.ca or 780-422-7125 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted SFE.

Available Program Components

[Click here to view the Applicant Project Summary](#)

- > 1917-IC - Intermunicipal Collaboration
- > 1917-MI - Municipal Internship
- > 2021-IC - Intermunicipal Collaboration
- > 2526-IC - Intermunicipal Collaboration
- > 2526-MCP - Mediation and Cooperative Processes

First, click on the year and component to expand the list of projects for that year. Then, select the link (blue font) to the desired project to open the submission.

| Project Name | Status |
|---|----------------------------|
| 2526-MI-27-Village of Acme-Host a Municipal Intern[Application] | Under Review - Application |
| 2526-MI-39-Village of Acme-Host a Municipal Intern[Application] | Under Review - Application |
| 2526-MI-44-Village of Acme-Host a Municipal Intern[Application] | Received |

Once opened, the Project Summary contains the following sections:

- Reporting – to view, edit and submit reporting for a project.
- Payments – to view a summary of payments for an ACP funded project.
- Agreement Summary – contains summary information for the conditional grant agreement (CGA) or amended conditional grant agreement (ACGA).
- Amendments – to view, edit and submit requests for amendments.

Click [here](#) to Amend the Project.

Project Summary

Name
2526-IC-70-Village of TEST Submission

Stage *
Project

Program *
2526-IC - Intermunicipal Collaboration

Status Reason
In Progress

Organization *
Village of TEST Submission

Reporting

| Reporting Due Date ↑ | Type | Status | Actions |
|----------------------------|---------|-----------|-------------------|
| 10/31/2028 | SFE SFE | Submitted | ▼ |

Payment

| Payment Request# | Type | Status | Paid On | Net Amount ↑ |
|------------------|---------|------------|---------|--------------|
| PR-25-6145 | Payment | Processing | | \$200,000 |

Agreement Summary

Agreement

| Agreement No ↑ | Type | Start Date | Completion Date | Status Reason | Provincial Share Amount |
|----------------|------|------------|-----------------|---------------|-------------------------|
| A2515037 | CGA | 4/1/2025 | 8/31/2028 | Executed | \$200,000 |

Amendment

| Name | Status Reason | Modified On ↓ | Modified By | Actions |
|----------------------------------|---------------|---------------|-------------|---------|
| There are no records to display. | | | | |

7. Submitting a Statement of Expenditures and Project Outcomes (SEPO) Form

NOTE: the Statement of Funding and Expenditures (SFE) will be referred to going forward as a Statement of Expenditures and Project Outcomes (SEPO). We are currently updating our materials to reflect this change; users may see either term in use throughout this guide and in ACPO until we have completed all of these changes.

Statement of Expenditures and Project Outcomes (SEPO) forms are used to report on ACP funded projects. To access the SEPO form for a project, navigate to the Reporting section in the Project Summary. The user can either click the date in blue font or use the Action drop-down arrow to select **View Details**.

| Reporting Due Date ↑ | Type | Status | Actions |
|----------------------------|---------|-----------|------------------------------|
| 10/31/2028 | SFE SFE | Submitted | View Details |

| Payment Request# | Type | Status | Paid On | Net Amount ↑ |
|------------------|---------|------------|---------|--------------|
| PR-25-6145 | Payment | Processing | | \$200,000 |

All projects that are **In Progress** will show a draft SEPO in this section, which can be edited and saved. When a project is finished, the user will open the draft, fill in all required information, and submit. In the example shown above, the SEPO has already been submitted; new SEPOs will show a **DRAFT** status (refer to screenshot shown on page 24).

All required information in the SEPO is denoted by a red asterisk (*), as shown in the example of a draft SEPO on the following page. Fields that are pre-filled with information pulled from the project or auto calculated are denoted by a pale pink background; these fields are locked for editing and cannot be altered.

The SEPO captures a summary of the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funds becomes part of the funding available to apply to project costs.

Statement of Funding and Expenditures

For approved multi-year funded projects, subsequent year's funding is conditional upon submission of an Interim SFE that confirms the prior year's project funding has been expended as per the terms of the conditional grant agreement. The Final SFE is due 60 days after project completion.

PROJECT DETAILS

| | | |
|---|---|---------------------------------|
| Program Intermunicipal Collaboration | Program Year FY2025 | Project No 2526-IC-50 |
| Grant Recipient County of TEST Submission | Project Name TEST Submission | |
| Project Start Date * 4/1/2025 | Project End Date * 12/31/2027 | Type SFE SFE |

PROJECT COSTS, FUNDING SOURCES AND FUNDING APPLIED

| | | |
|---|---|--|
| Total Actual Project Costs (A) * \$ 0 | Ineligible Project Costs (B) * \$ 0 | Eligible Project Costs Funded from other Grant Programs (C) * \$ 0 |
| Eligible Project Costs to be Funded from Grant Recipient Sources (D) * \$ 0 | Net Eligible Project Costs to be Funded from ACP (E) (E=A-B-C-D) \$ 0 | ACP Grant Amount (F) * \$ 200,000 |
| Credit Items (Including Income Earned) (G) * \$ 0 | Total Funding Available (H=F+G) (H) \$ 200,000 | ACP Grant Applied (Including Income Earned) (I) * \$ 0 |
| Variance (J) (J=H-I) \$ 200,000 | | |

CERTIFICATION

In this example, pale grey fields include most of the project information, which are automatically filled, and fields that will auto-calculate based on the information added to other fields.

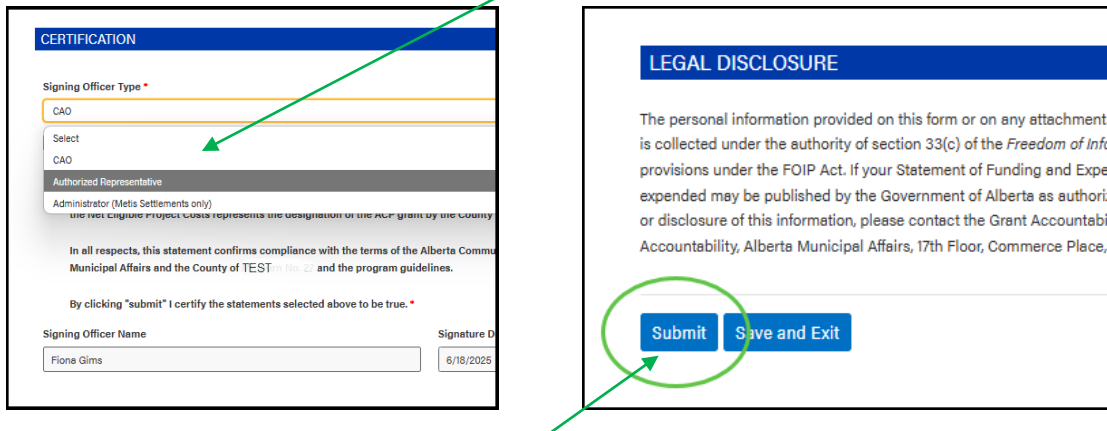
Instructions for each field are outlined at the bottom of the page:

COLUMN EXPLANATION

- Column (A) - Total Actual Project Costs:** The total expended on the project including ineligible costs, costs that were funded by other grant programs and costs, that were funded by Grant Recipient sources (excluding costs that were funded by other entities)
- Column (B) - Ineligible Costs:** The portion of project costs from Column (A) that were ineligible for ACP funding (refer to the ACP Program Guidelines).
- Column (C) - Project Costs Funded from Other Grant Programs:** The portion of eligible project costs from Column (A) that were, or will be funded from federal or other provincial grant programs.
- Column (D) - Eligible Project Costs to be Funded from Grant Recipient Sources:** The portion of eligible project costs from Column (A) that will be funded from Grant Recipient sources including the Cost-Shared Contribution.
- Column (E) - Net Eligible Project Costs to be Funded from ACP:** The net amount of project costs incurred that are eligible for ACP funding.
- Column (F) - ACP Grant Amount:** The ACP grant amount approved for this project.
- Column (G) - Credit Items Including Income Earned:** Any credit items that result in net proceeds to the Grant Recipient in the reporting year, such as income earned on deposits and investments, and income derived from capital assets. See section 6.2 of the ACP Grant Program Guidelines.
- Column (H) - Total Funding Available:** a calculated total of Columns (F) and (G).
- Column (I) - ACP Grant Applied (including income earned):** The total amount of the ACP grant applied to eligible project costs.
- Column (J) - Variance:** The calculated difference of Column (H) minus Column (I) that represents the amount of grant surplus, if greater than \$0.

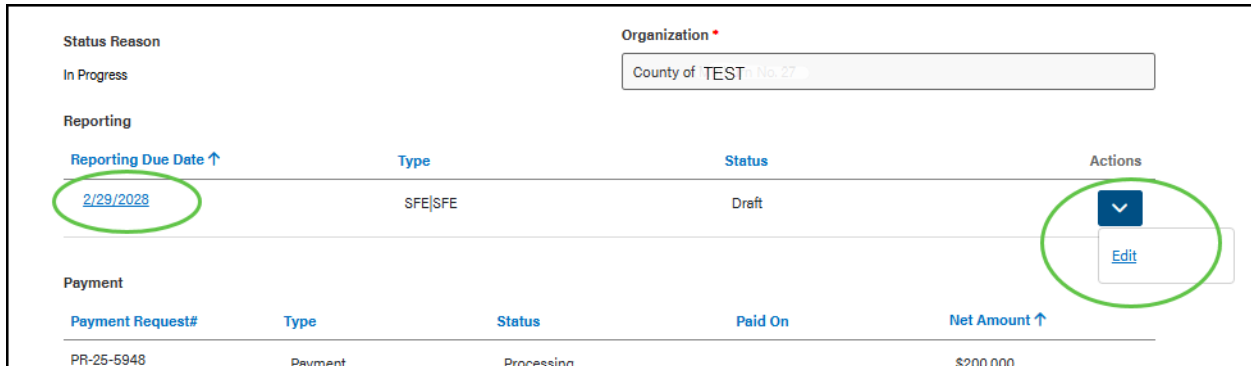
LEGAL DISCLOSURE

To certify, select the appropriate **Signing Officer Type** from the drop-down menu.



When complete, the user can choose to **Submit** (or **Save and Exit** the form to submit later).

To access a draft SEPO, go to the Projects and Reporting tab, select the relevant year and grant component, and then select the Project link to access the Project Summary page for that project. The draft SEPO appears in the Reporting section, as shown below:

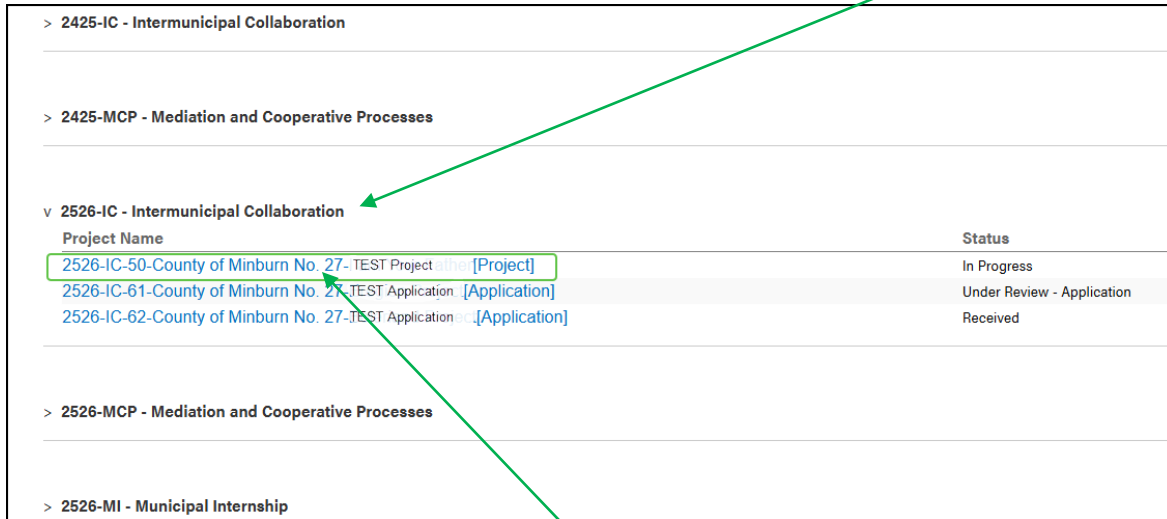


A saved SEPO can be edited before it is submitted to Municipal Affairs. Once an SEPO has been submitted, it is no longer available for editing without being returned by program staff. Please contact a grant compliance advisor at acp.grants@gov.ab.ca for assistance.

8. Submitting Amendment Requests for Ongoing Projects

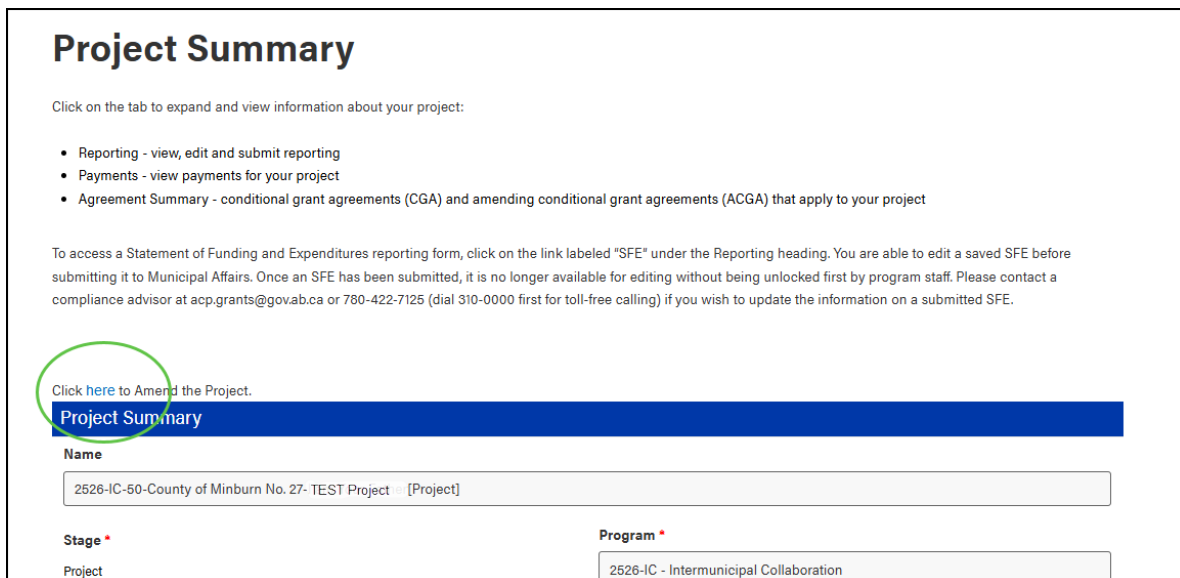
Certain ACP approved projects can be amended for time extensions, scope changes and requests for additional funds.

First, locate the project on the **Projects and Reporting** page. Click on the Program year and grant component first to expand the list of submissions available.



| | |
|---|----------------------------|
| > 2425-IC - Intermunicipal Collaboration | |
| > 2425-MCP - Mediation and Cooperative Processes | |
| v 2526-IC - Intermunicipal Collaboration | |
| Project Name | Status |
| 2526-IC-50-County of Minburn No. 27- TEST Project [Project] | In Progress |
| 2526-IC-61-County of Minburn No. 27- TEST Application [Application] | Under Review - Application |
| 2526-IC-62-County of Minburn No. 27- TEST Application [Application] | Received |
| > 2526-MCP - Mediation and Cooperative Processes | |
| > 2526-MI - Municipal Internship | |

Then, from the list of projects, click on the project name (blue font) to open the Project Summary for that specific project.



Project Summary

Click on the tab to expand and view information about your project:

- Reporting - view, edit and submit reporting
- Payments - view payments for your project
- Agreement Summary - conditional grant agreements (CGA) and amending conditional grant agreements (ACGA) that apply to your project

To access a Statement of Funding and Expenditures reporting form, click on the link labeled "SFE" under the Reporting heading. You are able to edit a saved SFE before submitting it to Municipal Affairs. Once an SFE has been submitted, it is no longer available for editing without being unlocked first by program staff. Please contact a compliance advisor at acp.grants@gov.ab.ca or 780-422-7125 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted SFE.

Click [here](#) to Amend the Project.

Project Summary

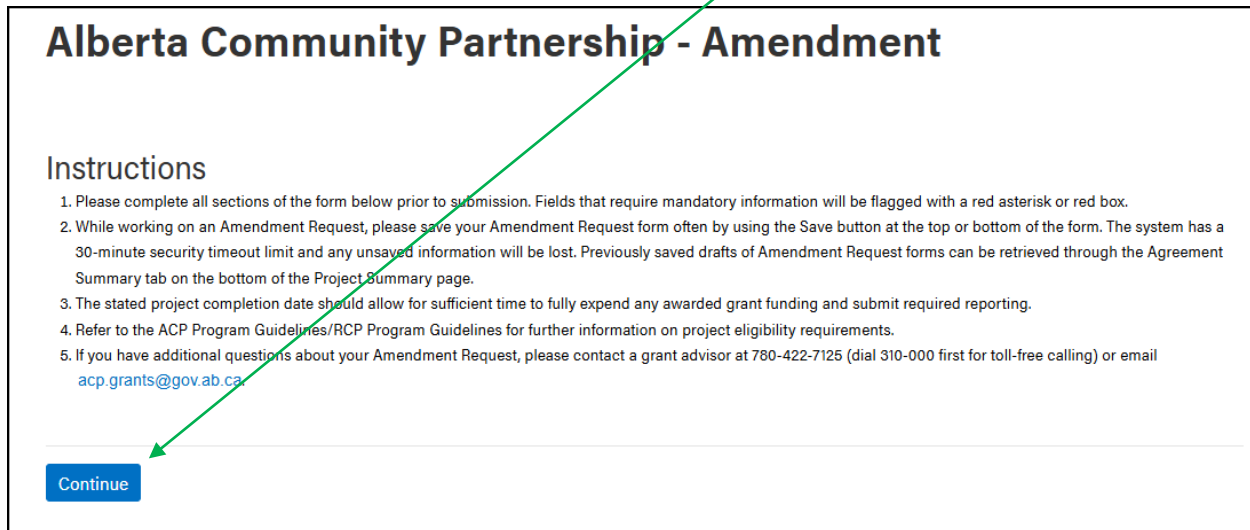
Name
2526-IC-50-County of Minburn No. 27- TEST Project [Project]

Stage *
Project

Program *
2526-IC - Intermunicipal Collaboration

From the Project Summary page, click the link above the blue banner to amend the project. Please note that the link to amend a project will only appear if the project *can* be amended.

User will be redirected to an instruction page; click **Continue** to open the form.



Alberta Community Partnership - Amendment

Instructions

1. Please complete all sections of the form below prior to submission. Fields that require mandatory information will be flagged with a red asterisk or red box.
2. While working on an Amendment Request, please save your Amendment Request form often by using the Save button at the top or bottom of the form. The system has a 30-minute security timeout limit and any unsaved information will be lost. Previously saved drafts of Amendment Request forms can be retrieved through the Agreement Summary tab on the bottom of the Project Summary page.
3. The stated project completion date should allow for sufficient time to fully expend any awarded grant funding and submit required reporting.
4. Refer to the ACP Program Guidelines/RCP Program Guidelines for further information on project eligibility requirements.
5. If you have additional questions about your Amendment Request, please contact a grant advisor at 780-422-7125 (dial 310-000 first for toll-free calling) or email acp.grants@gov.ab.ca.

[Continue](#)

Selecting the **Amendment Request Type** will automatically adjust the form content. Please note that the request for additional funds is only for the MCP component.



AMENDMENT REQUEST TYPE

Request for Time Extension *

Request for Scope Change *

Request for Additional Funds (MCP only)

All required information, as denoted by red asterisks (*), and the certification section must be filled in to submit the request.

The form can be saved for later editing, deleted, or submitted using the buttons at the bottom of the page.



[Submit](#) [Save and Exit](#) [Delete](#)

LEGAL DISCLOSURE

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by email at acp.grants@gov.ab.ca, or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

9. Contact Us

For assistance with using ACPO, email acp.grants@gov.ab.ca or call 780-422-7125 (dial 310-0000 first for toll-free calling) to speak with a grant advisor.