

## Sylvan Lake Community Grant Guidelines

Sylvan Lake Community Grants help make communities across Central Alberta a great place to live for everyone by enhancing the belonging of all citizens and strengthening the nonprofit and voluntary sectors.

### From Application to Grant:

Applications are reviewed by the CFCAB Grants Committee, which is comprised of board directors and members of the community. The committee considers all eligible applications and makes recommendations to the Board of Directors. Once approved, all applicants will be notified, regardless of whether or not they receive funding.

### Grant Application Deadlines:

We accept Sylvan Lake Community Grant applications once a year.

- October 15

### Prior to applying:

Before spending valuable time completing a grant application, please read through the following information and answer the questions to determine whether your organization and project meet our eligibility requirements. We encourage you to contact CFCAB with any questions you may have.

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### STEP 1: IS YOUR ORGANIZATION ELIGIBLE FOR FUNDING?

- Are you a registered charity with Canada Revenue Agency at the time of application?
  - A complete list of Canadian Registered Charities is available online [Government of Canada - List of charities and qualified donees](#)
- Will this project provide services within Sylvan Lake and surrounding areas?
- Does your project:
  - Align with the CFCAB mission and vision ([Our Vision, Our Mission](#))
  - Have a focus on collaboration with services already available to the community, as not to duplicate efforts
  - Demonstrate that the initiative addresses a need that has been identified by the community
  - Demonstrate readiness, good planning, financial accountability, and secure leadership

*(If your organization is eligible for funding, please continue to Step 2)*

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## STEP 2: IS YOUR PROJECT ELIGIBLE FOR FUNDING?

To help you determine if your project is eligible, please review the following lists:

### **What will we fund:**

- Innovative new projects
- Short-term projects
- Seed funding for long-term projects
- Equipment-based projects
- Focus on a vibrant, healthy, caring community

### **What we normally do not fund:**

- Ongoing core administrative expenses
- Partisan political or singular direct religious activities
- Building an endowment, fundraising expenses
- Debt reduction or emergency funding
- Large capital campaigns

Grant funds may only be used for expenses incurred after the CFCAB's final grant decision dates.

*(If you believe your project is eligible, please continue to Step 3)*

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## STEP 3: DOES YOUR PROJECT DISPLAY THE FOLLOWING STRENGTHS?

The Grants Committee will use the following criteria to assess both your organization and your project. CFCAB is interested in supporting projects that demonstrate at least one – but typically many – of the following:

- Contributes to a vibrant, healthy, caring community
- Helps to fulfill the mission and mandate of your organization
- Improves the services offered by your organization
- Is evidence-based and has an evaluation component that provides output and outcome data
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates a search for funding from sources other than CFCAB
- Demonstrates an investment in the project through contributions from your organization, the community, and/or support from other funding sources
- Is well developed, achievable within the next year and
  - Proposes an innovative and practical solution with specific strategies and outcomes
  - Strengthens your organizational capacity
  - Promotes collaboration and sharing among agencies

*(If you believe your project fits within the above criteria, please continue to Step 4)*

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## STEP 4: COMPLETING YOUR GRANT APPLICATION

You can access the grant application through our website [www.grantinterface.ca](http://www.grantinterface.ca) by registering to the Grant portal. The application process has two steps:

**Step 1:** Complete the Letter of Intent (LOI)

- A brief description of the project (Who, What, When, Where, How)

**Step 2:** Once the project's eligibility has been approved, you will be invited to complete the full application.

Feedback from Step 1 is approximately seven working days so please give yourself sufficient time to complete the full proposal by the application deadline. **Late and/or incomplete applications will not be accepted.**

After an initial review, the Grants Committee may require further information, a site visit, and/or an interview.

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## NOTIFICATION, RECOGNITION, REPORTING:

- Each successful applicant will be required to sign a formal Grant Agreement prior to disbursement.
- Once the project is completed, a final report must be submitted in full by the date identified on your dashboard of your online grant account. *Late or incomplete reports could affect future grants.*
- For previous grant recipients who have not submitted their final report, you may apply for another grant, but you won't receive funding until the final report has been submitted.

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## CONTACT US

Your application has the best chance of receiving funding if you follow these steps and your submission is clear and accurate. Grant applicants are invited to contact the CFCAB office with questions at any point during the application process – we are here to help!

Contact: Jael Macauley, Administration | Phone: 403-341-6911 | Email: [jaelmacauley@cfcab.ca](mailto:jaelmacauley@cfcab.ca)