

**Community Social
Development**



Make your Mark:

One-time Grant Funding Opportunity

**Application Information
Package**

Revised: December 2024

Grant Goals

- Support not-for-profit organizations in the development of their strengths and capacities to provide services for their members and community;
- Provide financial assistance for not-for-profit organizations in their efforts to renovate or retrofit facilities, or to purchase major equipment required for effective operation of community facilities and services to enable service provision for their members and the community; and
- Prioritize capital development support of proposed projects that increase the inclusivity, diversity, equity and/or accessibility of recreational, educational and wellbeing opportunities for community members.

Organizations Eligible for Funding

A not-for-profit community organization legally registered (and in good standing) under one of the following:

- *Societies Act of Alberta*
- *Business Corporations Act of Alberta, Part 21*
- *Special Act of the Parliament of Canada* (e.g. service club)
- *Special Act of the Alberta Legislature*

The organization's primary mandate is to provide sports, recreation, arts, cultural, family, economic development, environmental, tourism, and/or community services.

Facilities Eligible for Funding

- Indoor and outdoor facilities, technology and major equipment used for sports and recreation, arts and culture, family and community services and located within Lethbridge city limits. The facility and/or area must be under the organization's jurisdiction and be accessible to the general public through land ownership, long-term lease or another instrument of occupation.

Projects Eligible for Funding

- Facility expansion - expansion of an existing facility beyond the existing footprint
- Retrofit existing facility space - redevelop existing space for a new use or purpose
- Renovate existing facility space - remodel or restore condition of space
- Facility technology upgrade - upgrade facility mechanical, security and other systems
- Major equipment - replacement or addition of major equipment supporting program and maintenance programs and services which have a lifespan of five years or greater
- Furniture, Fixtures, and Equipment (FF&E) - movable furniture, fixtures or other equipment which have no permanent connection to the structure of a building (e.g., - desks, chairs, computers, electronic equipment, etc.). FF&E expenses are restricted to 10% of eligible project budget unless otherwise authorized in writing by the City.

Projects NOT eligible for Funding

- new facility construction
- individual or team equipment, tools/utensils, and small equipment,
- office equipment and supplies
- clothing
- entertainment and gaming systems
- artwork, signage, books
- debt retirement

Level of Funding

Grant Allocation

- Applicants may not apply for both MYM and CCPG funding for the same project.
- Applicants are not permitted to submit more than two (2) MYM applications, each of which must be for a unique project.
- Applicants with an uncompleted CCPG project are required to receive authorization from administration in writing prior to application to the MYM program.
- Approved applications will be funded by MYM at a rate of up to 100% of actual total project expenditures.
- The maximum amount of MYM contribution for capital projects is \$50,000 of approved eligible costs, per project.
- Approved applications with a project budget exceeding awarded MYM funding must demonstrate secured funding for the balance of the project not funded by MYM, prior to initial disbursement.
- Other City of Lethbridge funds cannot be used for matching, if applicable.
- Initial funding disbursement of 90% of awarded MYM funding shall be provided following execution of the grant funding agreement and completion of any required actions contained therein.
- Final disbursement of 10% of eligible funds will be provided following the receipt and City approval of a final report evidencing project completion, to the City's satisfaction.
- The City reserves the right to require additional project information, or to inspect the completed project, as part of the final report review.
- Any disbursed MYM funds determined to have been used for ineligible expenses, at the City's sole discretion, must be returned.

City of Lethbridge operating or capital budget funds cannot be used as matching

An organization's contribution may be in the form of any combination of money, external donations, services, and materials. The volunteer labour must be directly related to the project for which the funding is being requested. The valuation of the volunteerism and donations is based on:

- Unskilled Labour - Minimum Wage as per the Government of Alberta's Employment Standards regulation shall be used for unskilled labour donations working directly on the project (must report actual hours in final report);

- Skilled Labour - Market Rate evidenced by an in-kind invoice shall be used for skilled labour donations working directly on the project.
- Other Donations - Market Rate evidenced by an in-kind invoice for materials, supplies, heavy equipment rental, professional services, etc.

Those NOT eligible for matching purposes:

- Time, labour, or other donations from the applicant organization;
- Field trips/tour costs;
- Advertising or promotional cost; and/or
- Other municipal funds or services.

Funds will not be released in advance of confirmation of matching funding, if applicable

Operating Cost Responsibility

Operating costs resulting from completion of the project must be identified and a financial plan must be provided detailing how the organization intends to meet the costs. Impact on the municipal operating budget and the organization's ability to operate will be considered in the criteria for evaluation.

Payment Schedule

Following the approval of a Community Capital Grants Project application by the City of Lethbridge, payments for the project will be issued in the following manner:

1. First Payment (90%) - Initial funding disbursement of 90% of awarded MYM funding shall be provided following execution of the grant funding agreement and completion of any required actions contained therein. Evidence of matching funding shall be due to the City by the end of the same calendar year when funding was approved by the City.
2. Second Payment (10%) - Final disbursement of 10% of eligible funds will be provided following the receipt and City approval of a final report evidencing project completion, to the City's satisfaction. The Project Summary Report will require City approval prior to the remittance of the final payment. The final report shall be due to the City by the end of the 1st calendar year following the year when funding was approved by the City.

Example Timeline:

1. Application Deadline: March 31, 2025
2. Award Letters Issued to successful applicants on or before May 16, 2025
3. First payment claim due to City on or before December 31, 2025
4. Project completion and submission of project final report and claim form due to City on or before December 31, 2026

Project Reporting and Recognition

All reporting must be in accordance with the original project budget and description as presented and approved. Credit to the City of Lethbridge for financial support will be acknowledged in any publicity prepared in relation to the project.

Grant Application & Allocation

Application

An annual deadline will be used for grant allocation and all organizations must apply to receive consideration. The application deadline is:

March 31, 2025

Applications must be fully completed through the online application form

Incomplete and/or physical applications will not be accepted. Questions can be directed to grants@lethbridge.ca.

Applications must contain an approval motion for grant submission by the organization's governing executive body, a business or strategic plan referencing the applicant's project, or an operating budget which includes the project.

Allocation Process

1. City Administration will review the organization's status and verify project details and completeness of application.
2. Each application will be assessed against an evaluation criteria by an Evaluation Committee.
3. Funding will be allocated based on evaluation criteria scoring.
4. Applicants will be notified of funding decisions six weeks after the application deadline, which will outline the approved grant amount.
5. A grant funding agreement detailing the obligations of the recipient organization will be developed and signed by the City and the successful applicant.

Due to limited funds and the high anticipated volume of applications, it is possible that not all applicants meeting the established criteria receive grant funding.

General Funding Criteria

In applying for Community Capital Project Grant Funding, note that the following will be taken into consideration in assessing your application:

- The level of impact that the grant funding will have in enhancing recreational, educational, and/or wellbeing opportunities for community members;
- The level of impact that the grant funding will have in increasing inclusivity, diversity, equity, and/or accessibility for community members;

- The level of impact that the grant funding will have in allowing the applicant organization to enhance or maintain service levels;
- The number of Lethbridge residents that will be impacted by the successful completion of the project, and the significance of that impact to each individual;
- The level of impact to the community tax base;
- The applicant's ability to accommodate project cost overruns.
- The applicant's ability to accommodate any increased operational costs as a result of the project.

Freedom of Information and Protection of Privacy Act

The City of Lethbridge operates under the *Freedom of Information and Protection of Privacy Act (FOIP)*. All records in its custody or under its control are subject to the provisions of this Act.

**For Information on the Make Your Mark: One-Time Grant Funding
Opportunity, contact:
Phone: 311
Email: grants@lethbridge.ca**



Make Your Mark: One Time Grant Funding Opportunity Application

Make Your Mark: One Time Grant Funding Opportunity

Project Name

XYZ Project

Project Address

Test1234 Avenue South, Lethbridge, AB ABC DEF

Is your Project Address the same as your Organization Mailing Address?

Yes

Organization Legal Name

XYZ Company

Incorporation Number

ABCDEFGHIJK-LMNOP

Incorporation Date

2010-01-20

Point of Contact

Name

Test 123

Email

Test123@company.ca

Phone

123-456-7891

Cell

Required Documentation and Eligibility

Project Description (500 word limit)

Test 1234 XYZ Company

Does your organization have an active, incomplete CCPG Planning or Capital Assistance Grant for the same project?

No

Does your organization have an active or incomplete CCPG Capital Assistance Grant Project?

No

Will this project benefit specific citizens/special interest groups?

Yes

Project Benefits Description

Test123

Will this project be utilized for its intended purpose, in alignment with the MYM Framework, for a minimum of 5 years?

No

Please Describe

Test XYZ

Community Benefit and Impact

Please describe the level of impact that the project will have in enhancing recreational, educational, and/or wellbeing opportunities for the community.

Test 12345

Please describe the level of impact that the project will have in increasing inclusivity, diversity, equity, and/or accessibility.

Test1

Describe how the proposed project will impact service delivery of your organization (increase or maintain current service levels) and/or how not proceeding with the proposed project will limit or decrease future service delivery.

XYZ Co.

Please identify an estimated number of individuals in the community that will be positively impacted by the project?

Test123

Will any community members be negatively impacted by the project?

No

Will this project have any impacts to the community taxbase?

No

Financial Feasibility

Will your organization have any fundraising activities and/or plans for future opportunities pertinent to this project?

No

Please Describe

Test 1234

Will Make Your Mark funding cover 100% of your total project costs?

Yes

Is your organization in position to cover cost overruns should they occur?

Yes

Will this project have an impact on your organizations operating expenses?

No

What amount of MYM funding is being requested?

\$45,000.00

Budget Details

Budget Category	Budget Amount (\$)	Budget Scope of Work Description
Construction (Expansion, Renovation, and/or Retrofit)	\$35,000.00	Test 1234
Construction (Expansion, Renovation, and/or Retrofit)	\$10,000.00	Test 1234
\$45,000.00		

Project Total Budget

\$45,000.00

[Privacy Policy](#)

Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of processing your request. If you have any questions regarding the collection or use of your personal information, please contact the City of Lethbridge FOIP Coordinator by calling 311 or 403-320-3111.