

COMMUNITY INVESTMENT PROGRAM



2026 SUBSIDIARY GRANT GUIDELINES



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1. Purpose of the Grant

The Subsidiary Grant provides funding to Municipal owned or controlled organizations to support programs and services that align with three or more Funding Priorities set by Council.

Community Investment Funding Priorities (the Funding Priorities):

- Partnership and collaboration
- Rural and Indigenous communities & relationships
- Social participation
- Community support services and wellness
- Value of culture, heritage and regional pride
- Accessibility, inclusion and belonging
- Hosting events and/or new business and visitors

2. Grant Eligibility

2.1 Eligible Organizations

Organizations must:

- Be a Municipal owned or controlled non-profit organization.
- Have been residing within the Region for a minimum of one year.
- Conduct operations within and provide services to residents of the Region.
- Not hold unrestricted net assets exceeding annual operating expenses, outlined in the most recent financial statement (unless unrestricted net assets are less than \$50,000).

Note: Internally or externally restricted net assets must be specified in the financial statements, and the organization must provide a copy of the board minutes and a written explanation detailing the purpose of the restrictions.

2.2 Ineligible Organizations

- Organizations that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by Municipality.
- Organizations that do not demonstrate adherence to policy, strategic priorities and relevant outcome measurements.
- Organizations that do not meet the minimum eligibility requirements.

2.3 Eligible Expenses

All direct expenses that are directly related to the delivery of the service, operating or maintaining a municipal facility, are considered eligible, unless otherwise listed in the Ineligible Expenses section.

2.4 Ineligible Expenses

- Alcohol
- Costumes or Uniforms including those for participants
- Debt retirement, depreciation, or financing charges
- Donations, Grant, or Scholarship to another person, group, or organization
- Financial assistance to individuals or families: Any form of financial support to sustain an individual or family
- Expenses for language training or lessons
- Fundraising Expenses
- Gifts or Gift Cards
- Land, Building or other Capital Purchases & Expenses
- Media & Print Publications including but not limited to books, magazines, documentaries, or podcasts
- Medical Equipment or Supplies, and Facilities
- Municipal Property Taxes and Levies
- Prizes or Prize Money
- Retroactive payments
- Sabbatical leave or Student Exchange
- Travel to attend events, conferences, or training courses outside of the Municipality
- Other expenses may also be deemed ineligible at the municipality's discretion

3. Funding Conditions

CIP funding is intended to promote sustainability and reduce long-term reliance on municipal grants. Organizations are expected to maximize all other available revenue sources, with CIP funding intended to address any remaining shortfall.

4. Application Process

Pre-Application Meetings and Support

During the Call for Applications, CIP staff are available to assist with any questions and provide support. Applicants are strongly encouraged to request a meeting if they are seeking more detailed information.

To schedule a pre-application meeting, please email CIP@rmwb.ca with the following details:

- Organization name
- A brief list of discussion topics
- Your availability for a meeting

Stage 1 – Application Submission

1. Review Grant Guidelines

Ensure your organization, proposed services, and associated expenses meet the eligibility requirements outlined in the grant guidelines.

2. Submit Your Application

All applications will be submitted through the CIP Grant Portal. CIP will notify you via email when the application is available in the CIP Grant Portal. Log in to your [CIP Grant Portal account](#) and complete the application.

3. Required Attachments

Submit your completed application along with the following required documents:

- Organization's Strategic or Business Plan
- Relevant budgets
- Signed Financial Statements for the most recent fiscal year-end (Year-end date must fall between July 1, 2024, and June 30, 2025).
 - If requesting over \$500,000 or more, Audited Financial Statements are required.
 - If requesting \$500,000 and less, Review Engagement Financial Statements are required.

4. Application Deadline

The CIP Grant Portal will accept applications until **4:30 p.m. on August 21, 2025**. Late submissions will not be considered. Applications not submitted by the deadline will be withdrawn by CIP.

5. Preliminary Review

CIP will review your application and supporting documents for eligibility and completeness. If clarification is required, you will be notified via email to revise your application. Revisions must be submitted through the CIP Grant Portal until **4:30 p.m. on September 8, 2025**.

Stage 2 – Council Approval

1. Applicants shall present their annual budgets to Council as part of the Annual Operating Budget Process.
2. The grant amount is subject to the availability of the funds.
3. Applicants will be notified of Council's decision following approval of the annual operating budget.

***Please note:** Since 2025 is a municipal election year, the approval of the Community Investment Program budget may be delayed. In such cases, only an interim budget may be approved initially, with the full budget possibly being finalized in early 2026. Therefore, final grant allocations and funding agreements may be postponed. Applicants are encouraged to plan accordingly, as funding decisions could be finalized later than usual. *

5. Funding Disbursement Process

Grant funding will be disbursed only to recipients in accordance with the agreement's terms and conditions.

The following requirements must be satisfied and will be verified by the Municipality prior to awarding grant funding:

- Property taxes must be current and paid.
- Utility bills must be current and paid.
- There must be no related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw, or other regulations.
- Applicants must not be a party to a legal dispute with the Municipality.
- All necessary municipal permits and permissions must be obtained and closed for the project without deficiencies.

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

6. Reporting Criteria

Grant recipients must complete the following mandatory reports in the CIP Grant Portal as per the Reporting and Monitoring requirements of their Grant Agreement:

1. **Certificate of Insurance** within 30 calendar days of receiving the request.
2. **Six-Month Report** highlighting ongoing successes and challenges.
3. **Final Report** demonstrating the use of funds and positive impact of the funded services.
 - **Required Attachments include:**
 - Examples of how the organization publicly recognized the funding considerations provided by the Regional Municipality of Wood Buffalo.
 - Refer to [Logo Request Form](#) and the [Logo Standards Guide](#) for usage.
 - The organization's Signed Financial Statements, based on the total grant received for the full grant term.
 - Organizations receiving over \$500,000 must submit Audited Financial Statements.
 - Organizations receiving between \$500,000 and less must submit Review Engagement Financial Statements.
4. **CIP may require additional reporting on a case-by-case basis.**

6.1 Final Report Evaluation

CIP will evaluate the Final Report to ensure all grant agreement obligations are met. This includes a review of the Final Report and required attachments including the organization's Financial Statements.

If revisions are necessary, you will be notified via email to revise your report with a specified due date. Should actual expenses fall below the budget or additional revenue be received after grant approval, the grant amount will be adjusted.

All funds not used for the approved purpose must be returned to the Municipality, as per the guidelines below unless the Municipality approves, in writing, their use for another purpose. Should actual expenses fall below the budget or additional revenue be received after grant approval, the grant amount will be adjusted:

- Excess funds may be requested to be returned to the municipality with a repayment letter issued as per below, unless their use for another purpose is approved by CIP in writing,
 - Amounts below \$2,500 may be forgiven
 - Amounts between \$2,500 and \$25,000 may be requested to be repaid in full
 - Amounts over \$25,000 will be requested to be repaid in full.

Once all requirements are met and any necessary repayments are received, a File Closure Letter will be issued.

Failure to meet reporting requirements may result in termination of the grant, all funds to be returned to the municipality and ineligibility for future grants.

Exceptions to these conditions are at the sole discretion of the Municipality on a case-by-case basis.

7. Acknowledgement Standards & Requirements

Grant recipients must acknowledge the Regional Municipality of Wood Buffalo (RMWB) as a funding partner in all official communications. Recipients may request the official RMWB logo via the [Logo Request Form](#) and must adhere to the [Logo Standards Guide](#).

Funding recognition:

- Issuing a news release or submitting an article to local/regional media
- Sharing acknowledgements through social media platforms (e.g., X/Twitter, Facebook, blog posts)
- Featuring the RMWB on the organization's website or in newsletters
- Displaying signage (temporary or permanent) at service locations

8. Protection of Privacy Act (POPA)

The personal information collected on the grant application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process the application and contact you if needed, during the review of the application. If you have any questions about the collection and use of personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or (587) 919-5522.

9. Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

10. Contact Information

If you have any questions, or would like clarification, please contact the Community Investment Program.

Email: CIP@rmwb.ca

Phone: Pulse at **780-743-7000** or toll-free at **1-800-973-9663**

Website: www.rmwb.ca/CIP

By Mail:

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Appendix

A1. Key Dates

Date	Key Action
July 31, 2025	CIP sends application invitation.
During Call for Applications	Pre-application meeting, information sessions, and one-on-one support (contact CIP@rmwb.ca).
August 14, 2025	Deadline for pre-application meeting.
August 21, 2025	Applications close. The deadline for submitting your application is 4:30 p.m. MST. Applications will not be accepted after this time.
August 22 – September 8, 2025	Requested application revisions from CIP, where applicable. The deadline to submit your required revisions is 4:30 p.m. MST on September 8 . Information will not be accepted after this time.
September 15, 2025	CIP completes preliminary review of applications.
Early December (TBD)*	Council Meeting – Present annual budget to Council.
Early December (TBD)*	Grant funding decision.
Early December (TBD)*	CIP sends grant agreements to applicants.
Within 30 days of execution of Grant Agreement	Grant funding distribution - 1 st Installment.
Within 30 days of request from CIP	Recipient submits Certificate of Insurance.
July 31, 2026	Recipient submits Six Month Report.
April 30, 2027	Recipient submits Final Report.
180 days following the fiscal year end of the organization	Recipient submits Financial Statements.

Date	Key Action
Within 30 days of Financial Statements due date	CIP completes Final Report review and evaluation.
Within 30 days of Financial Statements due date	CIP requests Report Revisions (if applicable) or issues a Repayment Letter (if applicable).
Within 60 days of Financial Statements due date	CIP issues File Closure Letter once all requirements are met and repayments (if any) are received.

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A2. Definitions

Agreement – The agreement between the recipient and the Municipality that sets out the terms and conditions for participating in the Community Investment Program.

Applicant – Organization incorporated as a non-profit, charitable or Subsidiary Corporation, or registered as a society under the Alberta Societies Act and in good standing under its relevant legislation who applies.

Audited Financial Statements – Financial statements audited by an independent Chartered Professional Accountant (CPA) in accordance with Section 200 of the CPA Canada Handbook – Assurance. An audit provides a professional opinion on whether the statements are prepared, in all material respects, in accordance with an applicable financial reporting framework. Statements must follow generally accepted accounting principles for non-profit organizations, be approved by the Board of Directors, and signed by the Chair and Treasurer. Final audited statements must be submitted with the CPA's audit engagement report.

Board Governance – Refers to the rules, processes, and structures that guide how a board of directors operates, including board composition, meeting procedures, and oversight responsibilities.

Certificate of Insurance – For details on the level of insurance required, please contact CIP.

Council – Mayor and Councilors of the Regional Municipality of Wood Buffalo.

Financial Statements – A structured summary of a non-profit organization's financial performance and position. It includes a minimum of Statement of Revenues and Expenditures for a period reflecting the organization's operational results (also called Statement of Operations, or Income Statement) and Statement of Financial Position at a point of time showing the organization's assets, liabilities, and net assets (also called Balance Sheet).

Good Standing – An organization has satisfied all its legal obligations.

Grant – Transfer of monies from the Municipality to an applicant for a project or purpose as per Community Investment Program requirements.

In-Kind Donation – Refers to non-monetary donations or support provided to a project or initiative. These contributions are typically goods or services rather than cash. i.e., volunteers working at an event, office space, equipment, and material.

In-Progress Revenue – Funds or income that an organization expects to receive but has not yet been fully secured or guaranteed. In-progress revenue carries more uncertainty compared to secured revenue; therefore, it is not included in the grant request calculation.

Low-Cost – Refers to a fee structure that removes financial barriers to participation, ensuring broad community access regardless of income level. Ensuring that financial limitations do not prevent community members from participating.

Member-at-large – A Member-at-Large is a full board member who does not hold a specific, defined position within the board of directors (such as President, Vice President, Secretary, Treasurer or Chair). Instead, they serve as a general member of the board, contributing to overall decision-making and governance without specific responsibilities. A Member-at-Large does not have these specific duties and instead has a broader, more flexible role within the organization.

Municipality – The Regional Municipality of Wood Buffalo.

Operating Expenses – The operating costs to run the organization for a full year, as reflected on the organization's financial statement.

Program Grants – Different grant options available under the Community Investment Program.

Recipient – An applicant approved for a grant who has signed an agreement with the Municipality.

Regional Boundary – The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.

Repayment Letter – A letter issued by the municipality requesting an organization to return all or part of the funds received through the CIP. A repayment letter will be issued after a repayment is determined when the final report is evaluated or if the organization fails to comply with the grant agreement.

Review Engagement Financial Statements - Financial statements reviewed by an independent Chartered Professional Accountant (CPA) in accordance with Section 8100 of the CPA Canada Handbook – Assurance. A review provides limited assurance and is less extensive than an audit. Statements must follow generally accepted accounting principles for non-profit organizations, be approved by the Board of Directors, and signed by the Chair and Treasurer. The finalized statements must be submitted with the CPA's review engagement report.

Restricted Net Assets – Accumulated net assets that the organization has set aside for a particular purpose or earmarked by a donor for a specific program or project, as reflected on the organization's financial statements. These assets are excluded from the calculation that determines eligibility.

Secured Revenue – Funds or income that an organization has already received or has been guaranteed through formal agreements, contracts, or commitments. This type of revenue is considered reliable and can be confidently counted on when planning budgets or financial strategies. Because it is assured, secured revenue can reduce the need for additional funding or grants.

Shortfall – An organization’s expenses exceed its revenues, resulting in a financial deficit. The grant request cannot be higher than the projected shortfall (secured revenue minus budgeted expenses).

Societies Act – A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.

Term – The effective date and duration of the agreement.

Unrestricted Net Assets – Accumulated net assets that the organization has not set aside for a particular purpose or earmarked by a donor for specific program or project, as reflected on the organization’s financial statements.