

**Community Social
Development**



Community Capital Project Grant

**Application Information
Package**

Revised: Jan 2026

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 construct, 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;
- Maximize the use of funds from other sources for investment and reinvestment in community facilities in a timely and efficient manner; and
- Prioritize planning and 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*
- *Companies Act of Alberta, Part 9*
- *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

Stream A: Planning Assistance

- Professional assistance in planning and designing capital construction projects, such as consultant fees for environmental site analysis, geotechnical reports, preliminary design, preliminary financial feasibility, or other consultant fees as approved by the City for proposed or existing facilities, which are eligible projects under Stream B of the Community Capital Projects Grant.

Stream B: Capital Assistance

- New facility construction - construction of a facility for provision of a new service or a facility to replace an existing facility
- 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

- 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

Stream A: Planning Assistance

- Applicants are not permitted to apply for both Stream A and Stream B funding during the same intake period, for the same project.
- Approved Stream A applications will be funded by the Community Capital Projects Grant on a matching basis of total cost of consultant fees- up to ½ Community Capital Projects Grant, ½ other sources.
- The maximum amount of Community Capital Projects Grant contribution for planning assistance is \$25,000 per project.
- Unspent grant funds or issued grant funds that are expended in an ineligible manner must be returned to the City of Lethbridge.

Stream B: Capital Assistance

- Applicants are not permitted to apply for both Stream A and Stream B funding during the same intake period, for the same project.
- Applicants with an uncompleted Capital Assistance project are not eligible to apply for Stream B funding, unless otherwise authorized in writing by the City of Lethbridge.
- Applicants are not permitted to apply for Stream B funding for a project if an existing Stream A grant exists with an outstanding receipt and approval of a final report, for the same project.
- Approved Stream B applications will be funded by the Community Capital Projects Grant on a matching basis up to 1/3 Community Capital Projects Grant, 2/3 other sources.
- The maximum amount of Community Capital Projects Grant contribution for capital assistance is \$200,000 per project.

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

- Before any CCPG funding is disbursed, applicants must provide acceptable evidence that all required project funding has been secured. The specific form of documentation will vary depending on the funding source, but commonly accepted examples include grant award letters and bank statements dated within the past 90 days;
- Questions regarding acceptable forms of evidence may be directed to grants@lethbridge.ca.

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%) - shall be issued following the submission and City approval of evidence of matching funding for the balance of the project not covered by the Community Capital Projects Grant amount. Evidence of matching funding shall be due to the City by the end of the subsequent calendar year following the year when funding was approved by the City. The required documentation to be provided as evidence of matching funding will vary depending on the funding source being referenced, and City Administration will work with successful applicants to ensure that they are aware of the requirements, based on their unique circumstances.
2. Second Payment (10%) - shall be issued following the completion of the project, evidenced by the submission of a Project Summary Report which shall include financial details of the project. 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 3rd calendar year following the year when funding was approved by the City.

Example Timeline:

1. Application Deadline: March 31, 2021
2. Award Letters Issued to successful applicants on or before May 12, 2021
3. Evidence of Matching Funding Due to City on or before December 31, 2022
4. Project completion and submission of project final report due to City on or before December 31, 2024

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

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 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 secure matching funds for the project; and
- 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 Community Capital Project Grant, contact:

Phone: 311

Email: grants@lethbridge.ca

Appendix A: Example Application

CITY OF

Community Capital Projects Grant Application

Main Contact

Contact 1

Name

Test Testing 123

Email

XYZcorporation@testing.com

Phone

123-456-7891

Which CCPG funding stream is being applied for?

Stream B: Capital Assistance

Is the Applicant also the owner of the property?

Yes

Eligibility

Is there an active, incomplete CCPG Planning Assistance Grant for the same project?

No

Is there an active, incomplete CCPG Capital Assistance Grant Project?

No

Project approved by organization?

Yes

Approval documentation**Will this project benefit specific citizens/special interest groups ?**

No

The applicant organization is eligible to receive CCPG funding

No

Project Information

Project Name

XYZ Project

Organization Legal Name

XYZ Corporation

Organization's Mailing Address

Test1234 Avenue South, Lethbridge, AB ABC DEF

Project Address same as Mailing Address?

Yes

Capital Assistance Category

New facility construction

Project Description

Testing 12345

Community Benefit and Impact

Impact to recreational, educational, and/or wellbeing opportunities

XYZ ABC

Impact to increasing inclusivity, diversity, equity, and/or accessibility

Testing 123

Impact to service delivery of your organization

Testing 123

Significance of Project Impact

Testing 123

Will any community members be negatively impacted by the project?

No

Financials

Project Budget Details

Budget Category	Budget Amount (\$)	Budget Scope of Work Description
New Facility Construction	\$150,000.00	Testing 12345
\$150,000.00		

Project Total Budget

\$150,000.00

What amount of CCPG funding is being requested?

\$50,000.00

Planned Funding Source Summary

Sources	Amount	Description	Status
Applicant Cash	\$25,000.00	Testing 12345	Secured
Other Grants (e.g. governmental and/or foundation)	\$25,000.00	Testing 12345	Pending Application
\$50,000.00			

Project Planned Total Funding Source

\$50,000.00

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

Yes

Please describe how this risk will be managed.

Testing 12345

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

No

Will operation of your proposed project require funding from the City of Lethbridge?

No

[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.

NOTE: All fields must be completed to be able to submit.