



Freedom To Create. Spirit To Achieve.

Regional Collaboration Program

Application Form 2011/12

<http://municipalaffairs.gov.ab.ca/municipalgrants.cfm>

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building by 2020/21. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

- 1.1 Grant Application Deadline**

The deadline for Municipal Internship is September 9, 2011.
It is recommended that applications be submitted before November 30, 2011 for the Regional Collaboration component.
Applications for other components can be submitted throughout the program year.
- 1.2 Eligibility Criteria**

Refer to the eligibility criteria at <http://municipalaffairs.gov.ab.ca/municipalgrants.cfm> for additional information.

2. Applicant Information

- 2.1 Legal name of entity
- 2.2 Legal status of entity
- 2.3 Contact name and title
- 2.4 Contact primary phone number
- 2.5 Contact email address
- 2.6 Contact mailing address
- 2.7 Contact fax number

3. Project Information

3.1 Under which program component does your project apply? Only check one.

- Regional Collaboration
- Mediation and Cooperative Processes
- Municipal Internship
- Strategic Initiatives

3.2 Is this an amendment?

- Yes No

3.3 Name of project

3.4 Project description (maximum of 250 words).

Applicants may attach additional information to the project description provided here if necessary (additional information is not required).

3.5 Project completion date (Month/DD/YYYY)

3.6 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe (maximum 100 words).

Complete the following table with project cost information. Please include dates along with the project phase milestones.

3.7 Project Milestones and Costs (see Appendix 2 of the Program Guidelines for sample)						
Project Phase Milestone	{A}	{B}	{C}	{D}		{E}
	Estimated eligible project cost (\$)	Other provincial grants expected		Non-provincial sources of funding (\$)		Funding request under this grant program [A-(C+D)]
		Grant Name	Amount (\$)	Source	Amount (\$)	
Total	\$	N/A	\$	N/A	\$	\$

Identify the functional categories of the project.

3.8 Functional category of the project	% of Total Project Costs
Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities. Governance Planning and Development	
Government-wide Objective 4: Project supporting capacity building within municipalities. Municipal Careers	
TOTAL	100%
3.9 Will the project involve the use of municipal forces to carry out the project?	N/A
If you have answered yes to this question, please attach a brief business case with this profile (refer to Program Guidelines Appendix 2) – NOT APPLICABLE TO THIS PROGRAM	

4. Functional Category Details

Identify the outputs expected from this project.

Output	Expected Quantity		Unit
	Category	Quantity	
Governance			
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols		Number of cooperation protocols established
	Other _____		Number of agreements
Policy development	New		Number of policies developed
	Revised		Number of policies revised
Revenue/cost-sharing models	Models		Number of models developed

Planning and Development			
Reports or studies	Capacity building		Number of reports/studies
	Regional collaboration		Number of reports/studies
	Cooperation assessment		Number of reports/studies
	Other _____		Number of reports/studies
Regional plans	Land Use		Number of plans developed
	Service delivery		Number of plans developed
	Business Plan		Number of plans developed
Start-up activities	Communications		Number of activities undertaken
	Information management systems		Number of systems established
Consultation	Consultations		Number of consultations undertaken
Municipal Careers			
Placement of municipal intern in a participating municipality or service agency	Administrator		Number of municipal interns
	Land Use planner		Number of municipal interns
For any of the above Functional Categories (Governance, Planning and Development, or Municipal Careers)			
Other output _____	_____		Number of _____

5. Collaboration Information

5.1 Will you be collaborating with another municipality/ organization?

Yes No

5.2 If yes, provide the names of the eligible municipalities / organizations with whom you are collaborating.

5.3 Briefly describe the nature of the collaboration (maximum of 100 words).

5.4 If there is a resulting asset, please indicate who will own the asset.

N/A

6. Supporting Documentation and Application Submission

6.1 Application Form Checklist

Did you:

Check

Ensure that the application was signed by the Chief Administrative Officer or Duly Authorized Signing Officer.

6.2 Program Component

Did you:

Check

Regional Collaboration

Complete all sections of the application form;
Complete Supplementary Form 1 (Table 1 – Participant Contributions and questions 1, 2 and 3 only), at the end of this application; and
Ensure resolutions are in place for all participating municipalities.

6.2 Program Component	Did you:	Check <input checked="" type="checkbox"/>
Mediation and Cooperative Processes	Send a letter from your municipality’s Chief Elected Official to the Minister of Municipal Affairs, describing the nature of the issue and a request for provincial government support;	<input type="checkbox"/>
	Contact Municipal Dispute Resolution Services Staff for assistance in completing the application; and	<input type="checkbox"/>
	Complete all sections of the main application form.	<input type="checkbox"/>
Municipal Internship	Complete all of Section 2 (Applicant Information);	<input type="checkbox"/>
	Complete Section 3 (Project Information) subsections:	<input type="checkbox"/>
	3.1: in full;	
	3.3: insert “hire an intern”;	
	3.8: insert 100% in “Municipal Careers”;	
	Complete Section 4 by checking either Administrator or Land Use Planner under “Municipal Careers”;	<input type="checkbox"/>
	Complete Section 5 if formally collaborating with another municipality to host an intern;	<input type="checkbox"/>
Complete Sections 6 and 7;	<input type="checkbox"/>	
Complete Supplementary Forms 2 and 3 at the end of this application; and	<input type="checkbox"/>	
Ensure that resolutions are in place for collaborative projects.	<input type="checkbox"/>	
Strategic Initiatives	Complete all sections of the application form; and	<input type="checkbox"/>
	Complete Supplementary Form 1 in full.	<input type="checkbox"/>

6.3 Method of submission Submit the grant application via mail, fax or email. Please submit your application using only one method.

6.4 Submission address
 Alberta Municipal Affairs
 Municipal Services Branch
 Municipal Grants Unit
 17th Floor, 10155-102 Street
 Edmonton AB T5J 4L4
 Fax: 780-422-9133
 Email: rcp.grants@gov.ab.ca

Reminder: Applications for the Municipal Internship component are due by September 9, 2011. It is recommended that applications be submitted before November 30, 2011 for the Regional Collaboration Component. Applications for the other components can be submitted throughout the program year.

7. Application Certification

Printed Name

Signature

Date

Chief Administrative Officer or Duly Authorized Signing Officer

I certify that the information contained in this application form is correct, that all Regional Collaboration Program funds will be used in accordance with the Regional Collaboration Program Guidelines and that the allocated grant amount will be applied in the year(s) and manner described above should this application form be accepted by the Minister.

8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Municipal Services Branch Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	rcp.grants@gov.ab.ca

Resource	Website address
Regional Collaboration Program guidelines and application form	www.municipalaffairs.alberta.ca/mc_municipal_grants.cfm
Municipal Internship	www.municipalaffairs.alberta.ca/ms/internship/
Collaborative Governance Initiative	www.municipalaffairs.alberta.ca/1488.cfm
Mediation Services for Municipalities	www.municipalaffairs.gov.ab.ca/ms/mediation
Government of Alberta Strategic Business Plan	www.finance.alberta.ca/publications/budget/budget2011/goa-business-plan.pdf
Municipal Affairs Vision, Mission, Core Business and Goals	www.municipalaffairs.alberta.ca/mc_mah_vision.cfm

9. Legal Statements

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17th floor, 10155-102 Street, Edmonton AB T5J 4L4.

Provide vendor information only if it is not on file with Municipal Affairs

10. Vendor Profile

Required information	Vendor profile information collection
Financial institution name	
Address	
City	
Province	
Postal code	
Transit number	
Account title	
Type of account	

Is your Application Complete?

Has your application been signed?

If necessary, are the completed supplementary forms attached?

Supplementary Form 1 – Regional Collaboration or Strategic Initiatives Supplementary Questions

Table 1 - Participant Contributions

Eligible and Non-Eligible Participants	Resources Committed (both financial and in-kind contributions)

1. What are the benefits that the project will provide? How significant are these benefits and how do they respond to municipal and regional needs?
2. How will project benefits be shared and used to further overall municipal sustainability?
3. Explain how the benefits realized will continue beyond the term of the project?

If this project falls under the **Strategic Initiatives Component**, also answer the following:

4. How do the project outcomes respond to provincial priorities?

Supplementary Form 2 – Municipal Internship – Project Financial Allocations

Refer to the instructions in Appendix 2 of the guidelines for completing these tables.

Table 1 - Salary and Benefits

	Provincial Grant	Municipal Contribution	Total
Salary	\$30,000	\$	\$
Benefits	\$2,000	\$	\$

Table 2 - Expenses

Expenses	Minimum	Maximum	Municipal Request	Municipal Contribution	TOTAL
Required: Recruitment	\$1,000	\$1,000	\$1,000		
Required: Relocation Costs	\$1,000	\$1,000	\$1,000		
Required: Ministry Workshops	\$1,000	-			
Required: Professional Development Courses	\$1,000	-			
Required: Conference Fees	\$1,000	-			
Required: Supervisor's travel expenses for Ministry workshops	\$1,000	\$1,000	\$1,000		
Optional: Laptop Computer (Returning hosts: Printer, Projector, Chair, Desk, Filing Cabinet)		\$2,500			
Optional: Association Membership or Meeting Fees		-			
Optional: Safety Gear		-			
TOTAL			\$11,000		

