



# COMMUNITY ENHANCEMENT PROGRAM



ALBERTA  
PACIFIC  
FOREST INDUSTRIES INC.





# Program Overview

At Alberta-Pacific Forest Industries Inc. (Al-Pac), we understand the value of being a good neighbour and have a strong tradition of supporting communities near our Millsite. We care about how we interact with our neighbours, surrounding communities and the environment.

Al-Pac invests in initiatives that focus on education, culture, environment and health and wellness. These funding priorities reflect our commitment to being actively engaged in the development of sustainable communities where we live and operate.

In 2011, we introduced our Community Enhancement Program (CEP). The program supports small-scale projects that include, but are not limited to: small scale non-profit facility upgrades, expansion and development projects within a 100 km radius of our Millsite.

## **GROUP AND PROJECT ELIGIBILITY:**

- » The non-profit organization must be within a 100 km radius of the Al-Pac Millsite.
- » The project must involve small-scale facility upgrades, expansion or development.
- » The appropriate municipal authority must permit any project construction.
- » The non-profit organization must be open to all community members.
- » The project must enhance the overall quality of life for community residents.

## **GROUP AND PROJECT INELIGIBILITY:**

- » Programming, staffing and operational costs
- » Purchase of land
- » Private or for-profit enterprises
- » Religious, sacramental or exclusive (fraternal) organizations

## **FUNDING FORMULA:**

Qualified organizations can apply to the program for a maximum of \$25,000. Applications showing combined fundraising efforts will be given preference (public, private and people sectors). Proposals will be prioritized according to funding goals and community need.

## **DEADLINE:**

Applications for the Community Enhancement Program will be accepted throughout the year, with funds disbursed in May and October. The deadlines for applications are April 15 for the May CEP and September 15 for the October CEP.



# CEP Application | Conditions

## CONDITIONS

Upon receiving the grant, the recipient must contact the local print media for a cheque presentation to promote the program.

## WITHIN ONE YEAR, THE GRANT RECIPIENT IS REQUIRED TO:

- » Utilize the funds as set out in the grant application
- » Submit a photo or summary on the status of the project
- » Submit a charitable tax receipt (if applicable)
- » Agree to reimburse AI-Pac in the event that the project is delayed or cancelled
- » Display an acknowledgement at the facility location to AI-Pac for funding the project

The acknowledgement must use the official AI-Pac logo (standards apply), and it must be professionally designed /constructed / printed. The acknowledgement can be permanent, but it must be displayed for a minimum of ten years.

## HOW DO NON-PROFIT ORGANIZATIONS APPLY FOR FUNDING?

Complete the following application form and include any supporting documentation in your submission. Scan and email your application before the deadline to [Community.relations@alpac.ca](mailto:Community.relations@alpac.ca). Please indicate CEP Grant Application in the email subject line. You can also mail your application to:

Alberta-Pacific Forest Industries Inc.  
Community Enhancement Program  
Attention: Community Relations  
PO Box 8000  
Boyle, AB T0A 0M0





# CEP Application | About

**ORGANIZATION NAME:** \_\_\_\_\_

**ORGANIZATION LOCATION:** The organization is located within the required 100 km radius of the Al-Pac Millsite: ☐ Yes ☐ No ☐ Unsure

Mailing Address: \_\_\_\_\_

**ORGANIZATION CONTACT INFORMATION:** Contact name: \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**CHARITABLE OR NON-PROFIT STATUS INFORMATION:** Charitable or non-profit number (if applicable): \_\_\_\_\_

We are able to provide Al-Pac with a charitable tax receipt: ☐ Yes ☐ No

**ABOUT THE PROJECT:** The project is best described as a (circle one): facility upgrade / expansion / other. If selected other, please describe: \_\_\_\_\_

Please tell us about the project (description/purpose): \_\_\_\_\_

**ORGANIZATION INFORMATION:** Is the organization open to all community members? ☐ Yes ☐ No

Please tell us about the organization undertaking the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





# CEP Application | Project Impact

**COMMUNITY NEED:**

Who will benefit from this project? \_\_\_\_\_

How will this project enhance the quality of life for community residents? Please attach a separate sheet if necessary. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MUNICIPAL APPROVALS:**

Is this project permitted by the appropriate authority (i.e.: municipality), or is it proposed?

This project is:    ☐ Permitted    ☐ I have attached a copy of the approved permit

This project is:    ☐ Pending municipal approvals

Project start date: \_\_\_\_\_

Project completion date: \_\_\_\_\_

**3-P INVOLVEMENT:**

Please tell us how the project will involve other sectors (financial, in-kind, etc.):

Public: \_\_\_\_\_

Private: \_\_\_\_\_

People (volunteers): \_\_\_\_\_







# CEP Application | 3-P Involvement

## 3-P Involvement - Public

Public (list confirmed government grants or other public funding received or committed):

We have provided written copies of PUBLIC funding commitments: ☐ Yes ☐ No

## 3-P Involvement - Private

Private (list confirmed funding received or committed to by the private sector):

We have provided written copies of PRIVATE funding commitments: ☐ Yes ☐ No

## 3-P Involvement – People

People (describe volunteer contributions, hours & in-kind donations):

Who has volunteered toward this project? \_\_\_\_\_

How many volunteer hours have been committed to this project? \_\_\_\_\_

List in-kind donations received: \_\_\_\_\_



# CEP Application | Budget, Sustainability & Endorsement

## Budget:

- A) Project costs: \$\_\_\_\_\_ attach quotes and estimates
- B) Project income: \$\_\_\_\_\_ includes confirmed funding from others
- C) Budget shortfall: \$\_\_\_\_\_

## Sustainability:

Please tell us how the facility will be maintained and operated after the project is complete:

## Letters of endorsement:

We have received letters of endorsement by other community groups and organizations and have included copies of their endorsements: ☐ Yes ☐ No





# CEP Application | Terms

## CONDITIONS:

**Upon receipt of the grant,** we agree to contact local print media for a cheque presentation and to further promote AI-Pac's CEP grant: ☐ Yes

## WITHIN ONE YEAR, WE AGREE TO:

1. Utilize the funds as set out in our application ☐ Yes
2. Submit a photo or summary on the status of the project ☐ Yes
3. Submit a charitable tax receipt (if applicable) ☐ Yes
4. Agree to reimburse AI-Pac in the event that the project is delayed or cancelled ☐ Yes
5. At the facility location, the organization agrees to display an acknowledgement to Alberta-Pacific Forest Industries Inc. for its part in funding the project ☐ Yes
  - a. the acknowledgement must use the official AI-Pac logo (standards apply), and it must be professionally designed/constructed/printed
  - b. the acknowledgement can be permanent, but it must be displayed for a minimum of ten years

## AGREEMENT TO TERMS:

We agree to the above terms and conditions as presented in the CEP application:

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

We thank all of our applicants for their interest in the Community Enhancement Program. We will notify all applicants about the outcome of their application as soon as we can. Unsuccessful applications may be reviewed and reconsidered a second time for the next disbursement of funds (at our committee's discretion). Applications will not be eligible for the program if it is unsuccessful in its second review.