



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 neighbor and have a strong tradition of supporting communities within our Forest Management Agreement area and our mill site. We care about how we interact with our neighbors, 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 Mill Site and communities within our Forest Management Agreement (FMA) area.

GROUP AND PROJECT ELIGIBILITY:

- » The non-profit organization must be within a 100 km radius of the Al-Pac mill site or located within our Forest Management Agreement (FMA) area.
- » 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 needs.

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 agree to participate in a cheque presentation in coordination with local print media to promote the program.

WITHIN ONE YEAR OF RECEIVING THE GRANT, THE 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 to community.relations@alpac.ca
- » Submit a charitable tax receipt (if applicable) to community.relations@alpac.ca
- » Agree to reimburse Al-Pac in the event that the project is delayed or cancelled
- » Display an acknowledgement at the facility location to Al-Pac for funding the project

The acknowledgement must use the official Al-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. 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: Stakeholder
Relations
P.O. 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 Mill Site or within the FMA area.

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 participate in 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 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.

