

# Community League Infrastructure Program (CLIP) Guide

Edmonton

The Community League Infrastructure Program (CLIP) provides funding assistance to community leagues for capital costs to preserve and enhance existing facilities that enhance neighbourhood vibrancy and provides an overall benefit to the community and value to the citizens of Edmonton. This grant program is contributing to the ConnectEdmonton Goal for Urban Places: Edmonton neighbourhoods are more vibrant as density increases, where people and businesses thrive and where housing and mobility options are plentiful.

There are three different funding streams for the CLIP grant:

- **Project Planning (up to 50% of the eligible planning costs to a maximum of \$25,000)**  
Up front planning is crucial to the success of capital projects. The Project Planning stream Grant Program will assist community leagues with costs associated with planning medium and/or large projects as well as the completion of concept studies to assist community leagues in determining the scope and scale of future projects.
- **Standard Project (up to 50% of eligible project costs to a maximum of \$400,000)**  
Community Leagues which are undertaking an infrastructure project that will not be complete by the grant submission date can apply for a Standard Project stream.
- **Completed Project (up to 50% of eligible project costs to a maximum of \$400,000)**  
This stream is for Community Leagues that have completed their projects prior to the grant submission date and means they can submit their Final Project Report along with their application. This does not guarantee grant approval but will expedite the funding disbursement.

A community league may be awarded funding for only 1 project per year. The size of the grant will determine when a league will be eligible for another grant in that size category.

- Small awards (up to \$25,000) may be awarded every year
- Medium awards (\$25,001 - \$100,000) may be awarded every 3 years
- Large awards (\$100,001 - \$400,000) may be awarded every 10 years

Applications for projects with total eligible project costs less than \$5,000 will not be considered.

## ORGANIZATIONAL ELIGIBILITY

Applicants must meet all the terms and conditions as set out in Policy C502A including:

- Be a registered not-for-profit society
- Be a member in good standing of the Edmonton Federation of Community Leagues

- Be in good standing financially and legally with the City of Edmonton
- Have signed the most current Tripartite Agreement for facilities on City land
- Agree to provide community-based programs and services to residents
- Optimize the use of their facility by allowing other not-for-profit and multicultural groups to use the facility for activities that align with the terms of the Tripartite License Agreement
- Apply or have applied for the Community League Operating Grant for the current year

## **ELIGIBLE EXPENSES**

- Detailed design costs (e.g. cost of engineering drawings)
- Construction/installation costs (including any demolition required for project)
- Site preparation (including servicing costs)
- Permits (development, building, mechanical, electrical, etc.)
- Major fixed mechanical/electrical equipment required for operation of facility (e.g. furnace, water heater, security system and lighting)
- Major kitchen appliances
- Removal of hazardous materials (e.g. asbestos, mold)
- Project Management
- Costs incurred in developing the business case and getting concept phase approval for project
- Cost of replacing an insured item beyond the amount received in an insurance claim

## **INELIGIBLE EXPENSES**

- Project expenses incurred outside the grant period (expenditures incurred prior to March 1 of the previous year and expenditures after the term of the funding agreement)
- Maintenance costs
- Projects located outside the community league's licensed area
- Furniture and operational equipment (tables, chairs, snow blowers, etc.)
- Non-fixed and small kitchen appliances and equipment
- Sport and other program equipment
- Debt reduction (e.g. loan repayment costs)
- Volunteer time or labour and donated professional services
- Donated materials/equipment (e.g. gifts in kind)
- Costs incurred to further a commercial venture
- Wages for community league employees
- Cost of replacing an insured item for which payment has or will be made by an insurance company

## GRANT ASSESSMENT CRITERIA

Applications will be assessed based on the following criteria:

- ***Alignment to one or more of the CLIP Grant Priorities***
- ***Demonstrate Project Need and Benefit to the Community and its Infrastructure***
  - Does the proposed project address infrastructure issue(s) identified in a formal assessment/inspection (where applicable); improve health and safety of participants, increase access or provide new opportunities for the community league or for other users, address a need in the district and/or ward where the project is situated?
- ***Project and Financial Viability***
  - Does the community league have a plan and the ability to address ongoing maintenance or operational costs due to the proposed projects?
- ***Project Readiness***
  - Does the community league have the matching funds and required approvals and/or permits based on [Community Led Construction Projects](#)?
- ***Project Alignment***
  - Does the proposed project contribute to addressing City of Edmonton's strategic plans and other key frameworks?

## GRANT TIMELINES

January 17, 2024 - Grant Deadline

January 18 - March 31, 2024 - Review and assess applications

April 1 - 15, 2024 - Community Leagues told whether their grant request will receive funding.

### Approved Projects

April 15 - 30, 2024 - Funding agreements signed (timeline varies depending on the ability to get signatures from all parties). For completed projects funding agreements are not required and payment would be processed.

End of April and beyond - Payments processed (In order for the payments to be processed the funding agreement has to be executed, all project funds need to be secured and all City approvals need to be in place as per the Community Led Construction Project guidelines.

## REPORTING

- Projects must be completed prior to the termination date of the funding agreement

- If projects are not going to be completed by that time Community Leagues may request an extension through the grants office
- A final report is due within 60 days of the project completion
- The final report form is available on the edmonton.ca website and must be fully completed. The final report form includes:
  - Name of Project
  - Brief description of the approved project
  - Location of the project
  - Description of whether the project met the objectives and expectations, including expected benefits
  - Financial reporting (including copies of paid receipts)

## **APPLICATION DEADLINE**

- Applications must be submitted using the application form by January 17, 2024.
- No late submissions will be accepted.

### **The following required documents must be attached with the on-line Application:**

- Project Budget Form (link in application)
- Most recent audited year-end financial statements, signed by 2 Board members  
OR
- Most recent internally generated financial statements (those that are not presented either as a notice to reader, a review or an audit) signed by 2 Board members and must include a bank reconciliation and bank statement that coincides with the fiscal year-end
- Board minutes approving funds saved for the project
- Quotes for work included in the application
- Concept phase approval letter or Municipal Improvement Agreement (if applicable)

For more information about the CLIP grants please contact: [Grants@edmonton.ca](mailto:Grants@edmonton.ca)