

Application Procedures

1. Sponsoring group prepares and submits a grant application.
2. Applications are reviewed and recommended by the Public Services Committee to City Council.
3. Decisions are finalized by Municipal Affairs.
4. If funding is approved, the applicant must:
 - a. spend the funds by December 31, 2012, regardless of the grant's issue date;
 - b. maintain separate accounting for the project;
 - c. recognize the MSI funding in related project promotion; and
 - d. submit a financial statement outlining the use of resources, a copy of all invoices and a copy of all cancelled cheques issued under this grant by January 31, 2013.

IMPORTANT DATES: APPLICATION INFORMATION SESSION:

12-1 p.m. January 25, 2012
in Council Chambers

APPLICATION DEADLINE:
4:30 p.m. February 2, 2012

Applications can be dropped off, faxed or mailed to:

City of Medicine Hat
Community Development
Third Floor, City Hall
580 First Street SE
Medicine Hat, AB T1A 8E6
Fax: 403.529.8324



Medicine Hat
The Gas City

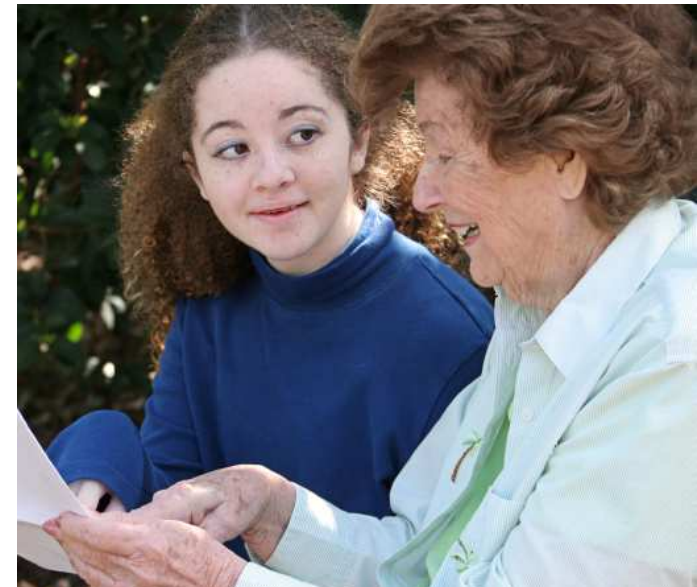
For Further Information Contact:

Leslie Jerry
Community Inclusion Coordinator
Phone: 403.502.8086
Email: lesjer@medicinehat.ca

For more information visit
www.medicinehat.ca



MSI Operating Grants for Non-Profit Organizations



MSI Operating Grants are provided
by the Alberta Government's
Municipal Sustainability Initiative
(MSI) Program and supported by the
City of Medicine Hat

MSI Program Objectives

- ☞ To work in partnership with municipalities to manage growth pressures.
- ☞ To provide municipalities with sustainable funding.
- ☞ To support infrastructure needs.

Grant Description

- ☞ The Province of Alberta's MSI Program provides municipalities with funding to assist in meeting growth-related challenges and enhancing long-term sustainability.
- ☞ Non-Profit organizations meeting an identified need in the community can apply for up to \$25,000.
- ☞ Projects must be approved by Municipal Affairs and must meet all MSI Program criteria. Qualifying Operating Expenses and other grant conditions are currently based on 2011 MSI Operating Fund Guidelines may change once the 2012 Guidelines are published.
- ☞ All funding is subject to the continued availability of ongoing MSI Conditional Operating Program Funding and final municipal approval.

Qualifying Operating Expenses

Including, but not limited to the following:

- ☞ **Resources:** salaries, wages, benefits and training costs for non-profit organization staff, program personnel, executive directors and other staffing; consultant fees, honoraria and volunteer development.
- ☞ **Costs:** rent, utilities, insurance costs, computer and software maintenance contracts, property taxes, technology support and training, and membership fees for regional organizations.
- ☞ **Operating Supplies and Small Equipment:** computer hardware and software, copiers, fax machines, furniture, phones, program supplies, specialized equipment, and handheld / hand-operated tools.
- ☞ **Maintenance:** paint, carpet, cleaning supplies, roof repairs, heating, HVAC repairs, window replacements, and other life cycle maintenance costs.

Funding is subject to the continuation of MSI Conditional Operating Program Funding and final municipal approval

The following expenses Do Not Qualify:

Capital costs (excluding any of the qualifying expenses identified in this brochure), depreciation, income taxes, interest, loan fees, debt principal payments, contributions to individuals, GST and costs funded under other grant programs.

Please Note: Funding cannot be used for activities & projects outside Alberta, for religious purposes, for political or lobbying activities, for commercial or for-profit purposes, and for expenses related to fundraising activities such as casinos and bingos. Further, funding cannot be provided to individuals.

Selection Criteria

Registered non-profit organizations can apply for up to \$25,000 to cover qualifying operating expenses. Specific selection criteria include:

1. Meeting an identified need
2. Providing measurable outcomes
3. Contributing to community sustainability
4. Proof of accountability structures
5. Proof of registered non-profit status

