

## Alberta Coalition Network

### Application for CAPCHP Alberta Coalition Capacity Building Funds

*Applications for multiple training/activities MUST be submitted on separate forms. Designate your priority for approval for applications submitted at the same time.* For information or clarification please call 780-474-5011 ext. 104. Submit completed applications via email to: [crystal.nahaiowski@candorasociety.com](mailto:crystal.nahaiowski@candorasociety.com).

The Public Health Agency of Canada currently provides annual financial support for Alberta CAPCHP Coalition project's capacity building activities. Candora Society of Edmonton has been named as the banker for these funds.

- The total amount available for capacity building projects from April 1 to March 31 each year is \$45,000. Each CAPCHP project is allowed to apply for up to \$3,000 per year, per project on a first-come basis, until the fund is fully spent. Awarded funds for a project must be used during the current fiscal year.
- Applications are reviewed in the order they are received and may take up to 2 weeks to be processed. Please get in touch with Candora if you have not received notification after 2 weeks.
- It is strongly recommended that projects submit their application before spending any funds or risk their agency being liable for any expenses for the training/activity. Projects submitting applications following the actual training/activity accept the possibility that they may not receive any funding from the Coalition fund.
- Unspent funds over \$100 must be returned to Candora as soon as possible and must be received before March 31. Unspent amounts up to \$100 can be utilized by the project for capacity building resources or activities. Receipts must be submitted and identified in the required activity follow-up report.
- If the follow-up report is not received before another funding request is applied for, the project will be ineligible for processing until the follow up report has been received.

**FOR OFFICE USE ONLY**

<i>Category</i>	<i>Amount</i>	<i>Code</i>	<i>Category</i>	<i>Amount</i>	<i>Code</i>
Registration			Speaker/Facilitator		
Travel			Rent		
Accommodation			Other		
Meals					

**Capacity Building Activity Information:**

Priority for Multiple Applications: \_\_\_\_\_ Date being held: \_\_\_\_\_ Estimated # of attendees: \_\_\_\_\_  
Project Name \_\_\_\_\_ Project Number \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email to send funds to: \_\_\_\_\_

Proof of cost is included

Provide a brief description of the activity and state the anticipated benefits of attendance (attach separate sheet if necessary):

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**Budget**

Category	Amount
<i>Registration</i>	
<i>Travel</i>	
Air	
Mileage (0.51/km)	
Taxi/Uber	
<i>Accommodation</i>	
Hotel/Motel	
Private (\$30/night)	
<i>Meals</i>	
Breakfast \$15/day	
Lunch \$18/day	
Dinner \$30/day	
<i>Hosted Events</i>	
Speaker/Facilitator	
Rent	
Food	
<i>Other (printing, training materials, etc.)</i>	
<b>TOTAL</b>	