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. Submit completed applications via email to: **capchpalberta@gmail.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 the Coalition Coordinator 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

Category	***Amount***	***Code***	***Category***	***Amount***	***Code***
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):

_____
_____
_____

Budget

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