

Community Investment Program

Community Impact Grant Application Tutorial



REGIONAL MUNICIPALITY
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Before You Apply, Ensure You:

✓	Task
	Read the Grant Guidelines to understand eligibility, funding streams, and requirements.
	Know the Key Dates – application deadline: September 2, 2026 at 4:30 p.m. MDT
	Gather Required Documents: • Signed Financial Statements • Budget by Program (if applicable) • Optional Partnership Letters
	Answer Clearly and Completely – be brief, specific, and thorough.
	Need Help? Book a pre-application meeting with CIP staff at CIP@rmwb.ca .



2027 Grant Year Timeline

Date	Key Action
September 2, 2026	Applications open
September 18, 2026	Deadline for pre-application meeting
September 30, 2026	Applications close. Deadline to submit your application is 4:30 p.m. MDT. Applications will not be accepted after this time.
October 14 - October 22, 2026	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MDT on October 22. Information will not be accepted after this time.
November (TBD)	CIPAC reviews application and may request additional clarification with strict deadlines. Information will not be accepted after the deadline.
Early December (TBD)	Council approves annual budget
Early December (TBD)	CIPAC selects successful applicants
Early December (TBD)	CIP sends CIPAC's decision letters to applicants
Within 2 weeks of notification	Applicants may request their application evaluation
Early 2027	CIP sends grant agreements to successful applicants
Within 30 days of execution of grant agreement	Grant funding distribution



CIP 2027 Funding Priorities



Community Participation & Local Opportunity - Supports initiatives that reduce barriers to participation in community



Community Wellbeing & Preventative Support Services - Focuses on programs to strengthen individuals & early intervention



Accessibility, Inclusion & Belonging – Supports initiatives that address systematic barriers



Indigenous & Rural Community Relationships – Supports initiatives that advance Truth & Reconciliation



Safe, Connected & Welcoming Communities – Builds communities safety through prevention and social connection



Values of Culture, Heritage & Regional Pride – Promotes arts, culture & heritage initiatives that celebrate the region's identity



Community Impact Grants

Choose the Stream

Stream	Max Funding	Purpose
Community Programs & Projects	Up to \$100,000	Ongoing or time-bound initiatives that support community needs
Community Events	Up to \$25,000	One-time, inclusive events

✓ Key Notes:

- Grant covers up to **75%** of total eligible costs.
- Must align with at least **one** funding priority.
- Funding is not guaranteed and depends on available budget.



Community Program vs. Project vs. Event

What's the Difference?

Type	Definition	Example	Key Features
 Program	Ongoing set of activities with no defined end date.	Life-skills workshops for adults	Continuous, long-term, supports a goal
 Project	Temporary initiative with a clear start and end date.	12-week community garden	Time-bound, specific outcome
 Event	One-time gathering on a specific date or short period.	Treaty Day Festival or Sports Day	Short-term, celebratory



Evaluation Criteria

How Your Application is Scored

Category	Weight	What It Means
 Applicant Capacity	25%	Your organization's ability to deliver the program, project or event (experience, governance, finances)
 Project Feasibility	25%	How realistic, clear, and well-planned your proposal is
 Evidence of Need	25%	How well you demonstrate the community need for your initiative
 Contribution to Community Resilience	25%	How your initiative strengthens the community and measures its impact
TOTAL	100%	



The Online Application System

All applications must be submitted via the Community Investment Program (CIP) portal, located on the Municipal Website at www.rmwb.ca/CIP.

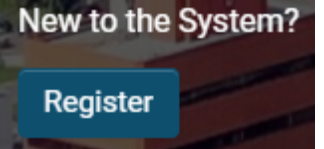
If your organization is already registered.

- Select [CIP Grant Portal](#) and log in using your credentials.

A rectangular button with a thin blue border and the text "CIP Grant Portal" in a sans-serif font.

If your organization is New to the System.

- Select [Register](#) to create an account.
- If you need assistance, please contact the CIP team.

A screenshot of a web interface showing the text "New to the System?" in white over a dark background, with a blue "Register" button below it.

Once signed in, you can view open grant opportunities under **Funding Opportunities** on your **HOME** page.



Applicant Tab

What You Need to Know



Organization Info

Automatically pulled from Organization Profile. Make sure your organization's name, address, and contact details are **up to date**.



Primary Contact

This person will receive all system notifications. Update your info in My Profile if needed.



Mandatory Fields

All questions marked with a **red asterisk (*)** must be completed before submission.



Tips

- Double-check your **Organization Profile** and **My Profile** on your HOME page before starting the application.
- Use the **"Save Draft"** button often to avoid losing progress.
- If you need help, contact CIP@rmwb.ca.



Program, Project or Event Details Tab

Add each individual program, project or event that you are seeking funding for by clicking

☰ Add Program(s) or Project(s)

or

☰ Add Event(s)

A pop out table will be created to provide more detailed explanations for each program, project or event.



What You're Doing

Describe the initiative you're applying for funding.



Timeline

Enter start and end dates. Must fall within **Jan 1 – Dec 31, 2027**.



Location

Select communities served. If delivering in rural communities, complete the **Delivery Details Table**.



Barriers

Explain how you'll address **transportation** or **virtual access** challenges (if applicable).



Funding Priorities

Select at least **1 priority** your initiative supports.



Program, Project or Event Details Tab



Participants

Estimate number of unique participants and identify target demographics.



Equity Groups

Indicate which **equity-deserving populations** will benefit.



Indigenous Focus

If applicable, describe how your initiative supports Indigenous culture, healing, or reconciliation.



Accessibility & Inclusion

Share examples of how your initiative is inclusive and accessible.



Tips:

- Use clear, specific language.
- Submit each individual program, project or event individually using the “**Submit**” button. The status will change from '**Draft**' to '**Completed**' when submitted.
- Reach out to CIP@rmwb.ca if you need help.



Program, Project or Event Details Tab

Logic Model – Narrative Template

-  **Statement of Need** What is the issue or gap you're addressing?
Provide data or evidence that shows the problem exists.
-  **Broad Strategy** What is your overall approach to solving the problem?
Describe the method or framework you'll use (*e.g., community engagement, education, advocacy*).
-  **Rationale** Why will this strategy work?
Cite research, best practices, or case studies that support your approach.
-  **Inputs** What resources are needed to get started?
(*e.g., Staff, funding, materials, partnerships, facilities, etc.*).



Program, Project or Event Details Tab

Logic Model – Narrative Template



Activities

What will you do?

(e.g., Workshops, outreach, training sessions, events, etc.).



Outputs

What will you produce or deliver?

(e.g., # of sessions held, # of participants reached, materials distributed, etc.).



Outcomes

What changes do you expect to see?

(e.g., Short-term: Increased knowledge or awareness

Medium-term: Behavior change. Long-term: Improved well-being or reduced risk).



Tools for Measurement

How will you measure success?

Select from the list



Tip: Refer to Outcome Measurement 101 for more details.



Finance Tab

What You Need to Know

What's Included:

Information from your financial statements and your program, project or event budget

Key Financial Terms:

-  **Unrestricted Net Assets** | Funds not set aside for a specific purpose. These are general reserves shown in your financials.
-  **Restricted Net Assets** | Funds set aside for a particular purpose or earmarked by a donor for a specific program, project or event:
 - Must be specified in the financial statements
 - Must be supported by board minutes and written explanations detailing the purpose of the restrictions
-  **Total Operating Expenses** | The cost to run your organization for a full year, as shown in your financials.



Finance Tab

What You Need to Know

Eligibility Rule

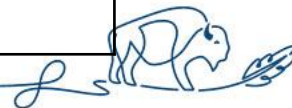
If your unrestricted net assets are greater than your total operating expenses, your organization is not eligible for CIP funding — unless your unrestricted net assets are under \$50,000.



Budget Terminology

Key Concepts

 Secured Revenue	Confirmed funds (grants, donations, contracts that have been confirmed with signed agreements)
 Revenue in Progress	Expected but not guaranteed revenue (grants that were applied for, but haven't been confirmed)
 In-Kind Donation	Non-cash support (volunteer time, service, materials)
 Eligible Expenses	Direct costs that support the delivery of your program, project, or event unless included on the Ineligible Expenses List. Admin costs are allowed up to 15% of total eligible expenses.
 Shortfall	Gap between Secured Revenue and total Eligible Expenses at time of application
 Requested RMWB Grant	The amount of funding requested in the application, up to the shortfall or the grant's maximum.



Budget Terminology

Key Concepts



Note:

- CIP may fund the **shortfall** at the time of application, up to the maximum grant amount and 75% of eligible expenses.
- **In-progress revenue** is not included in the grant calculation but will be reviewed in the **final report**.
- If actual funding exceeds **75% of eligible expenses**, the **excess may need to be returned**.



Budget Table

Refer to the CIP Community Impact Budget Guide for detailed guidance on:

-  Clear definitions of expense categories
-  Examples of eligible and ineligible costs
-  Tips for balancing your budget
-  Guidance on in-kind contributions and sustainability



Required Attachments

- ✓ Signed Financial Statements (most recent fiscal year-end: July 1, 2025 – June 30, 2026)
- ✓ Relevant Budgets (for each program, project, or event if applying for multiple)
- 📄 Optional: Partnership Letter of Support (use template in Appendix A4)

Reminder:

- 🕒 Deadline: September 30, 2026 at 4:30 p.m. MDT
- ⚠️ Late or incomplete applications will be withdrawn and not considered



If Your Application is Approved

The next two slides outline the reporting and monitoring requirements that successful applicants must complete **after receiving funding**:

-  **Financial Monitoring & Reporting**
-  **Outcome Measurement Reporting**

These are important for **accountability** and **future funding eligibility**.



Financial Monitoring & Reporting

-  Final report due by **February 28, 2028**
-  Include **Statement of Revenue & Expenditures**
-  Report all **secured and in-progress revenue**
-  Grant covers up to **75% of actual eligible expenses**
-  **Excess funds** may need to be returned if actuals differ
-  Failure to report may affect future eligibility



Outcome Measurement Reporting



Online resources available here.



Due by **February 28, 2028**



Submit **measurement tools, outputs** and **outcomes**



Use tools like **surveys, interviews, and focus groups**



Support available at CIP@rmwb.ca



Future funding depends on **performance**



Thank You



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