

PROJECT APPLICATION FORM GUIDELINE

CANADA – ALBERTA
MUNICIPAL RURAL
INFRASTRUCTURE FUND

GENERAL PROGRAM INFORMATION

ABOUT THE PROGRAM

The Canada-Alberta Municipal Rural Infrastructure Fund (CAMRIF) is a federal-provincial cost-shared program, which targets municipal and rural infrastructure that improves the quality of life and economic opportunities of communities.

A federal-provincial Management Committee will accept and analyze project proposals, and make funding recommendations to the responsible federal and provincial ministers.

Eligible applicants are:

- Local governments or their agents (including corporations wholly owned by the applicant); and
- Non-governmental organizations whose application is supported by a local government council resolution and jointly submitted with the local government.

The federal and provincial governments will usually each fund one-third of eligible costs; applicants will usually pay the remaining one-third of eligible costs..

DEADLINES

There will be a minimum of two calls for project proposals. Municipalities will be advised of the dates for these calls. Projects with a completion date beyond March 31, 2010 will not be considered for funding.

ADDITIONAL INFORMATION

For additional information on the Canada-Alberta Municipal Rural Infrastructure Fund, please contact:

CAMRIF Secretariat,
2nd Floor Twin Atria,
4999 – 98 Avenue
Edmonton, Alberta
T6B 2X3

Phoned: 1-800-396-0214 or (780) 422-1151

Fax: (780) 427-5505

E-mail: camrif@gov.ab.ca

ABOUT THE APPLICATION FORM

The project application form will provide decision makers general information about the applicant and the proposed project required to determine eligibility for funding under CAMRIF. The application will complete the Business Case (see Business Case Guideline), which will describe the scope of the proposed project in greater detail and how it meets program mandatory and ranking criteria (listed in the Business Case Guideline).

All applicants are required to fill out sections I, II, IV, V and VI.

Applicants proposing a project that fits the definition of Public Private Partnership below are also required to fill out **section III**.

DEFINITIONS

“Brief Project Description” is a description that will be used as the storyline for the Project and further communication materials. This section should provide a clear description of the project, what the project will and will not include (scope), what are the expected results (outcomes) and who are the parties involved (stakeholders).

“Joint Project” means a project that involves the applicant as well as other local governments or First Nations. If this applies, please provide the information required under the JOINT PROJECT APPLICANT INFORMATION section of the application form.

“Local Government Priority” means the priority level that the applicant places on the proposed project, in the case where applications are being submitted for more than one project. No two projects for any given applicant should have the same priority. This information may be used in the evaluation of project applications.

- The priority will be provided as a numerical value (1, 2, in descending order..).

“Local Government Reference Number” means the reference number or identification number for this project that you would like us to use when discussing your project with you.

- Please note: that all applications will be assigned a SIMSI project number and a Provincial file number as they are received.

“Public-Private Partnership” means an arrangement between public and private sector entities for the purpose of providing public infrastructure, characterized by the sharing of risk and reward between the partners.

For Secretariat Use Only	
SIMSI Number	Date Request Received
Joint Project <input type="checkbox"/> Yes Provincial File Number _____ <input type="checkbox"/> No	

SECTION I – APPLICANT

Legal Name of Applicant			
Legal Name of Local Government (if Applicant is an agent of the Local Government or non-governmental organization)			
Applicant Type: <input type="checkbox"/> A Local Government <input type="checkbox"/> An Agency of a Local Government <input type="checkbox"/> Non-governmental organization			
Local Government Population <input type="checkbox"/> <= 250,000 <input type="checkbox"/> > 250,000			
Applicant Street Address	Town / City	Province	Postal Code
Contact Person Name		Contact Person Language Preference: <input type="checkbox"/> English <input type="checkbox"/> French	
Contact Person Telephone Number	Contact Person Fax Number	Contact Person Email Address	
<small>* If different from Applicant/ Sponsor Address</small>			
Contact Person Street Address	Town / City	Province	Postal Code

FIRST JOINT PROJECT APPLICANT INFORMATION (if applicable)

Legal Name of other Applicant		Contact Person	
Street Address		Phone number	Fax Number
Town/City	Province	Postal Code	Email Address

SECOND JOINT PROJECT APPLICANT INFORMATION (if applicable)

Legal Name of other Applicant		Contact Person	
Street Address		Phone number	Fax Number
Town/City	Province	Postal Code	Email Address

PUBLIC PRIVATE PARTNERSHIP

No Yes If **YES** Complete Section III below.

I hereby certify that the information contained in this Application is correct and complete at the date of submission. I understand this project must comply with all applicable federal and provincial legislation and all of the provisions of the Canada-Alberta Municipal Rural Infrastructure Fund Agreement under which this Application is made.

 Signature of Authorized Local Government Official Date

In the case of a project with more than two (2) Joint Project Applicants, please provide information manually on a separate document.

SECTION II – PROJECT INFORMATION

Project Title			
Brief Project Description (200 words or less)			
Project Street Address	Town/City	Province	Postal Code
Project Nearest Intersection (if no Project Address, above)			
Project point of interest/place name (if no nearest intersection and no street address)			
Project Latitude (if available)		Project Longitude (if available)	
Local Government Project Reference # (optional)	Local Government Resolution Number	Date	Local Government Priority
Project Nature: <input type="checkbox"/> New Construction <input type="checkbox"/> Expansion <input type="checkbox"/> Renewal			

SECTION III – PUBLIC-PRIVATE PARTNERSHIP

GENERAL INFORMATION			
Legal name of Private Sector Partner			Contact person
Street address			Telephone
			Fax
Town/city	Province	Postal code	Email address
ORGANIZATION PROFILE			
Ownership and status of corporation			
Date Corporation established			Current number of employees

Section IV - PROJECT TYPE – check one

Green Municipal Infrastructure Projects		
Water	<input type="checkbox"/> Drinking Water Supply <input type="checkbox"/> Distribution Systems	<input type="checkbox"/> Drinking Water Treatment Systems
Wastewater	<input type="checkbox"/> Sanitary and Combined Sewer Systems <input type="checkbox"/> Wastewater Treatment Systems	<input type="checkbox"/> Separated Storm water Systems
Solid Waste Infrastructure	Waste Diversion <input type="checkbox"/> Material Recovery Facilities <input type="checkbox"/> Organics Management <input type="checkbox"/> Collection Depots	Waste Disposal <input type="checkbox"/> Landfills <input type="checkbox"/> Thermal Treatment
Municipal Environmental Energy Improvements	<input type="checkbox"/> Retrofits of municipal buildings <input type="checkbox"/> Energy Systems (Co-generation of Combined Heat and Energy)	<input type="checkbox"/> Street Lighting
Public Transit Infrastructure	Rapid Transit <input type="checkbox"/> Light Rail <input type="checkbox"/> Heavy Rail Additions <input type="checkbox"/> Subways <input type="checkbox"/> Transit Stations <input type="checkbox"/> Grade Separated Bus Lanes <input type="checkbox"/> Ferries Transit Buses <input type="checkbox"/> Bus Rolling Stock <input type="checkbox"/> Transit Bus Stations	Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments <input type="checkbox"/> Transit Queue Jumpers <input type="checkbox"/> HOV Lanes <input type="checkbox"/> ITS Transit Priority Signalling <input type="checkbox"/> ITS Traveller Information <input type="checkbox"/> ITS Transit Operations <input type="checkbox"/> ITS Traffic Information <input type="checkbox"/> ITS Incident Management <input type="checkbox"/> ITS Rescue Systems
Other Municipal Infrastructure Projects		
Local Roads	<input type="checkbox"/> Local Roads <input type="checkbox"/> Bridges <input type="checkbox"/> Intelligent Transportation Systems	<input type="checkbox"/> Arterial Roads <input type="checkbox"/> Tunnels
Cultural Infrastructure	<input type="checkbox"/> Museums <input type="checkbox"/> Performing Arts Facilities <input type="checkbox"/> Municipal Libraries	<input type="checkbox"/> Designated Heritage Sites <input type="checkbox"/> Cultural/Community Centres <input type="checkbox"/> Other Cultural Infrastructure please describe in one or two words: _____
Tourism	<input type="checkbox"/> Basic Municipal Infrastructure to Support or Provide Access to Tourist Facilities <input type="checkbox"/> Convention or Trade Centres <input type="checkbox"/> Other Tourism Infrastructure	<input type="checkbox"/> Community Public Attractions <input type="checkbox"/> Exhibition Buildings and related facilities
Recreational Infrastructure	<input type="checkbox"/> Sports Facilities Excluding Professional-only Facilities <input type="checkbox"/> Fields/Parks <input type="checkbox"/> Playgrounds	<input type="checkbox"/> Community Recreation Spaces <input type="checkbox"/> Fitness Trails/Bike Paths and Lanes <input type="checkbox"/> Other Recreational Infrastructure please describe in one or two words: _____
Connectivity	<input type="checkbox"/> High-Speed Backbone (transport) <input type="checkbox"/> Local Distribution Within Communities	<input type="checkbox"/> Points of Presence (access)

SECTION V – PROJECT COSTS

Please use the following definitions for this section.

Total Costs	Figures in this column should represent the total costs associated with the project for a given cost category, i.e. eligible costs <u>and</u> ineligible costs borne by the applicant.
Contracted Costs	Provide a forecast of total eligible costs directly related to the construction of the project.
Other Costs	Other costs include the purchase of materials, communication or signage costs directly related to the project and any other eligible costs.
Ineligible Costs	Please indicate all non-eligible costs incurred by the applicant in relation to the project, e.g. administrative costs, land acquisition and GST.
Cost Breakdown	Please indicate how the costs will be shared between the three orders of government and any other funder. Include the ineligible costs.
Other Federal Share	Refers to grant funds used from another federal grant program for this project
Other Share	Funds received from third party funder (cannot be provincial or federal funds).
Ineligible Share	Same as Ineligible Costs on other side of table.
Funds From Other Provincial or Federal Programs	Has an application been made to receive funding for this project from a separate provincial or federal program? If so, please indicate the amount of funding that was requested and the name of the program.
Proposed Cash Flow of Project Costs	The applicant should provide a fiscal year by fiscal year estimate of the total project costs required to bring the project to fruition.
Greyed out Federal/Provincial Shares	To be filled in by the Program Office.

SECTION V – PROJECT COST ESTIMATES

	Total Costs	Cost Breakdown	Costs \$	% of Total Project Cost
1. Eligible Costs		Municipal Share	\$	%
2. Other Costs (specify)		Provincial Share	\$	%
		Federal Share	\$	%
		Other Federal Share	\$	%
		Other Share	\$	%
3. Ineligible Costs		Ineligible Share	\$	%
TOTAL PROJECT COST		TOTAL PROJECT COST	\$	100 %

Proposed Cash Flow of Project Costs	2006-7	2007-08	2008-09	2009-10	Total
Total Project Cost					
Federal Share (calculated field based on Federal % of Project)					
Provincial Share (calculated field based on Provincial % of Project)					

Is this project receiving funding from any other Provincial or Federal Program?

Yes No

If yes, please explain.

SECTION VI – PROJECT MILESTONES

Please indicate all key dates and major milestones associated with your project.

Expected Project Start Date	Expected Project Completion Date
<i>MILESTONE DESCRIPTION</i>	<i>DATE</i>