



Initiated in 2026, the Community Support Program (CSP) fund recognizes the important contribution made by community organizations.

This program is designed to support community organizations to enhance their ability to deliver programs and initiatives that benefit Crossfield residents.

**Application opportunities:** June 1<sup>st</sup> to August 31<sup>st</sup> annually

## **1. Who is eligible to apply for this funding program?**

To be eligible, applicants must:

- Be a registered non-profit organization, registered charity or recognized community group providing programs or services that demonstrate direct benefit to Crossfield residents

Applicants must:

- Be in good standing with the Town of Crossfield
- Provide financial information and supporting documentation as part of the application

## **2. What outcomes should projects or programs align with?**

Applications should demonstrate alignment with Council priorities and provide measurable benefit to the community. Examples include initiatives that:

- Enhance recreation, culture, or community wellness
- Support youth, seniors, or families
- Encourage community participation and inclusion
- Strengthen local partnerships and volunteerism
- Support economic or social development within the community

Projects should clearly demonstrate how residents will benefit and identify measurable outcomes where possible.

### **3. How much funding is available?**

Approximately **\$10,000** is available annually through the Community Support Program.

Funding requests of up to **\$3,500 per project per intake** may be considered.

Funding is subject to Council approval through the annual budget process and availability of municipal funds.

### **4. What is in-kind support and how does it differ from a Community Support Program grant?**

In-kind support is non-cash assistance provided by the Town to help eligible community organizations deliver programs, services, or events. Examples may include:

- Access to Town facilities at approved non-profit rates
- Use of Town-owned space, promotional support
- Limited staff assistance, or
- The use of Town equipment.

Unlike a cash grant, in-kind support does not provide funding directly to an organization. Requests for in-kind support are evaluated based on municipal capacity, operational impacts, and community benefit. Some forms of support, such as standard non-profit facility rental rates established in the Fees and Rates Bylaw, are available through the regular booking process and do not require a Community Support Program application.

### **5. Do I need to apply for the Community Support Program to receive non-profit facility rental rates?**

No. Standard non-profit rates established in the Town's Fees and Rates Bylaw are available through the regular facility booking process and do not require a Community Support Program application.

However, dedicated or ongoing use of Town facilities at no cost or below the approved rate may be considered and tracked as in-kind support.

### **6. Can groups apply more than once per intake?**

Organizations may submit more than one application per intake period, provided each request is for a separate project, initiative, or program.

Each application will be evaluated independently. However, please note, it is unlikely an organization would be accepted for two separate projects in the same intake period.

## **7. What are some examples of eligible expenses?**

Examples of eligible expenses may include:

- Program or event supplies
- Equipment rental directly related to the project
- Facility or venue rentals
- Instructor or facilitator fees
- Marketing and promotional materials
- Volunteer training
- Community event costs
- Youth, recreation, arts, cultural, or wellness initiatives

Eligible expenses must directly support the approved project or program and demonstrate community benefit.

## **8. What are some examples of ineligible expenses?**

Examples of ineligible expenses include:

- Debt repayment or deficit reduction
- Political activities or advocacy campaigns
- Activities primarily religious in nature (unless broadly community-serving)
- For-profit business operations
- Personal expenses
- Alcohol or entertainment expenses unrelated to the project
- Ongoing operating deficits

The Town reserves the right to determine eligibility of all expenses.

## **9. Can the funds support projects or programs already in progress or completed?**

No, retroactive funding requests will not be considered. Applications must be received by the Town prior to the project start date.

## 10. What reporting requirements are there?

Successful applicants may be required to submit a final report that includes:

- A summary of the completed project or program
- Description of outcomes achieved
- Number of participants or residents served
- Financial summary outlining how funds were spent
- Copies of receipts or supporting documentation, if requested

Reporting requirements may vary depending on the amount of funding awarded and will be outlined in the funding agreement.

## 11. When are final reports due?

Final reports are generally due within **60 days of project completion** or no later than February 28th of the following year, unless otherwise specified in the funding agreement.

Specific reporting deadlines will be outlined in the approval notification or funding agreement.

## 12. What happens if we do not use all the funds?

- If less than \$500 is unexpended, groups can, with approval, reallocate them to something else that aligns with the intention of the funding.
- If more than \$500 remains, funds are to be returned to the Town to reallocate back to the funding pool.

## 13. How can my organization apply?

Eligible applicants are invited to apply by submitting a completed Community Funding Program Application Form to [finance@crossfieldalberta.com](mailto:finance@crossfieldalberta.com)

Application intake timeline is annually between **June 1<sup>st</sup> and August 31<sup>st</sup>**.

Completed applications must be submitted prior to the deadline noted above.

For more information, please contact:

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