

COMMUNITY PRIORITIES CAPITAL GRANTS APPLICATION GUIDELINES



The Community Priorities Grant - Capital Stream (Community Priorities Capital Grant”) is one of WCF’s new streams for 2025. This grant is funded by the community priorities fund. It is intended for CAPITAL REQUESTS ONLY.

If you are not applying for a capital grant this year, please choose one of the other granting streams that applies better to your project.

The Foundation seeks to support organizations with CAPITAL projects and initiatives that help further one or more of the following categories:

Affordability

Factors that affect conditions of subsistence in our communities taking into account the availability, affordability, and appropriateness of resources that help all of us meet our basic needs.

Economic Vibrancy

Creates equitable opportunities for more people to work, earn good wages and thrive.

Safety

Community safety & well-being is the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

Connection & Belonging

Connection is the energy that is created between people when they feel seen, heard and valued. When they can give and receive without judgment. Belonging is the innate human desire to be part of something larger than us.

Active Living

A way of life in which physical, social, mental, emotional and spiritual activities are valued and are integrated into daily living.

Environment

Factors contributing to the sum total of all the living and non-living elements and their effects which influence human life.

The Community Priorities Capital Grant will cover capital requests between \$5,000 and \$25,000.

From Application to Grant

Applications are reviewed by the Community Foundation’s Community Priorities Grants Committee, which is comprised of Community Foundation directors and volunteer members of the community. The committee considers all eligible applications and makes recommendations to the Board of Directors for final approval. Please note that all applicants are notified, regardless of whether or not they receive funding. Funding is awarded approximately two months after the application deadline date.

Grant Application Deadlines

Applications to the Community Priorities Capital Grant are accepted once a year, with the following deadline: **April 1, 2026 at 11:59 p.m.**

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APPLYING FOR A COMMUNITY PRIORITIES CAPITAL GRANT

Before spending your valuable time completing a grant application, please read the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements.

Step 1: Is your organization eligible for funding?

- Are you located within our region?
Our region includes the boundaries of the Town of Westlock, Westlock County, and the Village of Clyde. You must be located within this region, or carry out programming within this region to be eligible for funding.
- Are you a registered charity with Canada Revenue Agency?
The Community Foundation can only grant to federally registered charities or qualified donees (grant recipients) with a business number (BN). You can check your organization's charitable or qualified donee status by visiting the Canada Revenue Agency Website. Please note that this number is different from an Alberta Societies Number. The Community Foundation cannot fund societies unless they are also federally registered.
- Are you applying in partnership?
If you do not have a CRA BN, you may still apply for funding through a partnership with another registered charity, municipality or school district. If you would like more information on charity/non-charity partnerships, please call the office at 780-349-2212.

Step 2: Is Your Project Eligible?

A capital project is a one-time large purchase or expenditure. A capital project refers to the purchase, replacement, upgrade, expansion, or creation of an asset that is substantial in nature and would show up on your organization's financial statement as a long-term asset. Some common capital projects examples are:

- Replacement or major upgrades to an HVAC system (heating/ventilation/air-con)
- Renovations to or construction of a building,
- A new computer server or system,
- It has the potential for enduring benefit longer than one year (i.e. is not a consumable)

Applicants are encouraged to visit the Foundation's website for examples of capital projects that have been funded in the past.

The Community Priorities Capital Grants Program does **NOT** fund:

- Projects or initiatives that are not capital in nature
- General fundraising campaign contributions or sponsorships
- Retroactive expenses incurred prior to the final grants decision date
- Deficit reduction
- Activities that serve primarily the membership, or purposes, of religious or political organizations
- Projects that do not benefit residents of Westlock, Westlock County, and the Village of Clyde
- Individuals
- For-Profit Organizations
- Requests over \$25,000

Step 3: Does Your Project Display the Following Strengths?

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The Community Foundation is interested in supporting organizations with projects that demonstrate at least one—but typically many—of the following.

The project:

- Helps to fulfill the mission and mandate of your organization
- Improves the services offered by your organization
- Strengthens your organizational capacity or sustainability
- Delivers benefits to the majority of the people you serve
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates a search for funding from sources other than the Community Foundation
- Demonstrates an investment in the project through contributions from your organization, the community, and/or support from other funding sources
- Is well developed, achievable within the next year.

Step 4: Completing Your Grant Application

You can access the grant application through our online grant management system, accessible on our website.

The following documents are required to be completed prior to the **April 1, 2026** deadline:

Organizational Information:

- Most Recent Annual Financial
- Statement Project Budget
- List of Board and key staff members

Project Specific Information:

- Application Form;
- Intermediary Agreement (if applying in partnership);
- Project Budget; and,
- other details, if requested

In order for your application to be eligible, you must submit any outstanding reports (from previous years' grant allocations) prior to the grant deadline.

Contact Us

Your application has the best chance of receiving funding if it is clear and accurate. Grant applicants are invited to contact the Community Foundation with questions at any point during the application process. We are here to help!

Email: info@westlockfoundation.ca