



Regional Collaboration Program Application Form

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

Effective April 1, 2012

http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm

1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

1.1 Grant Application Deadline

The deadline for the Municipal Internship component is October 1 of the program year.

Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

1.2 Eligibility Criteria

Refer to the eligibility criteria on the [RCP website](#) for additional information.

2. Applicant Information

2.1 Legal name of entity

2.2 Legal status of entity

2.3 Contact name and title

2.4 Contact primary phone number

2.5 Contact email address

2.6 Contact mailing address

2.7 Contact fax number

3. Project Information

3.1 Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

☐ Regional Collaboration

Sections 2 - 7, Section 10 (only required for new vendor profiles), and Supplementary Form 1 (questions 1 and 2)

☐ Mediation and Cooperative Processes

Sections 2 - 7 and Section 10 (only required for new vendor profiles).

3.1 Continued

Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

☐ Municipal Internship

Section 2 (in full);

Section 3 subsections: 3.1 (in full); 3.3 (insert “hire an intern”); and 3.8 (insert 100% in “Municipal Careers”);

Section 4 (insert “1” for either the Administrator or Land Use Planner under “Municipal Careers”);

Section 5 (only if formally collaborating with another municipality to host an intern);

Sections 6 and 7, and Section 10 (only required for new vendor profiles); and

Supplementary Forms 2 and 3

☐ Strategic Initiatives

Sections 2 - 7, 10 (only required for new vendor profiles), and Supplementary Form 1 (all three questions)

3.2 Is this an amendment?

For amendments, contact a Grant Compliance Advisor for further instructions.

3.3 Name of project

3.4 Project description

Should include project activities, scope and anticipated outputs.

Applicants may attach additional information if required.

3.5 Project start date and project completion date (DD/MM/YYYY)

If project start date depends on receipt of the grant funding decision then indicate “After grant funding approval” as the project start date.

Project Start Date: _____

Project Completion Date: _____

3.6 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe.

Complete the following table with project cost information. Please include dates along with the project phase milestones.

3.7 Project Milestones and Costs (see Appendix 2 of the Program Guidelines for example)						
Project Phase Milestone(s) and Output(s)	{A}	{B}	{C}	{D}		{E}
	Estimated eligible project cost (\$)	Other provincial grants expected		Non-provincial sources of funding (\$)		Funding request under this grant program [A-(C+D)] (\$)
		Grant Name	Amount (\$)	Source	Amount (\$)	
Total	\$	N/A	\$	N/A	\$	

3.8 Functional Category of the Project	% of Total Project Costs
Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities.	
Governance	
Planning and Development	
Government-wide Objective 4: Project supporting capacity building within municipalities.	
Municipal Careers	
TOTAL	100%
3.9 Will the project involve the use of municipal forces to carry out the project?	N/A
If you have answered yes to this question, please attach a brief business case with this profile (refer to Program Guidelines Appendix 2) – NOT APPLICABLE TO THIS PROGRAM	

4. Functional Category Details

Identify the outputs expected from this project.

Output	Expected Type and Quantity		Unit
	Type	Quantity	
Governance: Activities that support the ongoing management of the municipality through its elected officials.			
Reports and studies	Regional governance exploration or implementation		Number of reports/studies
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols		Number of cooperation protocols established
Policies	New		Number of policies developed
	Revised		Number of policies revised
Revenue/cost-sharing models	Models		Number of models developed
Regional Services Commission (RSC)	Start-up Costs		Number of RSC start-ups

Output	Expected Type and Quantity		Unit
	Type	Quantity	
Planning and Development: Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.			
Reports or studies	Capacity building		Number of reports/studies
	Regional collaboration		Number of reports/studies
	Cooperation assessment		Number of reports/studies
Regional plans	Land Use		Number of plans developed
	Service delivery		Number of plans developed
	Business Plan		Number of plans developed
Start-up activities	Communications		Number of activities undertaken
	Information management systems		Number of systems established
Consultation	Consultations		Number of consultations undertaken
Municipal Careers: Activities that support the retention and attraction of skilled employees of local governments.			
Placement of municipal intern in a participating municipality or service agency	Administrator		Number of municipal interns
	Land Use planner		Number of municipal interns
For any of the above Functional Categories (Governance, Planning and Development, or Municipal Careers)			
Other output _____	_____		Number of _____

5. Collaboration Information

5.1 Will you be collaborating with another municipality/organization?

☐ Yes ☐ No

5.2 If yes, provide the names of the eligible municipalities/organizations with whom you are collaborating.

5.3 Briefly describe the nature of the collaboration (maximum of 100 words).

5.4 If there is a resulting asset, please indicate who will own the asset.

N/A

6. Supporting Documentation and Application Submission

6.1 Application Form Checklist

Did you:

Check ☒

Ensure that the application was signed by the Chief Administrative Officer or Duly Authorized Signing Officer?

☐

6.2 Program Component

I confirm that I have:

Check ☒

Regional Collaboration

Completed all sections of the application form;
Completed Supplementary Form 1 (questions 1 and 2);
and
Ensured resolutions are in place for all project participants (including Project Manager).

☐
☐
☐

Mediation and Cooperative Processes

Sent a letter from my municipality's Chief Elected Official to the Minister of Municipal Affairs, describing the nature of the issue and requesting provincial government support;
Contacted Municipal Dispute Resolution Services Staff for assistance in completing the application; and
Completed all sections of the application form.

☐
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☐

6.2 Program Component	I confirm that I have:	Check <input checked="" type="checkbox"/>
Municipal Internship	Completed all required sections of the application form;	<input type="checkbox"/>
	Completed Supplementary Forms 2 and 3; and	<input type="checkbox"/>
	Ensured that resolutions are in place if formally partnering to host an intern.	<input type="checkbox"/>
Strategic Initiatives	Completed all sections of the application form;	<input type="checkbox"/>
	Completed Supplementary Form 1 (all three questions); and	<input type="checkbox"/>
	Ensured resolutions or motions are in place if required.	<input type="checkbox"/>

6.3 Method of submission

Submit the grant application via mail, fax or email. Please submit your application using only one method.

6.4 Submission address

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Municipal Grants Unit
17th Floor, 10155-102 Street
Edmonton AB T5J 4L4
Fax: 780-422-9133
Email: rcp.grants@gov.ab.ca

Reminder: Applications for the Municipal Internship component are due by October 1 of the program year. Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

7. Application Certification

Printed Name

Original or e-Signature

Chief Administrative Officer or Duly Authorized Signing Officer

Date

I certify that the information contained in this application is correct, that all Regional Collaboration Program funds will be used in accordance with the Regional Collaboration Program Guidelines and that the allocated grant amount will be applied in the year(s) and manner described above should this application be accepted by the Minister.

8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Grants and Education Property Tax Branch - Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	rcp.grants@gov.ab.ca
Resource	Website address	
Regional Collaboration Program guidelines and application form	http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm	
Municipal Internship	http://www.municipalaffairs.alberta.ca/ms/internship/	
Collaborative Governance Initiative	http://www.municipalaffairs.alberta.ca/1488.cfm	
Mediation Services for Municipalities	http://municipalaffairs.alberta.ca/MDRS.cfm	
Municipal Grants Web Portal	http://municipalaffairs.alberta.ca/municipalgrants.cfm	
Government of Alberta Strategic Business Plan	http://www.finance.alberta.ca/publications/budget/index.html	
Municipal Affairs Vision, Mission, Core Business and Goals	http://www.municipalaffairs.alberta.ca/mc_mah_vision.cfm	

9. Legal Statements

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17th floor, 10155-102 Street, Edmonton AB T5J 4L4.

10. Vendor Profile (Provide vendor information only if it is NOT on file with Municipal Affairs)

Required information

Vendor profile information collection

Financial institution name

Address

City

Province

Postal code

Transit number

Account title

Type of account



Supplementary Form 1 – Regional Collaboration or Strategic Initiatives

Supplementary Questions

1. **What are the short and long-term project benefits? (i.e. how does the project respond to municipal and regional needs?)**

For example:

Short-term benefit - a study, service delivery plan or strategy (decision tool) to assist the collaborating municipalities with determining the viability of regional municipal service delivery.

Long-term benefit - a coordinated and well-planned regional service delivery method that will contribute to the overall municipal viability and quality of life.

2. **How will project benefits be shared among the participating municipalities/organizations in the region?**

For example:

All participating municipalities will form a regional governance structure (decision body, communication network) in support of the service delivery.

If this project falls under the **Strategic Initiatives component**, also answer the following:

3. **How do the project outcomes respond to provincial priorities?**

Supplementary Form 2 – Municipal Internship – Project Financial Allocations

Please indicate which stream you are applying for: **Administrator** ☐ **Land Use Planner** ☐

Table 1 – Salary and Benefits (Refer to Appendix 2 of the guidelines for instructions on completing this form.)

The grant portion that must be allocated to the intern's salary is \$30,000 and to benefits is \$2,000.

For the Land Use Planner stream there is a second instalment of the grant for Year 2. The second year instalment portion allocated to salary is \$15,000 and to benefits is \$2,000.

Host organizations are expected to top up these amounts to a salary and benefit level that is appropriate for the organization.

The Salary and Benefit allotments **cannot** be reallocated to Intern Expenses.

Indicate what contribution your municipality/organization will make towards intern salary and benefits.

Municipal Internship Stream	Municipal Internship Grant	Municipal/ Organization's Contribution	Total
Salary - Administrator	\$30,000		
Benefits - Administrator	\$2,000		
Salary - Land Use Planner	\$30,000 (Year 1)		
	\$15,000 (Year 2)		
Benefits - Land Use Planner	\$2,000 (Year 1)		
	\$2,000 (Year 2)		

Supplementary Form 2 – Municipal Internship – Project Financial Allocations (Continued)

Table 2 – Expenses

The grant portion for mandatory professional development opportunities and discretionary expenses is \$11,000. Refer to the table below for specific types of expenses.

For the Land Use Planner stream there is a second instalment of the grant for Year 2 of \$2,000 for expenses.

Host organizations may incur additional expenses beyond the \$11,000 depending on the organization's professional development policies, priorities and the organization's geographic location (as travel costs to participate in professional development opportunities will vary).

The Expenses allotment **cannot** be reallocated to Intern Salary and Benefits.

This table is provided for information and planning purposes. Applicants are strongly encouraged to consider how the \$11,000 expense portion will be allocated and to be prepared to supplement with additional funding if necessary. At the time of application it is not necessary to specify how the internship expenses will be allocated.

<p>Hosts WILL incur expenses for the following Municipal Internship requirements:</p> <ul style="list-style-type: none"> - Intern's attendance at one conference; - Intern's enrollment in one course or workshop; - Intern's attendance at ministry Internship workshops; and - Supervisor's attendance at ministry Internship workshops. 	<p>Hosts MAY incur expenses for the following discretionary items:</p> <ul style="list-style-type: none"> - Recruitment of intern; - Relocation costs for intern; - Additional conferences for intern; - Additional courses or workshops for intern; - Association memberships for intern; - Safety gear for intern; and/or - Electronic equipment (up to \$1,500) for use by the intern during the internship.
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The detailed financial breakdown for project expenses will be part of the information provided by successful host organizations in the final financial reporting.

Supplementary Form 3 – Municipal Internship Supplementary Questions

Please indicate which stream you are applying for: Administrator ☐ Land Use Planner ☐

1. Why is your organization interested in hosting an intern?

2. Considering that interns are recent graduates who typically consider training and development opportunities high priority items in their careers, what unique features does your organization have to offer an intern in the areas of:
 - a. learning opportunities?
 - b. staff skills and experience (e.g. opportunities for mentoring)?
 - c. unique projects or experiences?
 - d. location benefits (e.g. services, unique geographical features)?

3. An intern will be expected to contribute to your organization; however he/she is not to be considered a temporary staff person to cover other employee absences.
 - a. What do you expect an intern to bring to your organization?
 - b. How do you anticipate balancing the day-to-day pressures placed on the municipality with the Municipal Internship component's training and development focus?

4. The Program Workplan requires that host organizations provide interns with experience in a wide variety of functional areas. When considering the variety of activities undertaken in your organization, in what areas does your organization:
 - a. have the greatest strength (e.g. extensive work in particular areas)?
 - b. have a shortage of activities or expertise (e.g. limited variety)?
 - c. how will your organization address these shortages or lack of activities to ensure your intern gains experience in all areas?

5. Who is your proposed supervisor? What position and qualifications does this person hold? What professional, supervisory and mentoring skills does this person possess that will help him/her be an effective supervisor?

6. Hosts are expected to contribute financial resources to this program, as outlined in the tables in Supplementary Form 2. However, a successful host-intern partnership depends upon the organization also dedicating staff resources to the program. What is the staff complement of your municipality and what will their role be in supporting the supervisor and intern?