

# Municipal Sustainability Initiative 2009 Conditional Operating Project Profile For the Period January 1, 2009 to December 31, 2009

Municipality Information			
Municipality			
Contact Name			
Telephone/Fax	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>Telephone:</i></td> <td style="width: 50%; border: none;"><i>Fax:</i></td> </tr> </table>	<i>Telephone:</i>	<i>Fax:</i>
<i>Telephone:</i>	<i>Fax:</i>		
Email			

Office Use Only
Municipal Code
Project Profile No.

- This form should be used for projects that commence in 2009.
- Operating funding should be spent on an annual basis. However, in the event that the funds cannot be completely applied or a project cannot be completed in the current funding year, a carry forward provision exists.
- Unapplied funds and incomplete projects may be carried forward to the next calendar year. These funds must be expended and projects completed by the end of the next calendar year. If your municipality intends to carry forward 2008 funds or projects to 2009, this information must be reported to Municipal Affairs on the 2008 Statement of Funding and Expenditures.
- Please refer to the 2009 MSI operating program guidelines for further information on eligible projects and qualifying operating expenses.
- 2009 program guidelines, Project Profile form, and the 2008 Statement of Funding and Expenditures form are available at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca).

## Project Information

1. Project Name \_\_\_\_\_
  
2. a) Select one of the following categories that best fits your project:
  - Planning activities (e.g. land-use planning, municipal sustainability plans)
  - Capacity Building (e.g. staff training, shared administration, information technology solutions)
  - Non-profit organizations (e.g. community organizations, municipal grant funding boards)
  - Municipal services (e.g. recreational programming, regional services commission fees, support to library boards)
  
- b) This project supports: (select one)
  - Your municipality only
  - A joint initiative (two or more municipalities) \*See Section 4 of the Guidelines for the definition of "joint initiative".



**Project Information**

3. Describe the Project. *(Point form is acceptable. Attach a separate sheet if necessary.)*

4. Describe how this Project will support the long-term sustainability of your municipality. *(Point form is acceptable. Attach a separate sheet if necessary.)*

**Grant Allocation** (please round all amounts to the nearest dollar)

5. **Grant amount allocated to this Project Profile\*:** \_\_\_\_\_ \$

\*Amount in 5 must be supported by the total operating expenses listed in Question 6.

**Reminder:**

- Effective January 1, 2009, municipalities must apply a minimum of ten per cent of their annual MSI operating funding allocation to each project.
- For municipalities with annual MSI operating allocations under \$10,000, the minimum funding threshold will be \$1,000.
- Projects that support joint initiatives, non-profit organizations, or libraries are exempt from the minimum funding threshold.

6. Please provide or attach a **list of the specific qualifying operating expenses** for which the grant will be used in 2009 in support of the Project described in this Profile. Refer to the guidelines for a list of qualifying expenses under each project category.

**Reminder:**

- Salaries, wages, and other routine administrative costs such as insurance, rent, utilities, and maintenance will only be considered qualifying expenses under the Capacity Building project category if they are part of a joint initiative.
- Salaries and wages will only be considered qualifying expenses under the Municipal Services project category if they are associated with libraries or a joint initiative.

Operating Expenses	Grant Applied
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b> (Total must be equal to or greater than the total grant applied in Question 5.)	<b>\$</b>

**Reminder:**

- If your municipality has allocated a portion of its funding directly to a non-profit organization, or indirectly through a municipal grant funding board, ensure you have included the names of the non-profit organizations receiving operating funding support, the total amount of MSI operating funding each organization will receive, and a breakdown of the qualifying operating expenses that the funding will be applied to by the organization. (Attach a separate sheet if necessary.)

## Allocation of MSI Funding to Non-Profit Organizations

7. If your municipality has allocated a portion of its funding directly to a non-profit organization, or indirectly through a municipal grant funding board, please complete the following:

The municipality acknowledges its responsibility to communicate to the recipient non-profit organization(s), or municipal grant funding board(s), that funds received must only be used for qualifying operating expenses as outlined in the 2009 program guidelines.  Yes

*(Refer to Schedules 1, 2, and 3 of the program guidelines for information on eligibility requirements.)*

## Certification

I certify that the information contained in this Project Profile is correct, that these expenses have not been deemed eligible on a prior Project Profile, and that the allocated grant amount will be applied to the operating expenses in 2009 as described.

\_\_\_\_\_  
*Signature of Chief Administrative Officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Telephone Number (include area code)*

## Final Steps

**Before** mailing this Project Profile, please check that the following has been done:

- the total in Question 6 is equal to or greater than Question 5, and
- the Project Profile has been signed.

If you have any questions, please call 780-427-2225 or toll-free by first dialing 310-0000.

**Signed and completed Project Profiles should be returned by July 1, 2009 to:**

Alberta Municipal Affairs  
Municipal Services Branch  
Municipal Grants and Information Services Unit  
17<sup>th</sup> Floor, 10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
or by fax: 780-422-9133  
or by email: [ma.msioveringgrants@gov.ab.ca](mailto:ma.msioveringgrants@gov.ab.ca)

*The personal information you are providing on this form is being collected to support the administration of the Municipal Sustainability Initiative and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act. If you have any questions concerning the collection of this information, please contact the Municipal Grants and Information Services Unit at (780) 427-2225 or by writing to the Director, Municipal Grants and Information Services Unit, 17th Floor, Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4.*