

**Alberta CAPC/CPNP Coalition\***  
**Application for Alberta Coalition Capacity Building Funds**

*Applications for multiple training/activities MUST be submitted on separate forms. Designate your priority for approval for applications submitted at the same time.* For information or clarification please call 780-474-5011 ext. 104. Submit completed applications via email to: [crystal.nahaiowski@candorasociety.com](mailto:crystal.nahaiowski@candorasociety.com).

The Public Health Agency of Canada currently provides annual financial support for Alberta CAPC/CPNP Coalition Project’s Capacity Building activities. Candora Society of Edmonton has been named as the banker for these funds.

- The total amount available for capacity building projects from April 1 to March 31 each year is \$45,000. Each CAPC and CPNP project is allowed to apply for up to \$3,000 per year, per project on a first-come basis, until the fund is fully spent. Awarded funds for a project must be used during the current fiscal year.
- Applications are reviewed in the order they are received and may take up to 2 weeks to be processed. Please get in touch with Candora if you have not received notification after 2 weeks.
- It is strongly recommended that projects submit their application before spending any funds or risk their agency being liable for any expenses for the training/activity. Projects submitting applications following the actual training/activity accept the possibility that they may not receive any funding from the Coalition fund.
- Unspent funds over \$100 must be returned to Candora as soon as possible and must be received before March 31. Unspent amounts up to \$100 can be utilized by the project for capacity building resources or activities. Receipts must be submitted and identified in the required activity follow-up report.

**FOR OFFICE USE ONLY**

<i>Category</i>	<i>Amount</i>	<i>Code</i>	<i>Category</i>	<i>Amount</i>	<i>Code</i>
Registration			Speaker/Facilitator		
Travel			Rent		
Accommodation			Other		
Meals					

\*CAPC = Community Action Programs for Children

\*CPNP = Canada Prenatal Nutrition Program

**Capacity Building Activity Information:**

Priority for Multiple Applications: \_\_\_\_\_ Date being held: \_\_\_\_\_ Estimated # of attendees: \_\_\_\_\_

Project Name (on your PHAC contract): \_\_\_\_\_

Project Number: \_\_\_\_\_ CAPC funded:  CPNP funded:

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Cheque to be issued to: \_\_\_\_\_

Address or email to send funds to: \_\_\_\_\_

Provide a brief description of the activity and state the anticipated benefits of attendance (attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget**

Category	Amount
<i>Registration</i>	
<i>Travel</i>	
Air	
Mileage (0.51/km)	
Taxi/Uber	
<i>Accommodation</i>	
Hotel/Motel	
Private (\$30/night)	
<i>Meals</i>	
Breakfast \$15/day	
Lunch \$18/day	
Dinner \$30/day	
<i>Hosted Events</i>	
Speaker/Facilitator	
Rent	
Food	
<i>Other (printing, training materials, etc.)</i>	
<b>TOTAL</b>	

\*CAPC = Community Action Programs for Children

\*CPNP = Canada Prenatal Nutrition Program