**Alberta CAPC/CPNP Coalition\***

**Capacity Building Application and Report Forms**

Submit to: Crystal Nahaiowski

E-mail: [crystal.nahaiowski@candorasociety.com](mailto:crystal.nahaiowski@candorasociety.com)

Fax: 780 474-5041. If faxing, please notify Candora via e-mail or phone that application has been sent.

For information or clarification: 780, 474-5011 ext. 104

**Background**

The Public Health Agency of Canada currently provides annual financial support for CAPC/CPNP Coalition projects. Two Alberta projects have been named as bankers for these funds: Candora Society of Edmonton and Alberta Parenting for the Future.

The Candora Society currently oversees funds available for Project Capacity Building Activities.

* The total amount available for capacity-building projects from April 1, 2019 to March 31, 2020 is $45,000.
* Each CAPC/CPNP project is allowed to apply for up to $3,000 per year, 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.
* Applications for training/events not previously approved by the Board are circulated to all board members for approval.
* Applications may take up to two weeks to be processed. Please contact Candora if you have not received notification after two weeks.
* It is strongly recommended that projects submit their application prior to the training/activity and the spending of any funds. Projects submitting applications following the actual training/activity accept the possibility that they may not receive any funding from the Coalition fund. In this case, the project would be responsible for any costs the project incurs related to the training/activity.
* Unexpensed funds over $100 must be returned to Candora as soon as possible and must be received prior to March 31 (fiscal year end).
* Unexpensed 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.

\*CAPC = Community Action Programs for Children

\*CPNP = Canada Prenatal Nutrition Programs

**Application for Alberta Coalition Capacity Building Funds**

**Note: Applications for multiple training/activities MUST be submitted on separate forms. Designate your priority for approval #1, #2, etc. for applications submitted at the same time.**

Priority for Multiple Applications (i.e., 1of 3): **\_\_\_\_**

**Please answer all questions**

*Project Name (on your PHAC contract*):

*Project Number*:

*CAPC funded*:  *CPNP funded*:

*Project Address*:

*Cheque to be issued to*:

*Address (if different than project address):*

*Contact name*:

*E-mail*:

*Phone (work):*

*Phone (mobile):*

*Name or brief description of activity*:

*Date being held*:

*Estimated number of people attending*:

Anticipated benefits of attendance:

\*CAPC = Community Action Programs for Children

\*CPNP = Canada Prenatal Nutrition Programs

**Budget**

|  |  |
| --- | --- |
| **Category** | **Amount** |
| **Registration** |  |
| **Travel** |  |
| Air |  |
| Bus |  |
| Mileage (.40/km) |  |
| Taxi |  |
| **Accommodation** |  |
| Hotel/Motel |  |
| Private ($30/night) |  |
| **Meals** |  |
| Bkfst/Lunch $15 |  |
| Dinner $25 |  |
| **Hosted events** |  |
| Speaker/Facilitator |  |
| Rent |  |
| Food |  |
| **Other** (printing, training materials) |  |
| **TOTAL** |  |

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Code** |
| **Registration** |  |  |
| **Travel** |  |  |
| **Accommodation** |  |  |
| **Meals** |  |  |
| **Speaker/facilitator** |  |  |
| **Rent** |  |  |
| **Other** |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For office use only**

**Follow-Up Report**

***MUST be submitted within 1 month of event date. Funding for future applications will depend on receipt of the follow-up report.***

Project Name:

Project Number:

Name of Conference/Workshop or Activity**:**

Submitted by:

Contact information (phone/e-mail):

**Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Category*** | ***Budget*** | ***Actual*** | ***Difference*** |
| **Registration** |  |  |  |
| **Travel** |  |  |  |
| Air |  |  |  |
| Bus |  |  |  |
| Mileage (.40/km) |  |  |  |
| Taxi |  |  |  |
| **Accommodation** |  |  |  |
| Hotel/Motel |  |  |  |
| Private ($30/night) |  |  |  |
| **Meals** |  |  |  |
| Bkfst/Lunch $15 |  |  |  |
| Dinner $25 |  |  |  |
| **Hosted events** |  |  |  |
| Speaker/Facilitator |  |  |  |
| Rent |  |  |  |
| Food |  |  |  |
| **Other** (printing, training materials) |  |  |  |
| **TOTAL** |  |  |  |

**If balance remaining is over $100 submit a cheque to:**

The Candora Society of Edmonton

#262, 3210 - 118 Avenue

Edmonton, AB, T5W 4S9

Attn: Crystal

**If balance remaining is less than $100, submit receipts for how funds were expensed.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation**

*(Please complete this section too)*

*Workshop/Conference/Activity Name*:

*Date held*:

*Number of individuals from the project that attended*:

*Contact information for presentations*:

Resources or website relevant to this conference/workshop or activity:

**Rating:**

On the following questions, rate the workshop/conference/activity from ***1*** (not recommended, not valuable, little skill) to ***5*** (highly recommend, very valuable, excellent skill

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *1* | *2* | *3* | *4* | *5* |
| Would you recommend this to other projects? |  |  |  |  |  |
| How valuable to your work was the activity/event/information? |  |  |  |  |  |
| Please rate the presenters' overall skill, knowledge and presentation. |  |  |  |  |  |

*Capacity Building Application and Report Forms*

**Comments**: How will your project and/or participants benefit from staff having attended this activity?

**Comments**: Information you would like to share with others about this activity.

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