Workers' Memorial Grant program

Application guide

Alberta

General Information

The Workers' Memorial Grant program is a one-time non-competitive grant program that will match up to $10,000 in funding per organization to build a memorial for workers who have died as a result of their work. For the purposes of this grant program, the memorial must be a physical structure (e.g. statue, plaque, garden, mural, commissioned piece of art, etc.).

The grant program has a total budget of $300,000 and operates under a "first come, first served" funding model. The application submission deadline is **December 9, 2022 at 11:59 pm MDT**. Only complete applications will be eligible; see "Eligibility Requirements" below for additional eligibility criteria that must be met. Applicants may only seek Workers' Memorial grant funding once.

An organization can only receive one grant through the Workers' Memorial Grant program. Eligible organizations may only submit one application and only one project will be considered.

Alberta Labour and Immigration (the Ministry) will notify applicants in writing about the status of their application. Grant recipients will receive a grant agreement that includes the terms and conditions of the grant (a sample agreement can be viewed [here](#)). Projects cannot start before both parties (the recipient and the Ministry) sign the grant agreement.

Grant recipients must complete projects within 12 months. Grant funds must be deposited into an account associated with the applicant, in accordance with the terms of the grant agreement.

If you have questions about the application process or your project's eligibility, contact WorkersMemorial@gov.ab.ca.

Evaluation

The Ministry will evaluate the information provided in each Workers' Memorial application. If applicable, the Ministry will also consider publicly available information (e.g. websites) and an applicant's previous grant performance with the Ministry. Applicants who have not met the terms and conditions of previous Ministry grants may have their application denied.

Due to limited funds, applications will be approved on a "first come, first served" basis, based on the date the complete application is received. All decisions on grant applications are final, and no appeals will be considered.

Applications will be assessed against the following criteria. Applicants must address the criteria below when completing their applications.

Note: The application form is a dynamic form; questions will appear or disappear depending on your selection. Response boxes in the application form have word limits, which are described below. The Ministry will not consider information in a response box that exceeds the designated word limit.

Eligibility Requirements

Criteria	Requirements
Applicant	The applicant must: • Be a non-profit or public sector organization: i.e. a non-profit company, society, municipality, school board, health authority, public post-secondary institution, etc. • Operate in Alberta.
	The applicant cannot be: • An individual person. • A for-profit organization. • A provincial or federal government. • A provincial or federal agency, board or commission.

Proposed project	The proposed project must be:

The proposed project must be:

- A physical memorial to workers associated with the applicant organization who have died as a result of their work. Examples include a statue, plaque, garden, mural, commissioned piece of art.
- Completed in 12 months.
- A single project.
- Located in Alberta, in a location for which the organization can provide confirmation of permission to use the land for the duration of the proposed project.

The proposed project must not:

- Have a budget request in excess of $10,000.
- Be an endowment; charitable donation; scholarship or bursary; conference or workshop; fundraising campaign; donor recognition/wall; gift (volunteer recognition); promotional material; or expenditure for, (or time and labour provided toward) ground-breaking, opening, celebration of life, funeral cost, or other ceremonial event.
- Be related to an individual's funeral, celebration of life, or similar events (e.g. headstones, caskets, urns, etc.).
- Create a long-term funding dependency.
- Focus on capitalization of business enterprises (e.g. for-profit activities and product development).
- Duplicate or replace programs or services already provided by the Government of Alberta.
- Fund:
  - The maintenance, upkeep, or revitalization of an existing memorial or monument.
  - Activities that an employer is obligated to undertake according to Alberta's occupational health and safety (OHS) legislation, including but not limited to: providing OHS training for staff, health and safety programs, emergency response plans, or staff professional development.
  - Lobbying activities.
  - Capital purchases that address a general organizational need rather than the specific project this application is for.
  - Staff compensation.
  - Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising, events or ceremonies, or other activities not related directly to the physical construction of the project.
  - Debt reduction, financing charges or interest payments on loans, leasing land/building/equipment/other facilities, real estate fees, purchase of land as a standalone project, or other fees associated with the purchase of land as a standalone project.
  - Business operational expenses, including but not limited to purchasing office equipment and supplies, furniture, electronics, personal protective equipment, regular maintenance upgrades to existing websites (including simplifying language or easing website navigation), general computer software/applications/licences (e.g. Microsoft Office), telephone/voicemail connection and rental costs, etc.
  - Moving expenses, administrative costs and fees (e.g. legal fees, accounting/bookkeeping fees), volunteer expenses (e.g. honorariums, gifts, food and liquor), bank/financing related charges, maintenance or operational expenses, and contingency (unless included in a contractor's quote) or miscellaneous costs.
  - Compensation expenses related to discretionary severance and separation packages.
  - Travel and incidental costs related to commuting between a residence and place of employment.
  - Insurance costs for equipment, facilities or otherwise.
  - Expenses where a personal benefit could be derived.

Budget	Applications must:

- Demonstrate access to the matching funding and non-monetary resources requested in the application.
- Include all sources of matching funds and non-monetary resources including other levels of government, private monetary donations, in-kind donations, donations from other organizations, etc.
- Detail the grant request, including an explanation for the amount requested from the Workers' Memorial Grant program and how the funds will be used.

Matching funds cannot include:

- A project expense deemed as ineligible for funding.
- Purchased land.
- Wages or salaries associated with the regular ongoing operations of the organization.
- Volunteer travel time or mileage for picking up materials and equipment.
- Volunteer time related to fundraising, preparing grant applications, attending meetings, or planning activities related to the project or organization.

Application Guidelines

When applying to the Workers' Memorial Grant program, the application must be completed in full to be eligible.

Applications may need to include additional documents such as supplier quotes or other official statements regarding the project. Applicants are encouraged to contact the program office for assistance with completing the application or if they have questions about what documentation to include.

It is important to save a copy of your application. You may need to refer to this copy if the program office has questions about the application. Applicants may be contacted if further information or clarification is required. Applications that require further information or clarification will be deemed incomplete, and therefore ineligible, until such inquiries have been responded to.

The Ministry may quote portions of successful applications in public communications, including on the Workers' Memorial Grant program website. The application form includes a *Freedom of Information and Protection of Privacy Act* (FOIP) statement at the top of the form. Questions about the collection and use of information included in the application form can be directed to the program office. **Do not include confidential information in your application**.

Application fields

The following instructions provide guidance to complete the fields in the application form.

Project title

Provide a short descriptive title for the project. The Ministry will use this title in future communications.

1. Applicant information

The applicant is the organization that will be accountable for all project deliverables and reporting requirements, and will lead project planning, scope, and timelines. If the application is successful, the Ministry will disburse the grant funds to this applicant.

Organizational mandate

The organizational mandate introduces the applicant. Provide a summary of the organization's membership and main activities of the organization.

Word limit: 100

Contact Person

The applicant's contact person will receive all project correspondence and notifications from the Ministry. Notify the program office if the contact information changes after you submit the application.

2. Memorial summary

Describe the worker or worker group that the memorial project will be dedicated to.

Provide the name of the individual worker(s) or worker group the memorial project will be dedicated to, as well as any other pertinent information about the worker(s)/worker group.

Word limit: 300

Describe the physical memorial.

Include:

- Details of what the finished project will include (what will be installed/built);
- How it will memorialize the worker(s);
- How it will be accessed; and
- Who will access it.

Word limit: 300

What are the project limitations and risks?

Identify the potential limitations of the project or risks to successful completion of the project.

Examples include: changes in public health measures due to pandemic or uncontrollable circumstances; environment / weather, fluctuation in the cost of materials.

Include potential solutions to mitigate the identified risks.

Word limit: 300

Location or legal land description of the memorial

Provide the location where the memorial project will be installed/built. Attach documentation that confirms you have permission to use the land.

3. Project schedule

Use the provided table to describe major milestones and associated timeframes. Milestones are tangible accomplishments that are significant for the project's progress and success. Give timeframes in weeks or months relative to the start date of the project, not in absolute dates (e.g. "by Week 5", not "by July 23").

Ensure that the milestones include planning, permits, development, and any post-construction wrap-up tasks.

Use the (+) button at the bottom of the table to add additional milestones.

Projects cannot start before both parties (the recipient and the Ministry) sign the grant agreement. Grant recipients must complete projects within 12 months.

Example (Details for example purposes only):

Milestone Accomplishment	Timeframe (e.g. Week 5)
Site prepared for installation of memorial.	Month 2
Deliverables (if applicable)	
Permits are approved, volunteers have assembled concrete forms and site is ready for cement to be poured.	

4. Matching Funds

The maximum funding requested from the Workers' Memorial Grant program cannot exceed 50 per cent of the total project cost, and cannot exceed $10,000. Thus, a mandatory component of the Workers' Memorial Grant program is the applicant contributing, or having access to, an equal or greater amount of funding or non-monetary contributions towards the expenses of the memorial project. To meet this requirement, the matching funding can be in the form of cash or donated labour, equipment or materials, as long as all of the funding is specifically related to the project. Other Government of Alberta funding (e.g. other successful grant awards) cannot be used as a matching resource for a Workers' Memorial Grant[1].

Some funding sources have restrictions on whether their funds are eligible to be used for matched funding. Examples include proceeds generated from licensed gaming events, and cash available from other grant programs. If using funds from other sources, check with them to ensure that the funding being used to meet the matching requirement is eligible for use.

The Workers' Memorial Grant program recognizes non-monetary contributions (such as volunteered time and equipment or donated supplies) towards the matching requirement. Include all sources of matching funds and non-monetary resources, including other levels of government, private monetary donations, in-kind donations, donations from other organizations, etc.

Matching Fund Table

Indicate the value of any matching funds and non-monetary resources that your organization will provide or be able to access to support the project.

Type of Matched Funds: Select the type of resource from the drop-down list: Unskilled Labour, Skilled Labour, Equipment, Materials, and Cash.

The value of donated resources for Workers' Memorial Grant projects is based on:

- $20.00/hour for unskilled labour working directly on the project (must report actual hours in final report);
- $35.00/hour for skilled labour (must report actual hours in final report);
  - Skilled labour includes qualified trades and professionals specific to components of a project (e.g. ticketed electricians or plumbers).
- $70.00/hour for heavy equipment (including operator) (must report actual hours in final report); or
- donated materials and professional services at verified fair market value. The value of donated materials or professional services must be documented in writing by the donor on their letterhead or similar branded documents.

Description: Describe what is included in the donation (e.g. "skid steer and operator") and the source of the donation.

Number of hours: This field is only required for the matched funds categorized as Labour – Unskilled, Labour – Skilled, and Equipment. Enter the number of hours that volunteers will work for the specified non-monetary donation.

Confirmed Donation: State whether your organization currently has the matching funds or needs to procure the funds. Supporting documentation in the form of estimates, supplier quotations, or sources of estimates for all confirmed matching funds and non-monetary resources (such as labour, materials, and equipment) is required to be attached to the application.

Value: Indicate the fair market value of the materials that have been donated, or the total donated cash amount. Include supporting documentation to justify the value of the materials. This field will be calculated automatically using the matched funds categorized as Labour – Unskilled, Labour – Skilled, and Equipment.

The **Total Amount of Matched Funds** will be calculated automatically based on the amounts entered in the table.

Have you received other Government of Alberta funding towards this project?

Indicate if other Government of Alberta funding (e.g. other successful grant awards) is being used to fund this memorial project.

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[1] For the purposes of the Workers' Memorial Grant program, funds generated through the use of the Creative Partnerships – Crowdfunding Alberta platform are considered to be a community investment and are permitted for use as a matching fund.

Classification: Public

For the purposes of the Workers' Memorial Grant program, funds generated through the use of the Creative Partnerships – Crowdfunding Alberta platform are considered to be a community investment. Select "No" if matched funds are being accessed through this platform.

5. Grant request

Outline the budget items the Workers' Memorial Grant will fund in the table. Explain how each item supports the project goal. Eligible items include:

- **Consultants/contractors** required for the project due to a specialized need or skill set. Describe their role and skill set.
- **Materials** or equipment needed specifically for the project.

Costs related to general operation of your organization or staff employment are not eligible. See the **Criteria Table** starting on Page 2 for additional details.

If you are not sure if a budget item is eligible, contact the program office before you submit your application.

The **Total Amount Requested** will be calculated automatically based on the amounts entered in the table.

Example (Details for example purposes only):

Category	Summary of Costs	Amount
Consultants / Contractors	Examples could include: design services to develop the memorial (architect, landscaper, artist), electrician, concrete contractor.	$1,500.00
Materials	Examples could include: cement and forms supplies, skid steer rental and operator, art supplies, plants/seed and/or sod.	$6,750.00
Other (Explain other expenses that will be required)	Examples could include: plaque and engraving fees, creation of statue based off of artists design, permits, surveying costs.	$1,750.00
	Total amount requested	$10,000.00

6. Applicant Declaration

By checking the form and submitting the application, you are agreeing to the declaration on the form.

Submitting the form

1. Put a check mark in the box indicating approval.
2. Click "Submit". This will automatically open an email addressed to Workersmemorial@gov.ab.ca, with your completed application attached as a .PDF file.
3. Manually attach any additional documents as needed (see **Additional application attachments**).
4. Send the email. You will receive a confirmation of receipt email within three business days.

If you do not receive an email reply from Workersmemorial@gov.ab.ca within three business days, ensure that the email address is included as a safe email address with your organization's firewall and that the email has not accidentally been redirected to a spam or junk folder. Once you have verified that the email didn't go to spam / junk, contact the program office.

Additional application attachments

Depending on your application, you may need to submit additional documents with your application. For example:

- **Incorporation Documents:** If "Other" was selected under the question "Which Act is the organization regulated by?", you must submit the organization's incorporation documents.

- **Estimates, supplier quotations or sources of estimates** must be provided for all confirmed donated-in-kind budget items (labour, materials, and/or equipment) included in the applications.
- **Land lease or permission to use the land** documentation must be provided.

All additional attachments can be combined into a single PDF if you prefer.

Information for funded projects

Reporting Requirements

Supporting documentation for donated labour, equipment and materials must be maintained and included with the project's final report for accounting purposes. The program office will communicate the type of supporting documentation that is required when the signed copy of the grant agreement is provided.

Examples of supporting documentation that may be requested include:

- Volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour and total value; and
- Donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services/materials that have been donated by the business.

Acknowledgement Standards and Requirements

- Recipients of Workers' Memorial Grant funds shall acknowledge on materials related to the project that are printed, produced, or created by the Recipient that the project was supported by funding from the GoA.
- The Government of Alberta logo is available upon request and recognition of funding can be achieved in a variety of ways:
    - News release or submitted article to local/regional media
    - Social media channels such as Twitter, Facebook, Flickr and blog postings, etc.
    - Organization's website or newsletter , or
    - Signage, either temporary or permanent
- See Sample Grant Agreement for additional information

Program Contact Information

If you have questions about the Workers' Memorial Grant program, email the program office at WorkersMemorial@gov.ab.ca.