

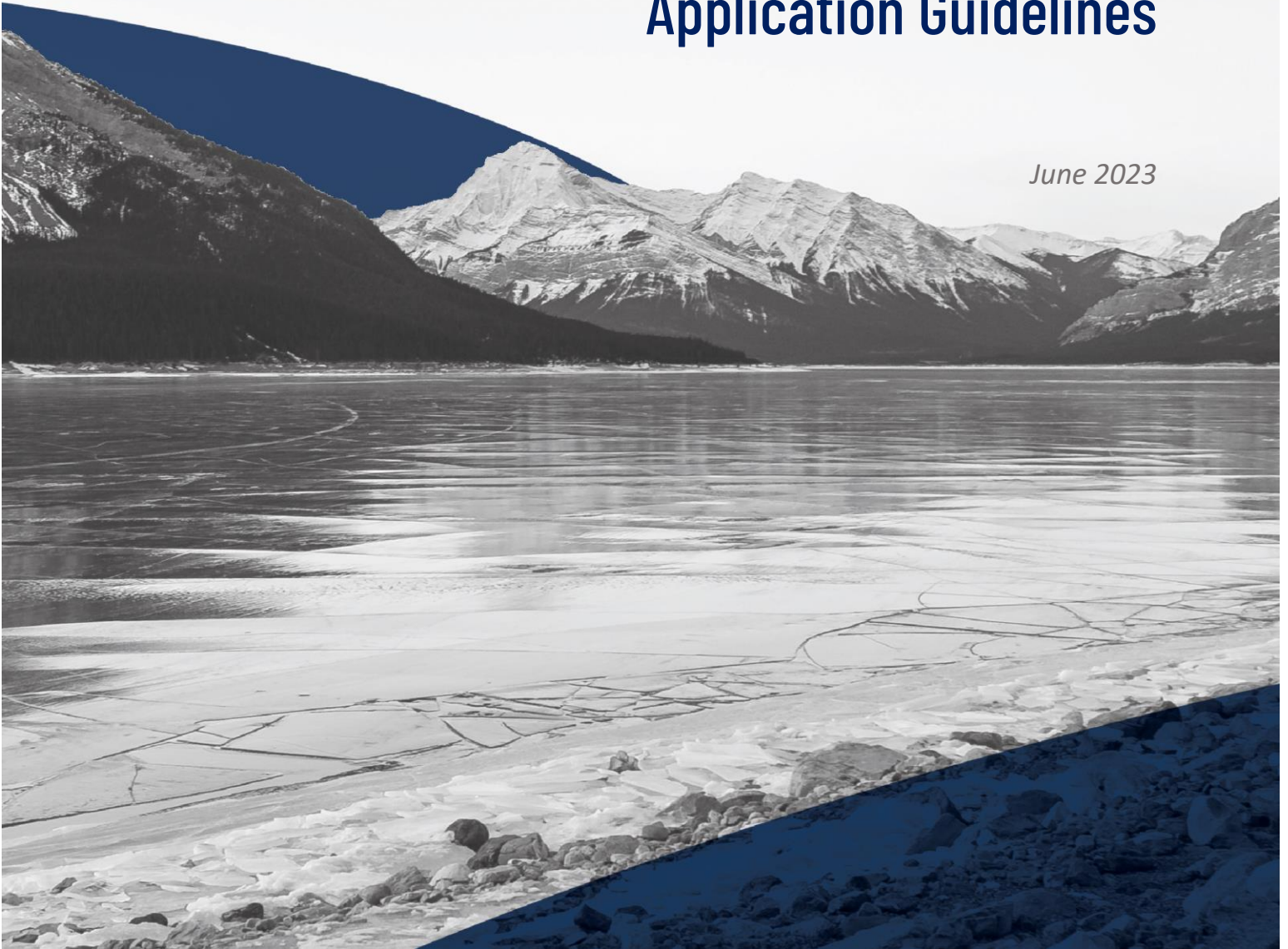


RMA
RURAL MUNICIPALITIES
of ALBERTA

Municipal Economic Development Capacity- Building Microgrant

Application Guidelines

June 2023



Introduction

The Rural Municipalities of Alberta (RMA) Rural Economic Development Micro-Grant Program (the “Program”) was developed by the RMA with support from the Government of Alberta through [the Economic Development in Rural Alberta Plan](#) (EDRAP). EDRAP includes several strategic directions intended to support rural economic development. The Micro-Grant Program aligns with strategic direction five: rural economic development capacity building.

The Program is intended to provide grant funding to RMA members to research the feasibility and implementation of innovative approaches and initiatives to attract investment and support rural economic development. Although projects should be focused on the applicant municipality, grant recipients will be expected to share (through a final report) if and how the approach or initiative can be replicated by other rural municipalities.

All full RMA member municipalities are eligible to apply for funding through this program. Please also note that council resolution or letter from the CAO in support of the application is a requirement.

Applications will be reviewed by the RMA Review Committee (the Committee), which is comprised of representatives from the RMA. Funding is allocated based on a competitive application process; not all applicants will receive funding.

Project Eligibility

The Program is intended to encourage research into the feasibility and implementation of innovative projects and proposals to attract rural investment and economic development.

Examples of eligible projects include:

- Innovation in rural investment attraction
- Rural economic development best practices
- Business case development
- Feasibility or pre-feasibility assessment for new opportunities
- Enhancing municipal capacity to support economic development
- Opportunity identification
- Market research

The program will provide a grant of up to **\$10,000** of the applicant’s eligible non-capital costs. Funding can be used to support the hiring of external consultant capacity or internal staff capacity to complete the approved project.

The program will not fund capital costs such as land, buildings, equipment, inventory, or any other costs, that, in the opinion of the Committee, are not in the public interest or in alignment with the intent of the program.

All approved projects must be completed in full by **March 15, 2024**, including a final report of key outcomes.

Application Requirements

Please provide a detailed project proposal including the scope of work, project need and project outcome, timeline, budget and funding, project team, and any other relevant information. A council resolution or letter of support from the CAO must be included within the application.

Specific questions that applicants should address when writing their proposals (either directly or indirectly) include:

- Scope of work
 - Does the project proposal include a brief description of the proposed project and the project objectives?
 - How does the proposed project align with the goals of rural economic development and innovation?
- Project need and project outcome
 - What gap will the project fill in relation to local or regional economic development?
 - What individuals or groups in the community are likely to benefit from the project?
 - How would “success” be measured in terms of project outcomes?
 - In what way will the project outcomes be innovative?
 - Could this project be adapted to another municipality?
- Timeline
 - Does the proposed project include a clear timeline with key milestones and project deliverables?
 - Have estimated start and end dates been provided and are they achievable?
 - Will the proposed project be completed in full by March 15, 2024?
- Budget and funding
 - Does the project budget include all anticipated costs and funding sources?
 - Does the proposal outline how the grant funds will be allocated?
 - Are matching funds or in-kind contributions from other partners clearly indicated? (NOTE: this is not a condition of receiving funding, but is an option to support a larger-scale project)
- Project Team
 - Who from within the municipality will be involved in project development?
 - Does the project involve or benefit neighbouring municipalities or Indigenous communities?
 - Does the project proposal describe partnerships or collaborations with external organizations, such as universities, research institutions, or industry experts? (NOTE: this is not a condition of receiving funding, but is an option that could enhance the project’s value)

Applications should not exceed 10 pages.

Applicants may be required to attend a consultation with the Committee, should the Committee require additional information or clarifications. The Committee may also request additional information for the processing and auditing of grants.

Application Deadline

Applications must be submitted by **August 15, 2023**.

Applicants will be notified of the grant decision approximately four weeks after the August 15, 2023 grant submission deadline.

Proposal Evaluation Criteria

Proposals will be evaluated and weighted by the Committee based on the following criteria:

Proposal	Weighting %
Innovation in approach to investment attraction or rural economic development	25
Degree that project could be replicated by other RMA members	25
Project proposal and scope of work	20
Proposed project connects with, leverages or supports an existing project or economic development plan	20
Clearly identified outcomes	10

Application Submissions

Grant applications can be submitted through the online [application portal](#) (in Word or PDF format).

Any questions can be sent by email to:

Karrina Jung
RMA Policy Advisor
karrina@rmalberta.com

Funds will be disbursed to applicants on approved projects upon receipt of proof of payment and work completed.

Final Reporting

A final report of key outcomes must be submitted upon project completion. This report will be shared with municipalities and other interested stakeholders through RMA and Government of Alberta communication channels. RMA will work with successful applicants to determine the scope and format of final reports.