



2010 Volunteer Week Enhancement Funding Guidelines

Government of Alberta ■
Culture and Community Spirit

Volunteer Alberta members may apply for 2010 Enhancement Funding. The Government of Alberta Culture and Community Spirit provides Enhancement Funding for Volunteer Alberta to distribute throughout the province. Please review the following guidelines for the usage of the funding.

Volunteer Week Enhancement Funding is intended to assist communities in leveraging other sources of funding for National Volunteer Week.

Please note that 2010 Volunteer Alberta membership must be completed (paid) before applying for 2010 Enhancement Funding. [Click here for online membership.](#)

Important Dates and Information

Applications for funding will be awarded to member communities on a first come-first serve basis.

- Enhancement funding applications are due on or before:
Monday, February 8, 2010 by 4:30pm
- You will receive email notice as to the success of your application by:
Friday, February 26, 2010 by 4:30pm
- Funding cheques will be mailed to the successful applicants by:
Friday, March 5, 2010.
- Funding must be used during National Volunteer Week unless approved by Volunteer Alberta:
April 18 – April 24, 2010.
- Final report for Volunteer Week Enhancement Funding is due on or before:
Tuesday, May 18, 2010.
- Please submit your application once by one of the following methods:

email events@volunteeralberta.ab.ca
mail 2010 Enhancement Funding
 Volunteer Alberta
 #217 Birks Building
 10113 – 104 St.
 Edmonton AB T5J 1A1

Note: Volunteer Alberta would prefer to receive all applications electronically for 2010 Enhancement Funding. You can complete your application on the interactive PDF document, found on the website. Please save a copy on your computer before emailing it to Volunteer Alberta.

Funding Requirements

Communities receiving 2010 Volunteer Week Enhancement Funding agree to recognize Volunteer Alberta and the Government of Alberta Culture and Community Spirit in all of their printed, audio or visual media promotions and materials in the instances where the funding has been utilized. Please use the Volunteer Alberta logo and Government of Alberta Culture and Community Spirit logo for all promotions and materials. **Failure to recognize Volunteer Alberta and the Government of Alberta Culture and Community Spirit in your promotions or failure to submit a final report to Volunteer Alberta may affect eligibility for future funding.**

Use of Enhancement Funds

Eligible expenses for use of Enhancement Funding:

1. Media Promotion

Television, radio, or newspaper advertising and/or features highlighting Volunteer Week

2. Hire a Trainer/Speaker OR Volunteer Skill Development

Communities may contract a trainer or speaker of their choice or provide support for volunteer skill development during National Volunteer Week. Presentation/facilitation fees are an eligible expense, however, travel and accommodation fees are NOT an eligible expense.

3. Event and General Promotions

Newsletters, posters, decorations, displays, facility rental, banners, door prizes, and/or flyers.

4. Volunteer Recognition Items

Volunteer recognition items such as license plate holders, rubber bracelets, awards, certificates, pins, t shirts, pens, candy, etc.

5. Legacy Tribute

These are items that will display/demonstrate/celebrate volunteers or involve future generations. Examples: resources on volunteerism for the library, volunteer wall plaques, or scholarships/ awards/ bursaries – that are related to volunteerism and will directly affect the community.

Please contact Volunteer Alberta if you are interested in this option to discuss your proposed plans.

6. Other

Creative and imaginative ideas apply here! We encourage you to brainstorm ideas with partners in your community and look forward to innovative and exciting approaches to celebrating National Volunteer Week in your community!

Ineligible Expenses for use of Enhancement Funding:

1. Food and Alcohol

Food and alcohol costs are ineligible because the Enhancement Funding has been provided by the Government of Alberta Culture and Community Spirit, which is a lottery funded agency.

2. Travel and Accommodations

Travel and accommodation expenses for speakers/trainers are not covered in Volunteer Week Enhancement Funding.

3. Contracting a Coordinator for National Volunteer Week activities

There should be reasonable capacity within your organization to support the facilitating of your plans for National Volunteer Week. The Funding is designed to directly enhance and support ideas and activities, not create jobs. However, managing Volunteer Week requires additional demands on existing human resources, so please contact Volunteer Alberta to discuss your community's needs.

Funding Allocation

2010 Volunteer Week Enhancement Funding is based on the following municipal population ranges:

Population	Funding Allotment
250 - 9,999	\$550.00
10,000 - 39,999	\$750.00
40,000 - 99,999	\$1150.00
Over 100,000	\$2650.00

Note: Volunteer Alberta reserves the right to decide the final amount awarded to each applicant.

Individual Community Applications:

- The Volunteer Alberta/Government of Alberta Culture and Community Spirit partnership will accept an application from any community organization (Volunteer Alberta membership is required) within an Alberta municipality for Enhancement Funding to coordinate activities for Volunteer Week in that municipality.
- Each application must identify one individual who shall be responsible for managing the funds and providing a final report outlining how the monies were utilized, as well as an assessment of outcomes.
- Enhancement Funding will be awarded to ONE organization in each municipality.
- Funding must be used to promote Volunteer Week in the entire community, not to recognize volunteers of a particular agency or group.
- In communities where an accredited volunteer centre is present; preference will be given to the centre.

Regional Applications:

- Enhancement Funding is available for municipalities who wish to work together for coordinated Volunteer Week activities that will benefit an entire region.
- Applications for Regional Funding must identify one individual who is responsible for coordinating the regional approach, managing the funds and providing a final report outlining how the monies were utilized and an assessment of the outcomes.
- Funding for Regional Applications for National Volunteer Week 2010 will consist of per capita funding for the largest individual population plus an additional flat rate of **\$150.00 per community**.
- The *2010 Volunteer Week Enhancement Funding Application Form* must be accompanied by a completed *2010 Volunteer Week Enhancement Funding Memorandum of Agreement*.

Enhancement Funding Policies

- 1.0 When communities apply for Enhancement Funding, the funding allotment is based upon the most recent census figure as provided by Alberta Municipal Affairs, which is also used to verify community population. In the event of a discrepancy, the population figures reported by Alberta Municipal Affairs will be utilized at the closing date of the application deadline.
- 2.0 All communities receiving Enhancement Funding for Volunteer Week must promote and/or utilize the logos of Volunteer Alberta and the Government of Alberta Culture and Community Spirit. Failure to comply will result in the denial of funding for the following year, at the discretion of the Advisory Committee.

VOLUNTEER ALBERTA RESERVES THE RIGHT TO IMPLEMENT THESE GUIDELINES AS NECESSARY.