# PROGRAM CLOSED Climate Resilience Capacity Building Program

**Note:** The Climate Resilience Capacity Building Program is closed to new applications as of March 10, 2023. For details, please visit [mccac.ca](https://mccac.ca/)

**Application Form**

This document outlines the specifications and details of the project that will be funded as part of the Climate Resilience Capacity Building Program. Please complete each portion of this form.

Please submit a completed form along with all required attachments as indicated below. One document is required for each distinct project. Please contact the Action Centre for any questions regarding the application.

*Note: The MCCAC must be notified of any deviation(s) from this document and an amendment to this document must be duly executed should the Project scope, completion date or other details change.*

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| **Community:** | Click here to enter text. | | |
| **Mailing Address:** | Click here to enter text. | | |
| **Contact Name:** | Click here to enter text. | **Contact Title:** | Click here to enter text. |
| **Contact Phone:** | Click here to enter text. | **Contact Email:** | Click here to enter text. |

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| **Program Stream**  *Select the appropriate funding stream from the dropdown menu* | Choose an item. |

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| **Project Description** | |
| **Project Objective**  *(Please detail the purpose of this project)*  Click or Tap Here to Enter Text. |
| **Project Intent**  *(Please include a detailed description of how the proposed project supports the community and builds capacity for climate resilience)*  Click or Tap Here to Enter Text. |
| **Project Deliverables**  *(Please detail the final documentation, outputs, or products that result directly from this project)*  Click or Tap Here to Enter Text. |

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| **Total Project Costs**  (Total costs of the project)  Click or Tap Here to Enter Text. |
| **Total Grant Funding Requested**  *(From the Climate Resilience Capacity Building Program)*  Click or Tap Here to Enter Text. |
| **Project Start and Completion Dates**  Click or Tap Here to Enter Text. |
| **Contractor(s)**  *(If relevant)*  Click or Tap Here to Enter Text. |
| **Regional Collaboration Details**  *(If relevant)*  Click or Tap Here to Enter Text. |
| **Project Closure Documentation**  I agree to:   1. Submit evidence of a media release, outreach event, or public announcement regarding the completion and/or key findings. This evidence indicating the project was funded in whole (or in part) by the Municipal Climate Change Action Centre. All communications should indicate the Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta   Yes  No   1. Submit financial reports, relevant to grant proceeds. Any deviations from the project budget should be explained.   ☐ Yes ☐ No   1. Submit 3-5 high quality images of workshops, engagement events, or other activities showing the project in action   Yes  No   1. Complete a short abstract sharing highlights of the project (provided by the Action Centre)   Yes  No   1. Complete a Program evaluation survey (provided by Action Centre)   Yes  No   1. Provide a copy of the final risk assessment, climate adaptation plan, and/or other deliverables relevant to the project   Yes  No  **If any of the above are not agreed to**, alternative deliverables may be agreed upon. Please detail your proposed actions below:  Click or Tap Here to Enter Text. |

**Application Checklist**

Please include the following documentation as an attachment to your Climate Resilience Capacity Building Program application. This application form and the attached material will be used to inform the final Funding Agreement issued to the community.

Application Form

Project Plan with Key Milestones and Timelines

List of Final Deliverables

Detailed Project Budget, including all funding sources

Contract (if using a contractor) with payment details

Qualification for the Project Contractor (not needed for projects completed by the Program’s prequalified contractors)

**Authorized Signature**

The **[INSERT COMMUNITY NAME]** represents and warrants that all information contained in this Climate Resilience Capacity Building Program Application is true and correct.

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Print Name Title

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Signature Date