Northern and Regional Economic Development (NRED) Program

Program Guidelines 2023/2024

Alberta

Classification: Public

Contents

Background

Alberta is a resilient and diverse economic destination of choice, with talent and potential throughout all its regions. The Government of Alberta is working with regions across the province to pursue our common goals of economic diversification, job creation and financial well-being.

Recognizing that not all regions of Alberta have the same challenges, priorities or access to the resources needed to accelerate economic development, Jobs, Economy and Trade (JET) provides funding towards community driven projects that enhance economic conditions and leverage regional resources to build capacity for sustainable economic development and diversification through the Northern and Regional Economic Development (NRED) Program.

NRED is based on engagement with community stakeholders and provides an opportunity for communities to work with their partners to identify and allocate resources to a promising area of regional economic development. NRED is open to eligible applicants from across Alberta and has a dedicated application stream for Northern Development and Indigenous communities in recognition of their unique challenges, as well as a Regional Development application stream for all other applicants.

A Glossary of Terms and Definitions is provided in Appendix 1.

Program Overview

Program Summary

Eligible applicants may submit proposals that either immediately promote regional economic prosperity or those that lay the foundation for continued economic prosperity into the future. As such, the NRED Program will support projects in all stages, from planning and readiness to implementation of previous strategies and plans. Subsequent intakes will be designed to encourage previously successful applicants to progressively build on their projects.

For a project to be eligible, it must support economic development and have a clear path to achieving tangible and impactful results in one or more of the following priority areas:

• Investment in Economic Development Infrastructure
• Business Supports
• Labour Force Attraction and Retention
• Tourism Planning, Capacity Building, and Infrastructure
• Economic Development Capacity Building

Eligible projects must not take more than two years to complete and successful applicants will receive grant funds up front so that their projects can commence immediately.

Timelines

Dates	Activity
October 23, 2023	Application Intake Opens
December 20, 2023	Application Intake Closes
January to February 2024	Committee Review of Applications
March 2024	Decisions and Funding

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Eligibility

Eligible Applicants

Entities eligible to apply to the NRED Program include the following, which are further defined in Appendix 1:

- **Incorporated Non-Profits** with a mandate of economic development, that have been operating for a minimum of one year and are in good standing with any provincial or federal filing requirements.
- **Municipalities**
- **Indigenous Communities (First Nations or Métis settlements)**

Applications from project-based partnerships are permitted provided the application is submitted by an eligible entity (listed above). This entity will be considered the "lead" and if successful, will enter an agreement with JET on behalf of their organization and their partner(s).

Streams

In recognition that economic activity occurs in several forms, each with a unique perspective to contribute to economic growth and job creation, NRED provides two streams of support:

Northern Development and Indigenous Stream	Regional Development Stream
This stream is open to eligible projects based in Northern Alberta and projects that are Indigenous led.	This stream is open to eligible projects based outside of Northern Alberta and to projects that are not Indigenous led.
Northern Alberta is defined by the Northern Alberta Development Council (NADC) as described in Appendix 1 and as shown on the map (page 17).	

Applicants are required to identify the stream they wish to be considered under and that they are eligible to apply through. Applications from each stream will be reviewed alongside other eligible applications within that stream.

To be eligible for the Northern Development and Indigenous Stream projects must be either:
a)   based in Northern Alberta (see Appendix 1 for definition and map) with more than 50% of the benefits provided to a community (or communities) located in Northern Alberta; or
b)   Indigenous led, where the applicant is either a First Nation or a Métis Settlement.

To be eligible for the Regional Development Stream projects must be:
a)   based outside of Northern Alberta; and
b)   led by an eligible entity that is not a First Nation or a Métis Settlement.

Funding

The Government of Alberta has committed $3 million in funding for this phase of NRED. There is no defined amount for each stream.

Funding Parameters

- **For applicants that are Indigenous* (First Nation or a Métis Settlement):**
    - NRED will provide successful applicants up to 75% of total Eligible Project Costs.
    - Total Eligible Project Costs must be a minimum of $26,675 (after eligibility assessment by the program), and NRED will provide a maximum of $200,000 in funding to any project.
    - Applicants must be able to match the funding requested at a minimum of 25% of the total Eligible Project Cost. *For an applicant to be considered Indigenous, the lead organization must either be First Nation or a Métis Settlement.

- **For all other applicants (Northern projects and all Regional Development Stream applicants):**
    - NRED will provide successful applicants up to 50% of total Eligible Project Costs.
    - Total Eligible Project Costs must be a minimum of $40,000 (after eligibility assessment by the program), and the Program will provide a maximum of $200,000 in funding to any project.
    - Applicants must be able to match the funding requested at a minimum of 50% of the total Eligible Project Cost.

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Approved applicants are eligible to receive between $20,000 and $200,000 in NRED funding to support Eligible Project Costs. There is no maximum amount for the total project cost, however NRED's support will not exceed $200,000 per project.

To be eligible for funding, all projects that require regulatory approval (provincial or federal) must have those approvals in place prior to application.

Funding Limitations

NRED funded projects and their activities must not receive any other funding through the Government of Alberta* or Government of Alberta's agencies. Appendix 2 provides examples of other programs that applicants should be aware of. Applications will be reviewed by a committee composed of representatives from across the Government of Alberta and its agencies to ensure that there is no overlap.

*Note: while NRED Program activities must not be eligible for other Government of Alberta funding, activities that follow previously funded work are permitted. For example, if the Government of Alberta or one of its agencies previously provided funding to develop a strategy, the activities to implement the strategy are eligible for the NRED Program. If the previously funded project has not yet been completed and all reporting requirements met, a subsequent follow-up project will not be eligible for NRED funding.

"Stacking" of funding from the Government of Alberta or its agencies (i.e., using multiple sources of Government of Alberta or agency funding for a single project) is not permitted.

Projects or their activities that are contrary to any applicable legislation or regulation are not permitted and NRED funding cannot be used to support such activities.

Matching Funding

Matching Funding includes the portion of the project costs supported by applicants and their partners, excluding costs suported by the NRED Program. All Matching Funds must be fully secured (i.e. received) or committed (i.e. approved) at the time of application. If funds have been committed, funding must be received before the end of the project or through a claim submitted at the end of the project. For additional details on these terms please refer to the definitions in Appendix 1.

Accepted sources of Matching Funding for all applicants include:

- An applicant's internal funds;
- Funding from project partners that may include for-profit enterprises, non-profit entities, and post-secondary institutions;
- Donations from non-government entities;
- In-kind contributions, which are limited to 20% of the total eligible project costs, with a cap of $15,000 (whichever is less).
    - In-kind contributions are subject to Program review and acceptance at the Program's discretion and may be adjusted if the applicant's valuation is deemed to be higher than market value; and
- Government of Canada or Municipal government funding (secured or committed).

Applicants must provide evidence that all Matching Funds are either committed or secured at the time of application. Evidence should be provided for each source of funding (including the applicant's) and may include letters from the organizations that are providing the funds confirming that the funds are committed, secured/approved (e.g., notice of approval or other award/funding notification) or equivalent. Letters should be provided on appropriate letterhead and signed by a person with the authority to commit funds or resources for the organization (Director or equivalent).

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Eligible Project Costs

Eligible Project Costs are those that an applicant will be required to incur to ensure the successful completion of the project and are not listed below as an Ineligible Project Cost. Additionally, Eligible Project Costs are subject to the following restrictions:

- Allowable travel expenses within Alberta:
    - Airfare, restricted to return economy airfare with allowance for the first single piece of checked personal luggage and one carry-on;
    - Intercity bus fares restricted to economy;
    - Accommodation restricted to a standard room (or equivalent), up to $300 per person, per night;
    - Mileage restricted to $0.505 per kilometre travelled; and
    - Rental vehicle charges for an appropriate non-luxury vehicle and fuel for the rental vehicle.
- For workshops, seminars or other similar events, the costs for the provision of meals for participants when the meal falls within the duration of the event, to per participant/per day maximum of $42.00.
- The establishment and staffing of a **new** Economic Development Officer (EDO) role or equivalent. NRED specifically covers the costs involved in:
    - remunerating this position for the initial three-month period;
    - costs associated to the recruitment process, such as advertising or a recruitment firm, but does not include the applicant's own human resources staff.
    NRED does **not** cover costs for:
    - funding an existing EDO position in the organization;
    - recruitment costs to fill an existing but vacant EDO position.
    The total portion of the NRED grant towards the establishment and staffing of a new EDO position cannot exceed $12,500. A new EDO position supports NRED's priority in building capacity, for which the project will earn points in the assessment of the project.

Ineligible Expense Categories

Ineligible Project Costs include the following:

- core education, health and wellness and advancement of specific faith or political based activities;
- hospitality and entertainment costs (food, alcohol), outside of the food and non-alcoholic beverages allowed as an Eligible Project Cost:
- gifts, gift cards, contests, prizes, awards, trophies, plaques, competition purses;
- contingency and miscellaneous costs;
- salary expenses for existing staff (existing salaries can only be used as an in-kind contribution);
- legal and accounting fees, federal Goods and Service Tax (GST), insurance;
- membership fees;
- sponsorship;
- re-granting;
- land acquisition;
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding;
- non-arm's length transactions (payments to an affiliated organization, payments to Directors/Board Members or their families);
- debt reduction or interest expenses;
- lobbying or advocacy activities;
- expenses related to preparation of funding applications, committee planning meetings;
- fundraising and similar activities not related directly to the project;
- retroactive funding for costs that have already been incurred prior to application submission;
- expenses incurred in the formation of a new community or regional economic development organization;
- permits;
- if the operating costs surpass either 10% of the total eligible project costs or $5,000 - whichever of these two amounts is higher - the applicant must provide proof that these expenses are directly linked to the project's administration; and
- capital costs (see definition, page 13).

Areas of Funding and Examples of Eligible Projects

For a project to be eligible for NRED Program funding, the application must clearly demonstrate how the project will achieve a measurable impact in supporting local economic growth in one or more of the following areas:

1) **Investment in Economic Development Infrastructure**

   Please note: In this category, only non-capital costs, as defined by Alberta's Department of Municipal Affairs, GAAP, or tax classifications from the Canada Revenue Agency, are eligible. Capital costs typically include large investments like infrastructure or major equipment.

   A) *Enabling economic development projects*: Projects that lay the groundwork for future economic development infrastructure projects.

Project Type	Description	Example Projects
Feasibility	Determine the feasibility or viability of pursuing an infrastructure project that will lead to direct and measurable economic benefit	• Writing a feasibility study • Collecting data to support a feasibility study/strategy • Training in infrastructure management (stakeholder, project, finance, contract management)
Capacity Building	Builds capacity to undertake a defined infrastructure project that will support local economic development	• Establishing processes for infrastructure related projects • Development of training resources (e.g., training course, training manuals)

   B) *Economic development infrastructure projects*: Projects that invest in non-capital infrastructure and result in tangible economic benefits.

Project Type	Description	Example Projects
Improvement/renovation of existing infrastructure (non-capital)	Projects that improve the functionality or design quality of communities (non-capital costs)	• Wayfinding signage • Refurbishment of parking facilities • Renovation of facilitates in locations that will increase the economic benefit • Redevelopment of vacant and/or underutilized buildings to achieve an economic development outcome • Beautification (for example, lighting, banners, murals, street furniture, public art, trees)
	Projects that improve security and safety in communities (non-capital costs)	• Improving community safety by upgrading lighting, making changes to street designs, purchasing security CCTV equipment, installing emergency phones, etc.
	Projects that complement and, wherever feasible, coordinate with Government of Alberta investments that deliver the Alberta Broadband Strategy (non-capital costs)	• Supporting improvements in the connectivity available to business and commercial zones (e.g., in industrial parks/zones) to attract more businesses and retain existing businesses

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2) **Business Supports**: Projects that increase the ability of local businesses to access economic opportunities.

Project Type	Description	Example Projects
Training	Providing skills and opportunities for local businesses to grow markets or access new markets	• Seminars or workshops for businesses • Leadership development
Strategic Planning	Understand gaps and opportunities in the small business community	• Plans/studies that identify local gaps in business supports for current or emerging local opportunities and define a pathway to address those gaps • Plans/studies that seek to understand barriers to growth for local small businesses
Initiatives	Marketing campaigns	• Shop local marketing campaigns to raise awareness of local businesses • Shop local incentive programs
	Business Succession	• Programs that connect buyers to retiring business owners

3) **Labour Force Attraction and Retention**

A) *Labour Force Strategies and Planning*: Projects that lay groundwork and identify local gaps in the labour force for current or emerging local opportunities and define a pathway to addressing those gaps.

Project Type	Description	Example Projects
Strategic Planning	Understand the gaps in the labour forces and opportunities	• Plans/studies that identify the local gaps in the labour force for current or emerging local opportunities and define a pathway to addressing those gaps

B) *Labour Force Initiatives*: Projects that address local gaps in the labour force or emerging local opportunities, building from previous strategies or plans.

Project Type	Description	Example Projects
Skills Development	Projects that follow the Workforce Strategies Grants or other similar programs	• Sector based training • Employee training • Youth training • Apprentice training • Mentorship

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4) Tourism Planning, Capacity Building, and Infrastructure

Project Type	Description	Example Projects
Strategic Planning	Development of a strategy to grow the local visitor economy	• Destination development plan • Tourism sector plan (e.g., culinary or outdoor adventure)
Feasibility	Determine the feasibility or viability of pursuing a tourism project	• Writing of a feasibility study • Collecting data to support a feasibility study/strategy
Capacity Building	Builds capacity to undertake a specific project that enhances front line service to improve the visitor experience	• Training for front line staff to increase familiarity with attractions and provide superior destination guidance to visitors • Development of training resources (e.g., training course, training manuals)
Improvement/renovation of existing infrastructure	Projects as defined through previously completed destination development plans or feasibility studies that improve the visitor experience, including quality of public areas (non-capital costs)	• Wayfinding signage • Refurbishment of parking facilities • Renovation of facilitates in locations that are frequently enjoyed by visitors and will increase economic benefit • Redevelopment of vacant and/or underutilized buildings that deliver a new visitor experience and can achieve an economic development outcome • Beautification and public space animation (lighting, banners, murals, street furniture, public art, trees)
	Projects that complement and, wherever feasible, coordinate with Government of Alberta investments to deliver the Alberta Broadband Strategy (non-capital costs)	• Establishment or enhancement and expansion of public internet or Wi-Fi hotspots to make a tourist area more attractive, and/or improve connectivity to commercial tourism operations

5) Economic Development Capacity Building: Projects that increase the ability of the applicant and/or the community to realize economic development and its benefits.

Project Type	Description	Example Projects
Economic Development Training	Targeted training for an applicant's economic development staff	• Coaching/mentorship workshops • Seminars • Training
Economic Development Strategies and Planning	Access external service providers for the development of plans and strategies related to growing or diversifying the local economy	• Economic development plans • Business attraction and retention strategies • Sector development strategies • Investment attraction strategies
Economic Development Staffing	The creation of economic development officer positions	• Funding/incentives to hire new economic development staff

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Project Assessment

The following tool will be used to assess all applications (i.e., Both streams):

Category	Criteria	Weight
Project Description / Opportunity	**Anticipated Outcomes:** • The project addresses and supports the priorities and needs of the community, region and/or industry sector. • There is evidence of community/regional support for the project. • The project will grow and/or diversify the economy. • There is evidence of job creation during the project, and/or evidence of job creation after project completion. • The project builds on an earlier economic development project completed by the applicant (e.g., A subsequent phase, implementation of recommendations from a study). Plans that include partnerships with industry, communities and rural areas will receive additional consideration.	**45**

Alignment with NRED Priorities	**Strategic Fit:**
	• The project aligns with the Program's priorities, and evidence is provided for positive economic impacts to a community, region and/or industry sector.
	• The project identifies tangible and measurable economic benefits.
	• The project demonstrates alignment with at least one of the following priority areas:
	  – Investment in Economic Development Infrastructure
	  – Business Supports
	  – Labour Force Attraction and Retention
	  – Tourism Planning, Capacity Building, and Infrastructure
	  – Economic Development Capacity Building
		20

Scope of Economic Impact	**Reach of the Project:**
	• The project's direct economic impact is:
	  – Local (2.5 points) – Business Improvement Areas, a specific district or neighbourhood, a small town, village, hamlet, or similar place;
	  – Regional (5 points) – A large municipality, for example, a city or municipal district;
	  – Cross-regional (7.5 points) – Two to four municipalities involved;
	  – Provincial (10 points) – Five or more municipalities involved.
	(See the Glossary of Terms and Definitions for additional information)
		10

Budget (Complete the template available on the Online Application Portal)	**Costs:** • Provide a complete description, and justification, of the costs over eligible categories over the life of the project **Contributors:** • Provide evidence of all confirmed or secured partner contributions (including the applicant's)	**10**
Management and Measurement (Complete the template available on the Online Application Portal)	**Management and Implementation Strategy:** • Demonstrate a sound methodology to manage the project, including the identification of milestones and critical success factors • Demonstrate the mechanisms to be deployed and describe the timeframe required • Identify risks and methods of mitigation **Performance Measurement Strategy:** • Report on performance indicators and provide a rationale to support the targets	**15**
TOTAL		**100**

How to Apply

Applications must be submitted via the Program's Online Application Portal. Applicants are encouraged to access the portal early and if required, create the necessary account credentials to submit their proposals on or before the deadline.

The Online Application Portal has been designed and tested to work properly in the current versions of the following browsers:
- Google Chrome
- Microsoft Edge

Using other browsers is not recommended, as users may experience errors that prevent the proper completion of the application to NRED.

Alberta.ca Account

A basic Alberta.ca Account, used across the Government of Alberta to authenticate online users, will be required to access the portal. If you do not have an Alberta.ca Account, you will be required to create one using the link provided on the application portal. Applicants are encouraged to do this early in the process, to allow sufficient time to resolve any unforeseen issues.

Once registered for Alberta.ca Account, applicants are required to log into the portal to complete the applicant profile. Information such as the applicant's legal name and contact details will need to be completed.

If you have any questions about creating a basic Alberta.ca Account, please visit this website.

Online Application Portal

After logging in to the Online Application Portal using your Alberta.ca Account credentials, you will be required to complete the application form, which will collect information about your organization, key contacts, and specifics regarding the project. Blank templates for the Budget and the Management and Measurement documents, required as part of the application, are available within the portal for downloading. Once you have downloaded and completed these documents offline, you will need to upload the completed version, along with any other documents you are providing with your application when prompted.

NEW

As you navigate through the Online Application Portal, you will notice as you complete information regarding your project that there is a new line that requests you to **Select the Region that best fits your project's location**.

This will help us when we track the program's statistics across Alberta, so that we can continue to provide support that is responsive to the unique and evolving economic conditions in each area of our province.

You can refer to Appendix 3 to assist you in determining the Region that best fits your project's location.

Required Documentation

In addition to the completion of the application form via the Program's Online Application Portal, the following documents must also accompany the applicant's proposal, and must be uploaded through the portal:

- Completed Management & Measurement Template (available for download on the Online Application Portal)
- Completed Budget Template (available for download on the Online Application Portal)
- Letters or documents confirming Matching Funding has been secured or committed. Applications are ineligible without proof, in writing, that Matching Funding is in place and must be provided for each allocation of Matching Funds.
  - Confirmation of In-kind Contribution(s) (if it is included in the Matching Funds and is in the project's budget). Confirmation should be provided in writing and include the name of the organization providing the contribution, the type of contribution and value of the contribution.
- Quotes to support the proposed budget. All listed budget items must be supported/substantiated with quotes, estimates, historical information, or other relevant evidence demonstrating how the requested amount was calculated.
- Letters of support, or other documents that confirm the project is supported by impacted communities.
- For an applicant that is a First Nation, a Band Council Resolution that authorizes the project.
- If funding/incentives to hire new economic development staff is included in the project and budget, the job description(s) including responsibilities of the position(s), term, and salary/wage are required.
- If the project requires regulatory approval (provincial or federal), evidence that the appropriate approval has been provided (i.e., the approval is in place at the time of application).

Submission Deadline

Applications must be submitted via the NRED Program Online Application Portal no later than:

11:59 p.m. (MST) on December 20, 2023
(Determined from the timestamp of the application as recorded in the Online Application Portal).

Review Process

Applications will be evaluated through a competitive process in alignment with the Program's criteria (see Project Assessment for details).

Upon submission, applications will undergo a multi-stage review process, beginning with an administrative screening of the application, which will check for completeness and eligibility under the Program Guidelines. Within the portal, the application status will remain as submitted until a final decision has been reached for all applications

Applications will also be reviewed by a committee composed of representatives from across the Government of Alberta and/or Government of Alberta agencies to ensure that there is no overlap in funding of the proposed activities, or to determine if there is an occasion to fund a grant with other Government of Alberta ministries. To determine if there is an occasion to fund a grant with other Government of Alberta ministries, the Program may share applications with those ministries.

All validated applications will be reviewed by members of the Government of Alberta and/or Government of Alberta agencies who are not connected to the Program, or to any entity that would be eligible to apply to the Program. Panel members are chosen based on their area of expertise, senior leadership, knowledge of economic development, sector knowledge, knowledge of investment and capital attraction, and for their collective ability to bring multidisciplinary expertise to the review process. This review process will be used to determine the recommendations provided to the Minister for final funding decisions.

The NRED Program is competitive with a maximum amount of funding available. Meeting all the requirements for the NRED Program does not guarantee that the application will be successful and receive funding. Ineligible applications will be advised of final program decisions.

Grant Agreement

Applicants will be provided a Grant Agreement for successful projects, which must be signed and returned by the recipient before the deadline which will be communicated by the Program when the Grant Agreement is supplied. The Grant Agreement will outline the terms and conditions of support and must be signed by both parties (the recipient organization's representative and JET's representative) prior to the release of any payment. As a part of this agreement, recipients will be required to regularly report on the financial status of projects and on the outcomes achieved. The reporting schedule and requirements will be outlined in the Grant Agreement. Any significant variations in project scope or other requirements of the contract must be agreed to by both parties.

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Freedom of Information and Protection of Privacy Act

The personal information collected through the designated online application portal for the Northern and Regional Economic Development (NRED) Program, is for the purpose of assessing the application being made to the program, to report on aggregated program statistics, and if successful, used to report on the success of each application individually and in aggregate, and for compliance purposes related to the terms and conditions of the grant funding. If an opportunity is identified by the NRED Program staff, this information may additionally be shared with other Government of Alberta ministries, to determine if there is a potential to receive funding through another Government of Alberta ministry. This collection is authorized by section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the NRED Program Administrator at 1-833-JET-NRED (1-833-538-6733), by email at NRED.program@gov.ab.ca, or by mail at Jobs, Economy and Trade, c/o NRED Program Administrator, 13th Floor, Commerce Place, 10155 – 102 Street NW, Edmonton, AB T5J 4G8.

Contact Information

All correspondence regarding NRED, including questions, should be sent by email to:
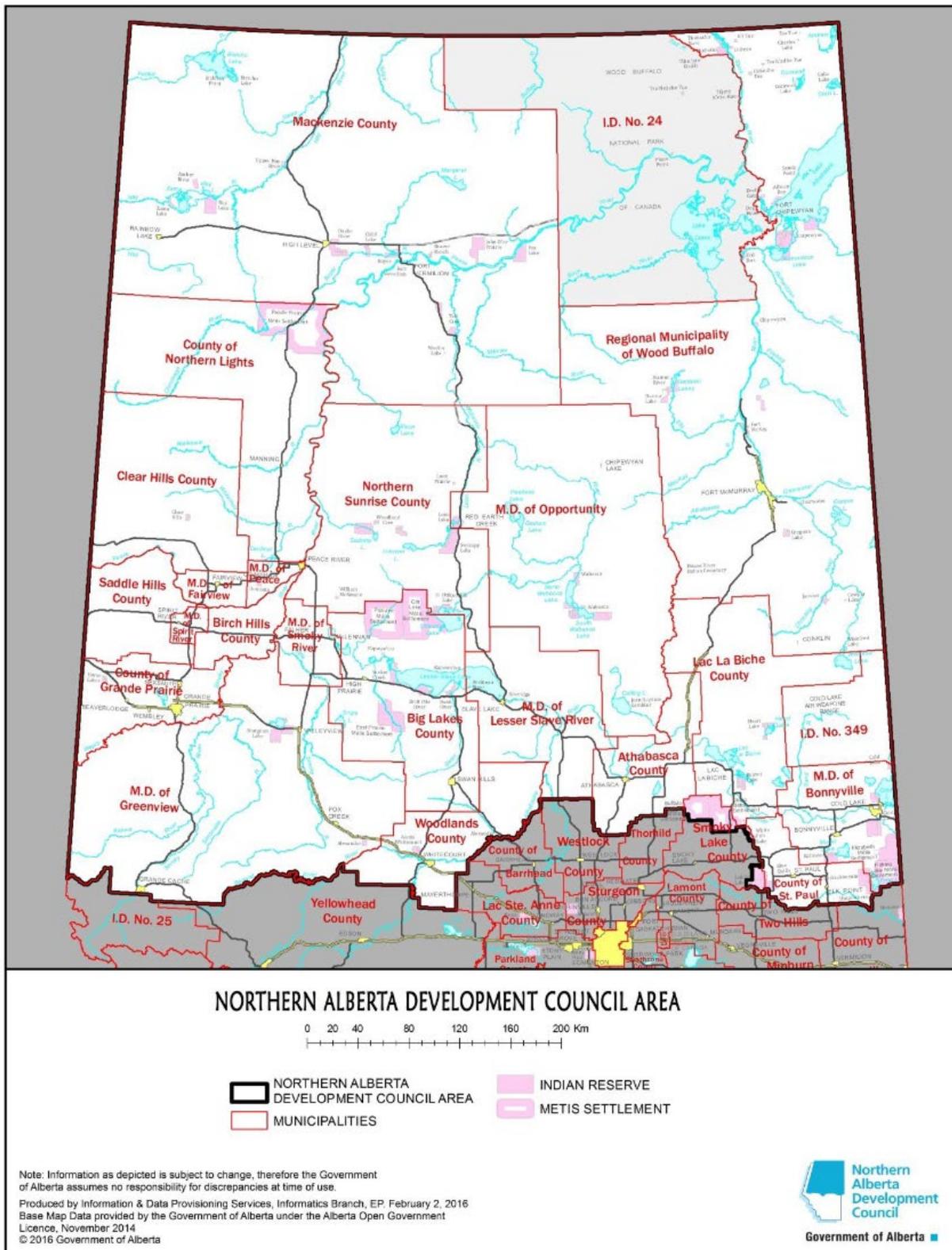
NRED.program@gov.ab.ca

You may also reach us by phone:

1-833-JET-NRED (1-833-538-6733)

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Appendix 1 – Glossary of Terms and Definitions

Term	Definition
Capital Costs	Costs which are typically large investments such as infrastructure or major equipment. While it is the responsibility of the applicants to determine whether a cost is considered 'capital' or not, the NRED Program's determination will be final. Applicants should follow the regulations and standards that apply to their organization, which may include guidelines from Alberta's Department of Municipal Affairs for municipalities, the Generally Accepted Accounting Principles (GAAP) in Canada, or tax classifications from the Canada Revenue Agency. Capital Costs are not eligible for support under the NRED Program.
Confirmed Funding	Funding provided from a source other than the NRED Program that the applicant will receive upon the fulfilment of a certain deliverable or at a certain point in time established by the funder. All Matching Funds must be committed or secured at the time of application.
Cross-regional	Cross-regional refers to an area that is comprised of two to four geographic areas, typically a municipality, but can include Indigenous Communities, or an Urban Service Area of a Specialized Municipality.
Grant Agreement	The legal agreement that commits a successful NRED Program applicant to the terms and conditions of the Program. Successful applicants will be provided with a standardized agreement, which they must sign and return within the timelines specified. Once JET has approved and signed an applicant's agreement, funding will be paid to the applicant.
Indigenous Communities	Indigenous Communities are made up of the following: • Métis Settlements established under the *Metis Settlements Act*, • First Nations located in Alberta and recognized under the Federal *Indian Act,* and listed on Crown-Indigenous Relations and Northern Affairs Canada's webpage and their associated Tribal Councils.
In-Kind Contributions	Valuation of a donation of time, materials or goods by companies or organizations, including use of space that supports the delivery of the project. All In-Kind contributions must be fair market value.
JET	Alberta Ministry of Jobs, Economy and Trade
Lead Applicant	The Lead Applicant is the primary contact for project-based partnerships and is the eligible entity that applies to the NRED Program for funding. If successful, the Lead Applicant enters into the Grant Agreement with JET, is responsible for the completion of the project, and will be required to regularly report on the financial status of projects and on the outcomes achieved.
Local	Local refers to an area that is a neighbourhood, business district, small town, or other similar area. There is normally a generally recognized name or description for this area.

Municipalities	As listed on the Municipal Affairs Municipal Profiles webpage, and specifically include:
	• Alberta incorporated municipalities recognized under the *Municipal Government Act*:
	  – Cities,
	  – Towns,
	  – Villages,
	  – Municipal Districts,
	  – Summer Villages,
	  – Specialized Municipalities,
	• Alberta Improvement Districts recognized under the *Municipal Government Act*,
	• Alberta Special Areas recognized under the *Municipal Government Act*,
	• Alberta Regional Services Commissions recognized under the *Municipal Government Act*:
	• Alberta Municipally Controlled Corporations recognized under the *Municipally Controlled Corporations Regulation* that has an economic development mandate.

Non-Profit Entities	Organizations, associations, or societies, with the primary purpose of economic development that are: • Alberta incorporated, or • Federally incorporated, who must partner with a provincially (Alberta) registered eligible entity and undertake an Alberta-based project. Entities must have been actively operating for a minimum of one year and be in good standing with required filings.
Northern Alberta	Northern Alberta, as defined by the Northern Alberta Development Council (NADC), is the area of Alberta within the provincial boundaries to the west, north and east, and in the south by the southern boundaries of: Municipal District of Greenview No. 16, Woodlands County, Municipal District of Lesser Slave River No. 124, Athabasca County, Lac La Biche County, County of St. Paul No. 19, Buffalo Lake Métis Settlement, Kikino Métis Settlement, Fishing Lake Métis Settlement, Whitefish Lake First Nation, Saddle Lake Cree Nation and Frog Lake First Nation. (See map in Appendix 2).
NRED Program	Northern and Regional Economic Development (NRED) Program.
Provincial	Provincial refers to an area that benefit anywhere from three or more regions to the entire province of Alberta.
Region/Regional	*For the Project Assessment scoring:* Regional refers to a larger area that encompasses more than one local area that comprises a larger area that is generally recognized as a region. *For the Online Application Portal:* When promoted to "Select the Region that best fits your project's location" Region refers to one of the eight Regions used for reporting and statistical purposes by NRED, and is outlined in Appendix 3.
Secured Funding	Funding provided towards the project from a source other than the NRED Program, for which the applicant has met all conditions, or which is already physically received.

Appendix 2 – Map of Northern Alberta

NORTHERN ALBERTA DEVELOPMENT COUNCIL AREA

(Source: NADC Area Profile: An Economic Description of the Region)

Appendix 3 – Regions

There are eight economic regions in Alberta, which are defined by Statistics Canada in their Standard Geographical Classification. NRED will use these regions to aggregate and analyze program data for purposes that include administration of the program or to provide statistical information needed to inform future program development.

Please select the appropriate region for your project. You can determine if a specific location is in a particular region by clicking on the following links and viewing the list provided:

- [Lethbridge--Medicine Hat](#)

- [Camrose--Drumheller](#)

- [Calgary](#)

- [Banff--Jasper--Rocky Mountain House](#)

- [Red Deer](#)

- [Edmonton](#)

- [Athabasca--Grande Prairie--Peace River](#)

- [Wood Buffalo--Cold Lake](#)

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Appendix 4 – Other Sources of Government of Alberta Funding

The following is a list of Government of Alberta sources of funding that may be applicable to economic development projects. It is provided for convenience but should not be considered an exhaustive list.

Applicants are reminded that all received or approved sources of funding, regardless of the source, must be disclosed.

Program Name	Administered By
Aboriginal Business Investment Fund	Government of Alberta Ministry of Indigenous Relations
Alberta Broadband Fund in Partnership with the Universal Broadband Fund	Government of Alberta Ministry of Technology and Innovation in partnership with Government of Canada
Capacity Grant Program	Alberta Indigenous Opportunities Corporation
First Nations Development Fund	Government of Alberta Ministry of Indigenous Relations
Indigenous Tourism Alberta MicroFund	Indigenous Tourism Alberta
First Nations Development Fund	Government of Alberta Ministry of Indigenous Relations
Strategic Transportation Infrastructure Program (STIP)	Government of Alberta Ministry of Transportation and Economic Corridors
Travel Alberta - Product Development Fund	Travel Alberta

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Appendix 5 – NRED Program Matching Funding Examples

Example 1**:** First Nation applicant that is pursuing a $100,000 project:

- Application submitted for a grant of $75,000 (75% of the project's value)
- Applicant must have secured or confirmed Matching Funds of $75,000 (25% of the project's value)

NRED Program Grant Request	$75,000
Cash Contribution from Applicant	$20,000
In-Kind Contribution from Applicant	$1,000
Cash Contribution from Municipality Partner	$4,000
Total Project Value	**$100,000**

Example 2: Northern Municipality applicant that is pursuing a $50,000 project:

- Application submitted for a grant of $25,000 (50% of the project's value)
- Applicant must have secured or confirmed Matching Funds of $25,000 (50% of the project's value)

NRED Program Grant Request	$25,000
Cash Contribution from Applicant	$20,000
In-Kind Contribution from Applicant	$1,000
Cash Contribution from Municipality Partner	$4,000
Total Project Value	**$50,000**

Classification: Public