

Alberta Indigenous Community Planning Program (AICPP) Submission Checklist

Applicant: _____

Project Title: _____

(check one)	Mandatory Application Requirements Checklist
<input type="checkbox"/> Yes <input type="checkbox"/> No	Application is signed and dated?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Council/board resolution is attached?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Corporate entity is in good standing?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All previous Indigenous Relations grant agreements are in good standing?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All form fields completed in application?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the applicant an Indigenous eligible based on the program guidelines ?
(check one)	Project Implementation Checklist
<input type="checkbox"/> Yes <input type="checkbox"/> No	A fully completed and project budget project budget is included
<input type="checkbox"/> Yes <input type="checkbox"/> No	If the grant request is over \$25,000 a detailed proposal is included?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Copies of the pre-project due diligence are included, if applicable. These may include feasibility studies, business plan, environmental assessments, energy assessments and regulatory work required for the project, etc
<input type="checkbox"/> Yes <input type="checkbox"/> No	Letters or statements of support from other stakeholders
<input type="checkbox"/> Yes <input type="checkbox"/> No	A community engagement strategy is described in the project summary, key milestones, budget and detailed proposal (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all project resources and revenue sources, including in-kind costs, included in the project budget
<input type="checkbox"/> Yes <input type="checkbox"/> No	Relevant zoning documentation, if applicable, to show you have secured the proper authority to establish the green energy project (e.g., permit, lease, license, certificate, or other);
<input type="checkbox"/> Yes <input type="checkbox"/> No	Up-to-date contact information for a community based project manager is provided
<input type="checkbox"/> Yes <input type="checkbox"/> No	Resumes or profiles of key project management personnel and professional contractors is included
<input type="checkbox"/> Yes <input type="checkbox"/> No	Documents related to any partnership arrangements and commitments;
<input type="checkbox"/> Yes <input type="checkbox"/> No	All application form fields are completed