

COMMUNITY ENGAGEMENT AND CONFERENCE GRANT

APPLICATION INSTRUCTIONS

The sections below correspond directly to the sections of the **Community Engagement and Conference Grant Online Application Form**

GENERAL INSTRUCTIONS

- The application form must be completed in its entirety (excluding signatures) and submitted by the competition deadline.
- Applicants are required to use the space provided for each item of information. Additional pages may be appended where indicated.
- Please review the Community Engagement and Conference Grant [program guide](#) on our website (www.aihealthsolutions.ca) for more detailed information.
- Within the application, there is a Notes section on the right-hand side of the screen where the applicant can send questions to Alberta Innovates or makes personal notes for themselves.

CREATING AN ACCOUNT

- To submit an application the applicant must first register at the [Alberta Innovates online application portal](#).
- Once all fields are completed, an email will be sent to the applicant with their login information and instructions to access the portal.

CREATING AN APPLICATION

1) Personal Information

Personal information is populated from the applicant's profile that was used to register the account. Once the draft is saved, the primary contact field will populate with the applicant's information.

2) Event Details

Provide the title, location and date of the proposed activity/event. Support will not be provided for activities occurring prior to the competition deadline or within two months following the competition deadline. Preference will be given to activities that are held in Alberta. If the activity does not take place in Alberta, there must be appropriate justification of the benefit to Alberta.

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3) Audience

Identify the number of anticipated attendees, the audience target and scope of the proposed activity/event. Please see the Community Engagement and Conference Grant program guide for important information regarding eligibility.

4) Budget

Save the draft version of the application prior to completing the Budget tab. Please list details of the income and expenditures for the activity from **all** sources, including the total funding request from AIHS. Specify if funding is pending or confirmed. Provide an explanation for the budget if the total income does not equal total anticipated costs. **Please note: Alberta Innovates will not cover more than 50% of the anticipated cost of the activity.**

5) Activity objectives

Briefly describe the specific objectives of the proposed activity and the expected outcomes. Detail how and to what extent the activity will demonstrate the intent to promote collaboration and the exchange of information between various audiences. Describe how the activity aligns with the mandate of AIHS to promote the health, social and economic wellbeing of Albertans. Outline the relevance of the activity and its outcomes to the objectives of the Community Engagement and Conference Grant. Do not exceed the space provided.

6) Additional information

Please provide the following additional information for the activities, if applicable:

- a brief background description of the organization requesting support;
- an agenda of the event;
- names of any guest speaker(s) and a brief summary of their background and area of expertise.

7) Add signee details

Please provide the information of the appropriate individuals to sign off as the Sponsoring Organization's Delegate and Financial Administrator. These individuals must be two separate people within the same organization. **Please ensure that all internal application deadlines within the institution/organization are met prior to submitting the application.**

Academic institution signatures

- The Organization's Delegate is someone with signing authority in your Department or Faculty, which may be the Department Head/Chair or Faculty Dean. The Financial Administrator is someone in the Research Services Office who can administer the award and is able to provide a statement of account at the end of the award, if successful in the competition.

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Non-academic organization signatures

- For the Organization's Delegate, please have someone from your organization with signing authority sign the application, which may be the Corporate Officer, Vice-President, etc. For the Financial Administrator that will administer the grant, please have someone in your organization's finance department sign the application that can administer the award and is able to provide a statement of account at the end of the award, if successful in the competition.

SUBMITTING AN APPLICATION

Once all required information is completed, click the submit button to submit your application. **Please note: Once the application is submitted, no further changes can be made to the application.** Clicking submit will send the application to Alberta Innovates where the information will be verified and then sent back to the applicant for signature. Once the applicant signs the application, it will be sent to the identified Sponsoring Organization's Delegate and Financial Representative for signature. The application is considered complete once all signatures have been received.

Applications must be **received no later than 4:00 pm on the day of the deadline.**