



# CALP Guidelines - Eligible Expenses

## ELIGIBLE

Rent, wages/salaries, office supplies, insurance, and internet.

Instructor or facilitator fees or salaries, facility rental, advertising, materials, resources and supplies, travel costs for instructors or facilitators, volunteer recruitment and recognition.

Expenses related to reducing barriers for learners, such as transportation, on-site child care, and snacks.

Training course fees, travel, meals and accommodations.

Desks, chairs, computers, electronic equipment, tables and partitions, etc.  
Up to \$5,000 per grant term.

### OPERATIONS

### PROGRAM DELIVERY

### PARTICIPANT SUPPORTS

### PROFESSIONAL DEVELOPMENT

### FURNITURE, FIXTURES & EQUIPMENT

### CAPITAL

### OTHER

## INELIGIBLE

Expenses related to programs outside the CALP Guidelines.  
eg. Advertising for general interest (cost recovery) programs.

Any costs for learning opportunities outside of CALP Guidelines, such as general interest programming, including staff time, facility rental, instructor fees, advertising and materials.

Grant dollars cannot be provided directly to learners.

Training opportunities outside of Alberta, or unrelated to the CALP mandate, or covering costs for participants who are not staff, board members or volunteers.

Purchases exceeding \$5,000 per grant term.

Expenses related to the purchase of land or buildings, the construction or renovation of a building, or the purchase of motor vehicles.

Loan fees, debt principal payments, deficit funding and fundraising ventures.  
Grant funds may not be put into an organization's reserve fund.