



# General Grant to Organizations (GTO) 2025 Guidelines

## **Process Schedule:**

Application Opens: February 1, 2024  
Application Deadline: May 1, 2024  
Funding Notification: December 2024  
Final Report Deadline: January 31, 2026

## **Funding Application Workshop by registration only:**

[grants@leduc.ca](mailto:grants@leduc.ca)

March 13, 2024, 12:00 - 1:00 pm

March 14, 2024 5:30 - 6:30 pm

## **Submit all Applications and Final Reporting electronically to:**

[grants@leduc.ca](mailto:grants@leduc.ca)

## **Municipal Grants Policy**

For questions or assistance, please contact a Community and Social Development representative via the contact information below

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Main Reception: 780-980-7177

Grants@leduc.ca

## **Overview**

**General Grants to Organizations (GTO):** Provides aid to City of Leduc non-profit organizations whose activities benefit Leduc participants.

The following will be reviewed by the respective Boards:

- Parks, Recreation & Culture (PRC) Board – Recreation, sport, parks, arts, culture and heritage programs & initiatives.
- Family & Community Support Services (FCSS) Board - Social services programs & initiatives.

After reviewing the applications, the appropriate board will make a recommendation to City Council on whether or not funding should be granted, and if so, how much.

## **Process Schedule**

2025 GTO Overview	
Application Opens	Feb 1, 2024
Application Deadline	May 1, 2024
Review and Approval	Review – PRC & FCSS Boards Approval – Council
Funding Notification	December 2024
Funding Terms Provided	1 – 3 Years
Final Report Deadline	January 31, 2026

Applicants may be contacted for further information, clarification prior to the deadline, and/or be requested to attend the respective board meeting (PRC – May 2024. FCSS – May 2024), by Administration. Incomplete applications at time of deadline will not be processed.

## **Funding Types**

Applicants must identify funding in one of the two types noted below:

1. Operational: Funds are used for day-to-day expenses which may include staffing, training costs, salaries, food, facility rental and programming.
2. Capital: Funds are used to purchase or upgrade assets that add value to the organization and/or items that the organization will tangibly own and keep, i.e. facility enhancement, equipment. In accordance with the principles outlined in the city's [Procurement Policy](#), applicants are asked to source and submit 3 quotes for all capital purchases.

*Note: An applicant will not receive a grant in excess of 25 percent of its operating expenditures, based on their most recent financial statements unless direction to do so is provided by Leduc City Council.*

## Terminology

Terminology used throughout this grant application, eligibility tool, and final report templates are as follows:

**Activities-** The main tasks or functions that the program does to fulfill its mission (e.g. Provide six-week parenting program on communication with teenagers).

**Balance Sheet** – Also referred to as a Statement of Financial Position, it describes the total assets which equal the total liabilities and net assets (equity). Assets are all resources owned and controlled by the organization. It can be grouped into 2 categories tangible (e.g. cash, physical, property) and intangible (e.g. goodwill, copy rights, trademarks). Liabilities are all financial obligations of the organizations (e.g. loans) and Net Assets (or Equity) are earnings left over.

**Capital Expenditure-** Expenditure on non-current assets such as land, buildings and equipment. Expenditure incurred must result in either the acquisition/construction or addition/enhancement of an asset, e.g. facility enhancement, equipment purchasing.

**Cultural and Heritage-** Cultural or heritage projects or displays involving visual or performance arts, community theatre, music or cultural educational programs.

**Economic Development-** Entrepreneurial and innovative projects or programs that help to create opportunities for community development, employment and/or generate economic benefits to Leduc.

**Environmental Sustainability-** Promotion of sound environmental practices through education and communication initiatives that improve air and water quality, promote alternate transportation, help to conserve energy, promote sustainable systems, encourage sustainable urban planning, enhance natural habitats and/or address other urban environmental issues.

**Family and Community Support Services (FCSS) Advisory Board-** An advisory board consisting of community members and one City Council representative, who are appointed to serve in an advisory/liason function with council, administration, FCSS projects, other boards and agencies, and the community as a whole, in accordance with the FCSS Act and Regulations.

**Family and Community Support Services (FCSS) Mission-** FCSS is a partnership between the province, municipalities and Métis settlements that develops locally driven preventive social initiatives to enhance the well-being of individuals, families and communities.

**FCSS Act-** See FCSS Handbook at: <https://open.alberta.ca/dataset/18ffaf4e-db3b-476c-8901-9a9d825c366b/resource/2589adce-09c5-4830-9ba2-406c5ae4f4c7/download/2010-family-and-community-support-services-fcss-program-handbook.pdf>

**Income Statement** – A complete record of an organization's revenues and expenditures over a period of time. It reflects whether there is a net profit or loss. It can also be referred to as profit/loss statement, income/expense statement or statement of operations.

**Incorporating Documents** – The document by which an applicant is incorporated or created and includes an application for incorporation, articles of incorporation, memorandum of association, articles of association and bylaws.

**In-kind Support-** In-kind, or non-cash, donations can be goods, services or the labour of people assigned to assist a non-profit organization. For example, if you were being provided with free workspace or access to someone else's payroll.

**Inputs:** Sources in your organization that were allocated to be supported by the funding provided (e.g. staff salaries, youth programs, marketing).

**Outcomes Indicators-** A change that follows as a result of your work (e.g. the impacts on those people whom the organization aims to benefit with its programs). These are usually related to attitudes, knowledge, behavior, conditions, and/or values (e.g. Parents feel more confident in their ability to communicate with their child, attendance was increased by 72%). It is recommended to specify in terms of short-term, intermediate, and long-term outcomes.

**Outputs-** Physical results or direct products of program activities, usually accounted for by their number (i.e. # of posters produced, # of participants- e.g. 198 toy hampers given out).

**Parks, Recreation, and Culture (PRC) Board** – An advisory board consisting of community members, one Leduc County public member and two appointed City Council representative who serve in an advisory/liaison function with Council, and Administration; on the planning of a broad range of matters relating to Parks, Recreation, Cultural services and programs within Leduc.

**Program Impacts** The impacts of these programs are usually related to attitudes, knowledge, behaviors, and values (e.g. Improved eating habits for teenagers ages 13-15 years, promote healthy active individuals, community cultural awareness, etc.).

**Recreation-** Community initiatives that support active, healthy living through the development of strategies, accessible services and activities.

**Social Wellness-** A broad range of effective, accessible services or programs for people that will enhance the quality of community life for individuals and families of all age groups. A strong focus will be placed on encouraging well-being and healthy lifestyles.

**Sustainability-** Initiatives, programs and activities that provide an organization with self-sufficiency and long-term viability.

**Target Population Served-** The group, individual, organization or community that you intend to reach through your program (e.g. Youth, aged 12-15 years living in Leduc).

## **APPLICATION PROCESS**

### **Eligibility**

General Applicant Eligibility
<ul style="list-style-type: none"><li>• Registered non-profit or charity organizations in existence for more than one (1) year and must show proof of status. Note: An Individual carrying out a non-profit activity for more than one-year, may be considered. Organizations that are without non-profit status will provide their Terms of Reference.</li><li>• Membership and beneficiaries of its programs and services must have open membership unless necessary (ex. Age).</li><li>• Must be in good standing with the City of Leduc and Canadian Revenue Agency.</li><li>• Only (1) type of grant funding from the City can be awarded per calendar year.</li><li>• 60% of participants or users served at a minimum, must reside within the City of Leduc.</li><li>• Demonstrate initiative and success in generating diverse sources of revenue and showcase sustainability beyond the term of the grant.</li><li>• Applications must demonstrate how the program/services/project will strengthen Leduc's vision of a great life, a caring community, a thriving region.</li></ul>

### **Review & Selection Process**

Applications will be reviewed by the PRC & FCSS Boards, their recommendations will be brought forward to Council.

Please review the [Assessment Tools](#) for each respective board for specific criteria that the application will be evaluated on.

Additionally, respective Boards will be focusing on the consistency of the application with Council focused areas:

- **Sustainability** - Organizations should demonstrate self-sufficiency by generating diverse revenue sources, partnering for long-term success and encouraging community support and growth.
- **Financial need** - Justification of funding request is required. Request for funding should align with the organization's mission, vision or mandate.
- **Number of Residents Impacted** – A minimum of 60% of program participants are City of Leduc residents. Participants must be positively impacted by the program/service/project.

## Application Checklist

Please use this checklist to ensure all items are included within your General Grants to Organization (GTO) application package. Attach one (1) copy of each document.

Description	Attached (please check)
<b>Financial Documentation</b>	
Most up to date financial statements including: <input type="checkbox"/> Balance sheet <input type="checkbox"/> Income statement	<input type="checkbox"/>
Most current year end financial statements (AGM board approved) including: <input type="checkbox"/> Budget sheet <input type="checkbox"/> Income statement	<input type="checkbox"/>
Price quote(s) on any non-operating capital expenditures per the city's <a href="#">Procurement Policy</a> (if applicable)	<input type="checkbox"/>
GTO Budget Template (Fee schedule if applicable)	<input type="checkbox"/>
Completed Direct Deposit Form (New applicant or changed information)	<input type="checkbox"/>
<b>Organization Information</b>	
Incorporation Number (or Terms of Reference if not a non-profit)	<input type="checkbox"/>
Most current Certificate of Corporate Annual Return	<input type="checkbox"/>
Fee Policy and Schedule (if applicable)	<input type="checkbox"/>
Current list of Board of Directors (see Section D: Attachment #1)	<input type="checkbox"/>
Bylaws (if applicable)	<input type="checkbox"/>

## Submission

All applications and supporting documentations are to be submitted electronically via email to [Grants@leduc.ca](mailto:Grants@leduc.ca) by May 1, 2024.

- ✓ **All Financial Statements require independent review and signatures by two (2) Board Members other than the Treasurer.**

Applicants may be contacted for further information, clarification prior to the deadline, and/or be requested to attend the respective board meeting (PRC – May 2024. FCSS – May 2024), by Administration. **Incomplete applications at time of deadline will not be processed.**

## **Funding Notification**

- Applicants will be notified via email on decision of funding request.
- Approved funding will be distributed yearly.
- Based on recommendations by City Council, notifications may specify how funding must be allocated for the grant term.

## **Responsibilities**

Successful Applicants will:

- Notify City Administration if allocation of funds will be allocated differently than stated in the application, and a Reallocation form must be completed.
- Notify City Administration and provide documentation for any updates to incorporation documents, as well as copies or changes of lease/licenses or rental agreements with the City of Leduc.
- Submit a completed Final Report on or before the deadline.
- Submit complete and signed Financial Statements.
- Capital requests must include a budget with quotes/statements that follow the City of Leduc's [Procurement Policy](#).

## **Refusals & Appeals**

- An appeal must be in writing process to Council within 45 days of receiving notification of the grant application decision [Municipal Grants Policy](#).

## **FINAL REPORTING**

- All final reports and supporting documentations are to be submitted electronically via email to [grants@leduc.ca](mailto:grants@leduc.ca).
- All Financial Statements require independent review and signatures by two (2) Board Members other than the Treasurer.

***Note: Failure to provide a final report will affect future funding.***

### **Final Reporting Checklist**

<b>Description</b>	<b>Attached (please check)</b>
Final Report Document	<input type="checkbox"/>
Most current year end financial statements (independently reviewed and signed by 2 board members) including: <input type="checkbox"/> Budget sheet <input type="checkbox"/> Income statement	<input type="checkbox"/>
GTO Final Report Budget Template	<input type="checkbox"/>
Proof of registration/attendance for one (1) City of Leduc approved board development workshops attended by at minimum one (1) Board Member	<input type="checkbox"/>