



Grants to Organizations: General Grant Application Guidelines

For questions or assistance, please contact a GTO representative:

Community Development
(780) 980-7166
ehansen@leduc.ca

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I. Introduction

Background

These grants provide assistance to Leduc non-profit organizations (organizations without non-profit status may be considered) whose activities benefit Leduc citizens.

- Recreation/amateur sport, arts, culture, parks, and other community activities: reviewed by Parks, Recreation & Culture Board (PRC) board.
- Social services programs & initiatives: reviewed by the Family & Community Support Services (FCSS) board.

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.

II. Grant Application Process

Terminology

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

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

Capital Expenditure- expenditure on non-current assets such as land, building and equipment. Expenditure incurred must result in either the acquisition/construction of addition/enhancement of an asset, i.e. 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) Board- An advisory board consisting of community representatives, and one Council representative, who are appointed to serve in an advisory/liaison function with Council, Administration, FCSS projects, other Boards and agencies, and the community as a whole, in accordance with the Family and Community Support Services Act and Regulations.

Family and Community Support Services (FCSS) Mission- Family and Community Support Services 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:

http://www.child.gov.ab.ca/home/documents/familyandcommunitysupport/FCSS_Regulation.pdf

Goal- A broad, general statement about what the program/project is intended to do (e.g. Create supportive environments for Leduc youth).

Indicator of Success- Indicators provide a definition of change we are looking for. They are concrete things you see or hear that provides evidence that you are achieving your outcomes (e.g. Number of recreational events for teens organized by youth aged 15-18 that involve a. cultural activities or b. physical activities. *A common error in writing indicators is to repeat the outcome without actually defining it.*

In-kind support- In-kind, or non-cash, donations can be goods, services or the labor of people assigned to assist a nonprofit organization.

Outcomes- The impacts on those people whom the organization wanted to benefit with its programs. They 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). It is recommended to specify in terms of short-term, intermediate, and long-term outcomes.

Outputs- Tangible results or direct products of program activities, usually accounted for by their number (e.g. # of posters produced, # of participants).

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

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 provide organization with self-sufficiency and long term viability.

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

Eligible Expenses

Applicants must allocate funding in one of the categories noted below:

Operational: Funds are used for day to day expenses which may include staffing, training costs, salaries, food, facility rental and programming.

Capital: Funds are used to purchase or upgrade assets that add value to the organization; items that the organization will tangibly own and keep, i.e. Facility enhancement, equipment purchasing. Applicant must submit 3 quotes as per the City's Procurement Policy

Process Schedule

Grant Opens: June 1, 2019
 Grant Closes: August 13, 2019 at noon
 Grant Notification: December 2019
 Grant Term: 1 or 3 year term

The above dates are subject to change at the sole discretion of the City of Leduc. Late applications may not be considered.

Preparation of Grant Application

All applications must include the following components:

- Completed application form
- Completed budget template outlining revenues and expenses
- Annual Report and/or most current financial statement
- Fee Policy and Schedule (if applicable)
- Bylaws
- Terms of Reference (if applicable)
- Price quote(s) on any non-operating expenditure in excess of \$5,000 (if applicable)

Review and Selection of Grant Recipients

Please review the Eligibility tools for each respective board (City of Leduc website) for information on specific criteria that applications will be evaluated on. Other considerations include:

- A thorough and complete application form;
- A complete budget form which includes quotes/statements supporting expenses in excess of \$5,000 (capital requests only);
- An application which demonstrates diverse partnerships and community support;
- An application showcasing events/activities/programs which help to strengthen the lives of Leduc citizens

III. Eligibility Criteria

Eligibility

Organizations must be nonprofit, registered (in good standing) and will be required to show proof of nonprofit or charity status. Organizations that are not nonprofit may be considered and must provide their Terms of Reference.

Additional Responsibilities of Successful Applicants

- Provide updates to GTO representative on how funds will be used if different than application proposal.
- Complete a direct deposit form (see City of Leduc website)
- Submit a completed final report on or before the communicated deadline.

Final Reporting

The following are due no later than **January 31, 2020**:

- Final Report document (to be provided to the City of Leduc);
- Budget template document
- Failure to provide a final report may affect future funding

Refusal to Provide Grant

The City of Leduc may refuse to provide a grant to an applicant who makes or has made a false or misleading statement in an application or any other document required by the City of Leduc. While the respective board reviews the grant applications and provides recommendations to Council; City Council makes the final decision.

Those applicants that were denied funding may submit an appeal.

Appeals

An appeal must be made in writing to Council within 45 days of receiving notification of the grant application decision.

The following four matters may not be considered as viable grounds for appeal:

1. Changes in circumstances of the applicant since the date of the grant application. The circumstances of the applicant and of the appeal must be limited to the date on the original grant application or the deadline date for filing the grant application, and not the facts or circumstances subsequently arising;
2. Changes in the application since the grant deadline date will not be considered;
3. An appeal from a finding of fact regarding fundamental eligibility is not appealable (e.g. late submission, incomplete grant application, applicant not properly registered as a not-for-profit society);
4. This policy does not apply to programs of assistance the City of Leduc administers on behalf of another order of government.

IV. APPENDIX A

GTO Application- CHECKLIST FOR APPLICANTS

Please use this checklist to ensure all items are included within your grant application package.

Attached (please check)	Description	# of copies Required
<input type="checkbox"/>	Current list of Board of Directors (see Section E: Attachment #1)	1
<input type="checkbox"/>	Annual Report and/or most current financial statement	1
<input type="checkbox"/>	Fee Policy and Schedule (if applicable)	1
<input type="checkbox"/>	Bylaws	1
<input type="checkbox"/>	Terms of Reference (if applicable)	1
<input type="checkbox"/>	Current Year Operating budget	1
<input type="checkbox"/>	Price quote(s) on any non-operating expenditure in excess of \$5,000	1

Complete applications must be delivered and postmarked by:
August 13, 2019

Please send your completed application to:

**Attention: Grants to Organizations
Community Development**
1 Alexandra Park
Leduc, AB
T9E 4C4

HAND WRITTEN APPLICATIONS AND FAXES WILL NOT BE ACCEPTED

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

<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT</p> <p>This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used to administer General Grant Funding. The aggregate data will be used by Community Services for program planning, and evaluation. All information gathered by the City of Leduc is protected by the provisions of the Act. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177.</p>
