



CITY OF
FORT SASKATCHEWAN

City of Fort Saskatchewan Grants to Organizations GUIDELINES

Application Deadline: June 15

Submit required paperwork by the deadline to:

City of Fort Saskatchewan

Attention: FCSS Director

10005 – 102 Street

Fort Saskatchewan, AB

T8L 2C5

Hours: Monday to Friday 8:00am to 4:30pm

Or

Email: communitygrants@fortsask.ca

OUR MISSION

Working together to create a sustainable and thriving community through exemplary leadership and management.

OUR CORE VALUES

Our commitment to each other and our citizens:

- LEADERSHIP – Take ownership in achieving results
- INNOVATION – Embrace new ways of doing things
- SERVICE EXCELLENCE – Deliver “WOW” service to our community
- FUN – Enjoy what we do and bring passion to our work

OUR GUIDING PRINCIPLES:

Just as our values are reflected in everything we do, our decisions and actions are aligned with the following guiding principles:

Continuous Improvement - We constantly look for ways to improve our services, refining our daily practices, keeping the leading edge in sight and being open to change.

Collaboration - We work collaboratively with our colleagues, residents, partners, regional neighbours, and stakeholders.

Strategic Thinking - We use a strategic and forward thinking mindset and consider the impact of decisions on others.

Stewardship - We are good stewards, accountable for our community’s resources, managing costs and investing for the future.

PURPOSE

Community-based non-profit organizations are delivering initiatives that matter to the residents of Fort Saskatchewan. The City invests in the operations and capacity of community-based organizations through grant programs to support the delivery of these initiatives and to support a vibrant and thriving community.

The City provides grant funding to non-profit organizations for initiatives that support one or more of the following priority areas:

- enhances the quality of life by providing programs, projects, and events that address social issues;
- creates equitable access to human, social, and economic resources and services for all;
- supports community collaborations, involving multiple organizations, in addressing broader human or social issues;
- supports the promotion, protection, and preservation of arts, culture and human or natural heritage;
- offers opportunities to develop knowledge and skills in arts and heritage;
- supports a vision of getting and keeping residents active in community sport, recreation and physical activity;
- improves the environment, protect and preserve natural habitats, and improve open spaces and make nature accessible;
- furthers the social, economic and environmental well-being of local residents and organizations.

ELIGIBLE ORGANIZATIONS

The following organizations are eligible to receive funding:

- Community non-profit organizations who are registered and in good standing under one of the following Acts :
 - Provincial Legislation (Alberta)
 - *Agriculture Societies Act*
 - *Companies Act, Part 9 (Non-profit Companies)*
 - *Societies Act of Alberta*
 - *Special Act of the Alberta Legislature*
 - Federal Legislation
 - *Special Act of the Parliament of Canada*
 - *Canada Not-for-profit Corporations Act and must be registered in Alberta under the Business Corporations Act*
 - *Income Tax Act (of Canada and operating in the Province of Alberta (Charities)*

Non-profit organizations should have a Fort Saskatchewan based address that is regularly monitored by an active member of the organization. However, the City may consider grant applications by non-resident, non-profit organizations/groups for initiatives that provide direct benefits to the residents of the City.

ELIGIBLE EXPENSES & INITIATIVES

Expenditures considered must be directly related to the initiative. Organizations that are successful in receiving a grant must spend the funding within 12 months from the date of receipt of payment.

Eligible expenses may include, but are not limited to the following:

- a)** materials and supplies;
- b)** costs of services and equipment;
- c)** research and documentation;
- d)** outreach and engagement activities;
- e)** public program production;
- f)** artist and entertainment fees;
- g)** advertising and promotions;
- h)** information and referral services;
- i)** newcomer services;
- j)** salary or wage costs specifically related to the program or project;
- k)** contract and professional service;
- l)** project design and delivery;
- m)** venue and equipment rental;
- n)** fees for officials and adjudicators;
- o)** transportation and accommodation costs;
- p)** awards for participants that are earned by achievement and not granted for volunteer participation;
- q)** rental of items that are otherwise ineligible to purchase such as cameras, computers, sound equipment, tents, or any other equipment that can be defined as a capital expense;
- or
- r)** facility costs where additional space is required for the initiative. The existing space of the applicant is not eligible.

INELIGIBLE EXPENSES, INITIATIVES, AND ORGANIZATIONS

The following organizations are not eligible for funding:

- organizations that are not registered non-profit
- organizations whose primary purpose is to:
 - provide funding to other organizations, community groups, or projects;
 - earn profits for itself, its shareholders, or its members;
- organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the City;
- organizations that have not been operating for one full year;
- individuals;
- expenditures incurred to support private or commercial sector projects or programs;
- initiatives with restricted or extremely limited public access;
- expenditures incurred to support definable political viewpoints and/or seek to attract only a special interest audience or recruit new members;
- expenditures incurred to support events whose primary function is fundraising;
- initiatives related to religious observance;
- services that would have been previously supported through other government funding (including Education and Health Care sectors);
- expenditures related to any gaming activity;
- start-up costs;
- debt retirement or deficit reduction;
- endowment funds;
- tours or field trips;
- capital or facility improvements;
- equipment and furnishings;
- land or facility purchase;
- vehicles;
- scholarships, prizes, gratuities, gifts, individual awards and payments for individual benefit;
- expenditures incurred prior to application deadline;
- expenditures that are completed prior to the anticipated notification of decision;
- flow-through funds to another organization;
- other expenditures deemed ineligible as per the grant funding guidelines;
- initiatives that do not provide a community benefit;
- initiatives outside of the City;
- time and labour provided towards preparation of funding applications, committee planning meetings, fundraising (including costs for fundraising campaigns), events where the primary purpose is non-operational or targeted fundraising, and websites for fundraising purposes;
- donor recognition/walls, gifts, gift cards, prizes, awards, honorariums, alcohol;
- expenditures for time and labor provided towards ground breaking, opening, and other ceremonial events;
- facility upgrades, renovations, construction;
- debt reduction; financing charges and/or interest payments on loans;
- purposes of assisting an industrial or commercial undertaking;
- retroactive expenditures incurred prior to application submission date;
- moving expenditures; and
- volunteer expenditures (e.g., honorariums, gifts, gift cards, food, and liquor).

EVALUATION CRITERIA

The following general criteria will be used to evaluate grant funding requests:

- Applications must address a community-identified need and demonstrate community involvement.
- Grant funding is subject to budget limitations. Therefore, not all applications that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their requests.
- Applications will be reviewed by City Council during the annual budget process. Priority will be given to those applications that best meet the criteria. Applicants must address the criteria below when completing their applications:

ORGANIZATION'S CAPACITY

The organization must demonstrate its ability to execute the initiative by:

- providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience);
- demonstrating the organization's sustainability through financial stability, operational history, and community support; and
- demonstrating that the organization has the capacity to complete the entire initiative (e.g., project leadership, board and management).

INITIATIVE VIABILITY AND FINANCIAL FEASIBILITY

To be considered a viable initiative, the organization must:

- have access to additional funding required to complete the initiative;
- have provided a detailed budget and explanation of costs within the application; and
- demonstrate long-term financial viability and self-sufficiency, including the ability to meet long term, ongoing operational needs.

INITIATIVE BENEFITS

The organization must demonstrate that the initiative outcomes will have:

- direct and indirect community economic benefit;
- quality of life/community wellness enhancement; and
- programming/operational efficiencies.

COMMUNITY NEED

The organization must demonstrate:

- why the initiative is needed;
- impact to the local community;
- enhance utilization or meet changing needs; and
- include partnerships and/or collaboration directly related to the initiative.

FUNDING CONSIDERATIONS

In evaluating the initiative, considerations will be given to:

- project readiness, including availability of resources (human and financial) to carry out the initiative;
- demonstration of the organization's need for financial assistance;
- availability of grant funding; and
- ability to complete the initiative with partial funding.

APPLICATION PROCEDURES

The following specifies procedures for submitting an application to the City of Fort Saskatchewan:

- Applicants are encouraged to contact City staff for assistance with completing the application.
- Application deadline is on June 15th. If the due date falls on a weekend or statutory holiday, applications may be delivered or postmarked on the next business day.
- In order to process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A check list is available to ensure the application package is complete and all supporting documentation and mandatory attachments are included. Applicants should be sure to submit all required and supporting documents when applying.
- Incomplete applications will not be considered.
- Expenses included in the application will not be considered if they are incurred before the application has been received by the City. Incurring these expenses prior to approval of the application is at the applicant's own risk. Applicants who begin the project prior to receiving notification relative to their application will not be eligible to resubmit their initiative if funding is not approved.
- Applications are reviewed by City Council as part of the annual budget process. The program criteria, project assessment factors and supporting documentation provided are all considered. Organizations may be contacted if further information or clarification is required.
- Applicants that have overdue or incomplete accounting/reporting related to previously approved City of Fort Saskatchewan funding will not be considered for new funding until their outstanding accounting and reporting requirements have been closed.

Organizations can submit their application in one of two ways:

- Email:
communitygrants@fortsask.ca
- Mail/Drop off:
City Hall
Attention: Director, FCSS
10005 102 Street
Fort Saskatchewan, Alberta T8L 2C5

NOTIFICATION

- Applicants will receive written notification of the decision regarding their application.
- The review and decision-making process takes approximately six (6) months.
- Applicants may not resubmit an application for the same initiative until written notification of the outcome of their current application is announced.

FUNDING CONDITIONS

Applicants must complete the grant application in full and may need to include financial documentation as determined by the grant amount requested.

Applicants may be asked to attend a council meeting during budget deliberations to answer any questions from City Council.

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

- After the review, approval and payment of a grant relative to an application:
 - the applicant must sign a Funding Agreement with the City.

- the applicant is bound by the terms and conditions of the Funding Agreement that forms part of the grant funding.
- grant funds must be deposited into an account in accordance with the terms of the grant agreement.
- The grant funds must only be used for eligible expenditures and in accordance with the Funding Agreement.
- Grant funding not used or accounted for in accordance with the eligible expenditures shall be repayable by the grant recipient to the City.
- Grant amounts of \$10,000.00 or less will be paid to the recipient as a one-time payment.
- Grant amounts of greater than \$10,000.00 will be paid in quarterly installments, unless otherwise negotiated.
- Scope and financial reporting must be completed and submitted to the City within 90 days of the completion of the initiative, unless an extension of the reporting date has been approved.
- Approval of grant funding in no way constitutes a commitment, implicit or otherwise, of longer term funding by the City to the initiative or the organization. Should an organization require additional grant funding in the future, a new funding application would need to be submitted for consideration.

If the grant recipient anticipates that the initiative will not be completed within the allotted time frame, and wishes to request an extension, a request must be submitted to City staff in writing 30 days in advance of the Final Report due date. The extension request letter should include:

- the reasons why the initiative could not be completed within the timeframe;
- a description of what has been completed and costs incurred to date (in order to demonstrate the amount of progress that has been made);
- copy of an updated bank statement showing the balance of the grant funding; and
- a description of what remains to be done and a reasonable timeline for completion (including a proposed new completion date – year/month/day).
- The grant recipient must notify the City of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or a proposed reallocation of funding or shortfall of expenses for the initiative – prior to spending any grant funds on a new or revised purpose. The grant recipient may be requested to:
- submit a written request to use the remaining funds for the proposed initiative change/new purpose, and only if approved, apply the unexpended funds to this purpose; or
- if the change of scope is not acceptable, the applicant will submit a cheque made payable to the City of Fort Saskatchewan for the remaining unexpended funds. Repayment must be submitted to the City for processing and file closure.
- the decision on change of scope requests will be communicated in writing to the grant recipient by designated City staff along with appropriate documentation to confirm it.

FINANCIAL REPORTING REQUIREMENTS

If approved, all organizations receiving grants from the City must report how these funds were used. Financial reports must be provided to the City no later than 90 days following the completion of the program.

The following must be included in the financial reports submitted to the City:

- For grant funds of less than \$50,000.00:

- a statement summarizing all expenditures made in relation to the initiative; and
 - copies of all invoices paid by the group in relation to the initiative.
- For grant funds over \$50,000.00:
 - audited financial statements of the organization for the organization's most recently completed financial year;
 - a statement summarizing all expenditures made in relation to the initiative; and
 - an audit engagement report regarding the statements required in (i) and (ii).

For all financial reporting requirements, the donated labour/services amount includes the amount of volunteer labour and services donated and used for the initiative for which the City funding was approved. This excludes time spent in planning meetings or on fundraising activities for the initiative.

The rate for volunteer labour must reflect the current local market value of the trade or professional task performed. The guidelines wage rate for general labour volunteered is the minimum wage as set by the Province.

Donated material/equipment and professional services is priced at a verified fair market value of materials and equipment donated and used for the project for which City funding is approved.

These guidelines may be superseded by provincial or federal regulations or legislation when there is provincial and/or federal funding in addition to the City funding. Where possible, the City follows provincial and federal standards to avoid duplication of audit requirements.

The City reserves the right, in addition to the above-noted financial reporting guidelines and requirements, to request supplemental financial information and/or to examine supporting financial records that establish how City funds were expended. If the City considers it necessary, a City representative will contact the organization representative within 30 days of the receipt of the organization's original financial statement submission. City staff maintains the right to request interim reporting at any time.

The Final Report for the initiative must be properly completed and signed by an authorized representative having legal and/or financial signing authority for the organization. The Final Report must also be accompanied with the appropriate source documentation as outlined in the instructions.

Records should be kept for seven (7) years from the date of the notification letter of file closure from City staff.

Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from the City until acceptable reporting is provided. A breach of any requirement in the grant agreement may result in the City requesting return of the grant funds and if appropriate, pursuing legal action.

ACKNOWLEDGEMENT STANDARDS & REQUIREMENTS

Recipients of grant funds must acknowledge the City of Fort Saskatchewan as a partner in any print, electronic, visual, or audio marketing related to the initiative and wherever else possible and appropriate.

The City of Fort Saskatchewan logo is available upon request and recognition of funding can be achieved in a variety of ways:

- news release or submitted article to local/regional media;
- social media channels such as Twitter, Facebook, Flickr and blog postings, etc.;
- organization's website or newsletter; and/or
- signage, either temporary or permanent.

CONFLICT OF INTEREST

A conflict of interest arises when an individual's personal interests (what they or their close family members could gain financially or otherwise) conflicts or appears to conflict with their duty to administer the grant funds in a transparent manner and in accordance with the grant agreement.

Members of organizations who receive grant funds who have or appear to have a conflict of interest must recuse themselves from any portion of the administration of the grant funds, including but not limited to approving the use of grant funds and reporting on the use of grant funds.