



Grants to Non-Profit Organizations Application Form

Instructions

1. **Application deadline is June 15th.**
2. Type or print when completing this form.
3. Registered Societies must be in good standing with the Province of Alberta Societies Act.
4. Only one proposal per application.
5. Application can be emailed, mailed or dropped off at City Hall during regular business hours, excluding statutory holidays, 8:00am - 4:30pm.

Contact Information

City of Fort Saskatchewan
Grants to Non-Profit Organizations Program
Director of FCSS
10005 102 Street
Fort Saskatchewan, AB
T8L 2C5
Telephone: 780.992.6200
Email: communitygrants@fortsask.ca

Part A: Contact Information

Organization Name: _____ Email: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Incorporation Number: _____ Incorporation Date: _____

Grant Amount Requesting: _____

Organization Contact Person:

Name: _____ Title: _____

Contact Number: _____ Email: _____

Organization Alternate Contact Person:

Name: _____ Title: _____

Contact Number: _____ Email: _____

Please note: If you need more space to answer a question you can attach a separate sheet of paper, making sure to note the number of the question you are answering.

Grants to Non-Profit Organizations Application Form

Part B: Program, Project, or Event Information

1. Name of the community program, project, or event:
2. Date of program, project, or event (if applicable):
3. Please select the funding category that best represents the initiative's mandate from the list below (*Please refer to Guidelines Booklet)

Provincial Funding

- Family & Community Support Services (FCSS)

Municipal Funding

- Arts, Culture and Heritage
- Community Development
- Community Events
- Environmental Stewardship
- Recreation

4. Complete this section if you are applying under the **Provincial Funding - FCSS ONLY**. If applying under the other categories, please move to question 5.

FCSS Eligibility for Support: To be eligible for FCSS funding, each application must be preventative in nature and enhances the social well-being of individuals and families through prevention or intervention strategies provided at the earliest opportunity.

As per the FCSS Act: Services provided under a program/event must address one or more of the following outcomes:

(Please select the outcome(s) that apply)

- Outcome #1 - Prevention
Help people develop independence, strengthen coping skills and become more resistant to crisis.
- Outcome #2 - Local Autonomy
Help people to develop an awareness of social needs.
- Outcome #3 - Community Development
Help people develop interpersonal and group skills that enhance constructive relationships among people.
- Outcome #4 - Accountability
Help people and communities to assume responsibility for decisions and actions that affect them.
- Outcome #5 – Volunteerism
Provide support that help sustain people as active participants in the community.



Grants to Non-Profit Organizations Application Form

8. Describe how this program, project, or event will benefit the community:

9. What population will the program, project, or event serve?

10. Are you collaborating with other community partners? If so, what value would your program, project, or event add or how does it connect to another organization to add impact to the community. How will you collaborate?



Grants to Non-Profit Organizations Application Form

11. How do you plan to carry out the program, project, or event? (Please present a detailed schedule demonstrating the necessary steps for completion, if applicable.)

12. Performance Indicators: Please indicate the performance indicators that will be used to analyze the program, project, or event's success. They must be quantitative (e.g. number of participants in an activity, number of volunteers involved) and qualitative (e.g. community's satisfaction rate, project's impact).

Grants to Non-Profit Organizations Application Form

13. How does your organization work to ensure that programs, events and services are accessible and inclusive for anyone who has an interest? Please share examples and success stories of inclusivity and diversity within your organization and programming.
14. How does this community program, project, or event promote, encourage and facilitate the use of volunteers?
15. Explain the impact of not receiving the funding requested on your organization or in the event only partial funding is approved. What steps will your organization need to take to meet financial obligations?
16. How will the City be recognized for the grant contribution?



Grants to Non-Profit Organizations Application Form

Part C: Proposed Budget

Provide a detailed budget breakdown indicating all costs.

***Please highlight any salary costs associated with the application.**

Sample Budget	Description	Amount
Revenues:		
Funds requested from the City		\$
Other Government Funding		\$
Other Grants		\$
Fundraising		\$
Donations		\$
Other		\$
In-Kind Donations (indicate value)		\$
Total Revenue		\$
Expenses:		
		\$
		\$
		\$
		\$
		\$
Total Expenses		\$

Note: Total revenue must match total expenses



Grants to Non-Profit Organizations Application Form

Part D Applicant's Statement

I hereby certify that I am authorized to sign on behalf of the organization and that the information contained in this application is true and correct to the best of my knowledge and that I do not have any outstanding commitments resulting from any previous initiatives funded by the City of Fort Saskatchewan.

Authorized Organization Signatures

Name: _____ Name: _____

Title: _____ Title: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Application Checklist

- All sections of the application form are completed.
- Application signed and witnessed by authorized representatives.
- Copy of certificate of incorporation, if first time applying.
- Applications asking for \$10,000 - \$50,000 must include a copy of the organization's financial statements for the most recently completed financial year.
- Applications asking for over \$50,000 must include an externally audited copy of the organization's financial statements for the most recently completed financial year.

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of the grant funding application. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200.