



Shape Your Community Grant

Overview

Do you have a great idea that'll make your neighbourhood a better place to live? Are you looking for opportunities to share your gifts and skills with others? Or planning an event that will connect folks from diverse backgrounds?

The Shape Your Community Grant supports resident-led initiatives that build social capital—the connective tissue of our communities! Social capital can be described as the value developed from working together, connecting across differences, and sharing common place-based experiences. This can be done through small-scale neighbourhood improvement projects such as planting gardens, installing public art, beautifying underutilized or vacant spaces, hosting workshops or events that bring people together, and/or celebrating diverse cultures.

The Shape Your Community Grant is divided into two funding streams: **Connection Events** and **Place-Making Projects**. Each stream will award a maximum of \$1500 to applicants who can demonstrate that their project meets any of the following criteria:

- Empowers and engages citizens to become community leaders or strengthens existing community leadership.
- Enhances community safety.
- Builds inclusion, well-being, and connects people to each other.
- Celebrates Indigenous culture.
- Deepens multi-cultural understanding.
- Creates and promotes vibrant public spaces.

Creativity and innovation are encouraged! If you aren't sure if your project meets these criteria please contact the Community Development Coordinator at 780-992-6206 to discuss your application.

All completed application packages can be returned to Family and Community Support Services (FCSS) via:

E-Mail: FCSSinfo@fortsask.ca
In Person: Community Development Coordinator
1st Floor City Hall
10005 102 St., Fort Saskatchewan

Mail: Family and Community Support Services
City of Fort Saskatchewan
10005 102 St.
Fort Saskatchewan, AB T8L 2C5



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Shape Your Community Grant

Funding Streams

	Connection Events	Place-Making Projects
What types of projects will be funded?	<ul style="list-style-type: none"> • Events that foster respect and celebrate diversity • Events that offer the sharing of skills and knowledge • Events that encourage intergenerational learning • Events that foster neighborhood and/or community pride 	<ul style="list-style-type: none"> • Projects that encourage wide spread participation and provide opportunities to bring people together to work on a neighbourhood or community issue • Projects that increase public safety or beautify community spaces
Can you give me some examples of projects I can apply for?	<ul style="list-style-type: none"> • Hosting a round dance, cultural days, cooking classes etc. • Hosting workshops, public speakers, cultural events, or drop-in leisure programs that are open to all • Hosting events that bring people together such as book clubs, men’s groups etc. 	<ul style="list-style-type: none"> • Installing artwork or murals in underutilized community spaces • Light installations in neighbourhoods • Planting flowers or edible gardens • Hosting neighbourhood cleanups • Starting tool or seed libraries

Please Note:

- If your project or event takes place on City owned or public land, City Staff may advise on the development, installation, or construction to ensure sustainability and compliance with any applicable permits or bylaws.
- Applicants are also responsible for the ongoing maintenance of any structures or improvements made under the Place-Making Projects stream.
- Any project or initiatives funded under the Shape Your Community grant must be free or low cost (cost recovery only) and open to the public.
- Budgets must responsible and appropriate





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Eligibility Criteria

Who can apply:

- 1) Any Fort Saskatchewan resident
- 2) Any civil society organization that is run primarily by volunteers such as condo boards, sports teams or other informal groups
- 3) School groups, classrooms and/or clubs
- 4) Registered Charities and Non-Profit Organizations may be eligible for funding if they can demonstrate benefit to community members outside of an existing client base. Funds cannot be used to support existing programming, staff salaries or support capital projects.

What kinds of expenses will the Shape Your Community grant cover?

- Honorariums for people or groups where fees are not traditionally required (For example: Indigenous Elders, knowledge keepers, or gifts for Indigenous protocols)
- Cost of food and drink for volunteers and attendees.
- Expenses directly tied to planning, implementation or evaluation of outcomes
- Fees for performers, speakers or other service providers.
- Any materials and supplies

What isn't eligible for Shape Your Community Funding?

- Initiatives that have received funding in the past
- Capital / infrastructure project expenditures to improve privately-owned assets on City land or privately-owned assets on private property
- Ongoing operating expenses (staff salaries, insurance, legal/accounting fees, facility operating expenses, facility maintenance etc.)
- Projects that are completed or retroactive expenses incurred prior to application submission date
- Alcohol, cannabis or other contraband items
- Food and non-alcoholic beverages for paid employees of the lead organization(s) that is (are) supporting the initiative





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How To Apply

What else do I need to include with my application?

Connection Event Stream:

1. Outline how your event builds inclusion, well-being, and connects people to each other.
2. A detailed project budget including any additional financial or in-kind support such as sponsors, donations, or volunteers.

Place-Making Projects Stream:

1. A detailed location of where the project will be located, including address and/or maps (Google maps is acceptable) if the location does not have a street address.
2. Written approval of property owners if the property is not owned by you
3. A detailed project budget including any additional financial or in-kind support such as sponsors, donations, or volunteers.
4. A detailed plan as to how the applicant or community will maintain the project in subsequent years if applicable

Applicants may apply for funding throughout the calendar year. It is recommended that you apply for funding, at minimum, one month prior to the expected completion date of your event or project. Larger projects and events may require additional permits or permissions increasing the time between funding approval and the completion date. The Community Development Coordinator can help you navigate these processes or make recommendations to enhance project sustainability. Successful applicants will be given notice of their application status 10 business days after submission. Grant intake will close for the year when the total funding is allocated.

All successful applicants must also submit the Shape Your Community Grant Evaluation Form within two weeks of project completion along with copies of receipts for all expenses. Failure to do so may result in having your approval revoked and any funds received must be returned to FCSS.



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Shape Your Community Grant

Application Form

Applicant Name:

Applicant Organization:

Address:

Phone Number:

E-mail:

Which funding stream are you applying for?

Project Description: Tell us about your project!

Project Outcomes: What are you hoping to achieve through this project? How will the community be changed as a result?



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Application Form

Project Purpose: Describe how this project meets the goals of the Shape Your Community Grant

Community Involvement: Describe in detail how people in your community will support this initiative

Project Timeline: Start date, completion date & any related activities



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Application Form

Safety Considerations: Describe any possible public safety issues related to the project. For example, if you are hosting a community event will there need to be first aiders on site?

This section is for projects in the Place-Making funding stream **ONLY**

Maintenance: Describe any ongoing maintenance requirements for the project and how you will address them in subsequent years. For example, if you are hoping to add flowers in your neighbourhood will they need to be watered, weeded etc.

Please make sure to attach along with your application:

1. A project design including site dimensions, materials, etc. for any physical improvements such as a public sculpture, art, gardens, plaques, etc.
2. A map of where the project will be located if no physical address is available.
3. Written permission from the land owner if the land the project will be situated on is not owned by you.
4. If your project has an impact on neighbours (ex: murals, installing bird houses, new light installations, gardens, etc..) indicate the steps you have taken to involve neighbours in the project or to solicit feedback. This could include 1:1 conversations, neighbour engagement, hosting meetings or any other effort made to ensure the project will not be disruptive to community members.

Additional space may be needed to effectively answer some of the questions on this application. Please use separate pages to answer if needed. You may also include additional background or supporting documents with your application.



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Application Form

Sample Project Budget: A budget is required for both Place-Making and Connection Event Funding Streams. You may use the sample budget below or create your own.

Description	Cost/Amount
Materials/Equipment:	
Design/Contractor/Labour Costs:	
Honorariums/Speaker Fees:	
Other:	
Total Project Costs:	
Anticipated Volunteer Hours Contributed:	
Community Funds Contributed (fundraising, donations etc.):	
Total funds requested from Shape Your Community Grant:	



Shape Your Community Grant

Evaluation Form

Thank you for taking the time to submit the Shape Your Community Grant evaluation form. The information you provide helps the City of Fort Saskatchewan and Family and Community Support Services (FCSS) to improve the program for future applicants.

The Evaluation Form is due two weeks after project completion and must be submitted along with copies of receipts.

All completed application packages can be returned to Family and Community Support Services (FCSS) via:

E-Mail: FCSSinfo@fortsask.ca

Mail: Family and Community Support Services

In Person: Community Development Coordinator

City of Fort Saskatchewan

1st Floor City Hall

10005 102 St.

10005 102 St. Fort Saskatchewan

Fort Saskatchewan, AB T8L 2C5

Applicant Name:

Applicant Organization:

Address:

Phone Number:

E-mail:

Project Name:

Completion Date:

Form Submission Date:

Funding Stream:

Connection Event

Place-Making Project

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Act) and will be used for the purpose of administering the City's Shape Your Community Grant Program. The information will be protected in accordance with the Act. If you have questions about the collection of information, please contact the: FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200



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Evaluation Form

Please provide a brief summary of the completed project or event:

How has your community improved or changed because of this project or event?

What were some of the challenges? How did you solve them?

How did the neighbourhood come together to ensure that the project or event was inclusive for anyone who wanted to participate?



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Evaluation Form

How many volunteer hours were contributed to your project or event?

Do you plan to continue this project or event in future years? If so, how will funding be secured?

For Placemaking Projects: How will you maintain your project in subsequent years?

Do you have any suggestions on how we can improve the Shape Your Community Grant Application process for future applicants?

THANK YOU!



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