



# Shape Your Community Grant

## Overview

**All residents are encouraged to discuss their application with Administration prior to applying.**

Please contact the Community Social Planning Coordinator at 780-992-6206 or via e-mail at [FCSSinfo@fortsask.ca](mailto:FCSSinfo@fortsask.ca). Staff can help you navigate any permits that may be required and make recommendations to enhance project sustainability. Applications are considered throughout the calendar year based on the funding available.

**To be considered for funding a project must demonstrate it is building a stronger and healthier community by:**

- Promoting pride and ownership of community spaces and assets
- Providing public benefit, resulting in a project or activity that benefits a geographic neighbourhood within the City of Fort Saskatchewan
- Fostering and sustaining positive community relationships
- Creating educational opportunities and/or community awareness
- Involve community members in creating and completing the project — working together in partnership with municipal government
- Being completely implemented and sustained by the community
- Positively impact the quality of life in Fort Saskatchewan

***Projects will only be funded once in the hopes that the community will sustain the event in subsequent years***

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

**Email:** FCSSinfo@fortsask.ca  
**Mail:** City of Fort Saskatchewan  
Family and Community Support Services  
10005 - 102 Street  
Fort Saskatchewan, Alberta T8L 2C5

**In Person:** Community Social Planning  
Coordinator, FCSS  
1st Floor, City Hall  
10005 - 102 Street  
Monday –Friday 8:00-4:30





# Shape Your Community Grant

## Funding Streams & Application Criteria

The Shape Your Community Grant is divided into two different funding streams. All funding streams require the applicant to demonstrate community support and/or that there is existing community need for their proposal. This can be done using the attached Neighbourhood Support form.

### Community Events:

A community gathering that is free & open to all community members to attend.

#### Eligible for up to \$500.00

#### Examples of eligible community events include:

- Local festival, concert or showcase
- Street hockey tournaments
- Snow castle competitions
- Neighborhood swap meets
- Outdoor movie nights
- Skating/tobogganing events
- Meet and greets in your local park

### Community Initiatives:

Any community effort that promotes community pride, safety, or inclusion.

#### Eligible for up to \$1500.00

#### Examples of eligible community events include:

- Workshops or educational events
- Community art projects (*murals, showcases*)
- Enhancing or creating neighbourhood gathering places
- Community lending projects (*seed/tool libraries*)
- Improvement projects (*memorial projects, green initiatives, or neighbourhood beautification*)

**Creativity and innovation are encouraged! If you have an idea that is not included in this list please contact the Community Social Planning Coordinator to discuss eligibility!**

### The following are not eligible for the Shape your Community Grant:

- Incomplete application forms
- Events that have received funding in the past
- Funds for any item that are readily available or that can be found for free such as barbecues, tents, tables and chairs
- Funds are not available for the purchase of controlled substances or alcohol
- Insufficient community support or need identified
- Events promoting or supporting a particular Religious or Political group
- Applications from private businesses or non-profit organizations



# Shape Your Community Grant

## How To Apply

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### The application requirements for both funding streams are as follows:

1. A detailed location of where the event or project will be located, including address and/or maps if the location does not have a street address. Maps of Fort Saskatchewan can be found at [fortsask.ca/maps](https://fortsask.ca/maps).
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. Demonstrated community support from 50% of residents in the affected neighbourhood. You may use the attached Neighbourhood Support form to collect signatures from your neighbours. This tool is also an excellent way to talk to your neighbours about any concerns they may have about the event or improvement project.

**All successful applicants must also submit the Shape Your Community Grant Evaluation Form within two weeks of the community event or project completion along with copies of receipts for all expenses.**

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### If your event will require closing a public roadway or large tents/inflatables on City property, the City also requires:

1. A completed Special Event permit in order to notify City Departments and Emergency Services of the event. Special Event Permits can be found on at [fortsask.ca/SpecialEvents](https://fortsask.ca/SpecialEvents).
2. You may also be required to obtain \$2,000,000 liability insurance which can be applied for through the City.
3. Applications requiring a road closure must also submit a Traffic Disruption permit which can be found at [fortsask.ca/permits](https://fortsask.ca/permits).
4. Any street closures require demonstrated support from 50% of affected residents.



# Shape Your Community Grant

## Application Form

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.

**Project Name:**

**Applicant Name:**

**Date:**

**Address:**

**Postal Code:**

**Email:**

**Phone Number:**

**Neighbourhood & exact location**

If no street address, please attach a map

**Project Description**

Tell us a bit more about your project

**Project Purpose**

Describe how this project meets the goals of the Shape Your Community Program

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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# Shape Your Community Grant

## Application Form

If this application is for a community enhancement project (such as a public sculpture, art, gardens, plaques), please attach a project design including site dimensions, materials, etc.

### Project Outcomes

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

Describe any ongoing maintenance requirements for the project. *(For example, if you are hoping to add flowers in your neighbourhood will they need to be watered, weeded etc. in subsequent years)*

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)*

### Neighbourhood Involvement & Project Design

Describe in detail how people in your neighbourhood have or will support this initiative

Provide the project's timeline *(Start date, completion date & any related activities)*



# Shape Your Community Grant

## Application Form

### Project Budget

Funds are required to be spent within the calendar year approval was received

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

### Applications will be selected for funding based on the following criteria:

- Demonstrated need indicated by completed Neighbourhood Support Form
- Encourages wide spread participation and provides opportunities to bring people together to work on a neighbourhood or community issue
- Promotes meaningful collaboration between diverse community members
- Promotes sustainability and proves that the project will become self-sufficient
- Budget is responsible and appropriate
- Activities are well planned, timeline is realistic and project has a clear beginning and end
- Clearly identifies anticipated outcomes of how your community will be different as a result



# Shape Your Community Grant

## Neighbourhood Support

**Project Name:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Approve:**  **Object:**

**Signature:** \_\_\_\_\_ **Concern:** \_\_\_\_\_

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