



City of Fort Saskatchewan Grants to Organizations GUIDELINES

Application Deadline: June 15

**Submit required paperwork by the deadline to:
City of Fort Saskatchewan
Attention: Community Development Coordinator
Email: communitygrants@fortsask.ca
Drop off: 10005 102 St., Fort Saskatchewan, AB T8L 2C5**

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Foundation of Grants to Organization Program

The City of Fort Saskatchewan's Grants to Organization program is a cornerstone of community support, designed to empower local organizations through targeted funding streams that address diverse needs and priorities. The Grants to Organization's is funded through both the municipality of Fort Saskatchewan and the provincial government program Family and Community Support Services (FCSS). Grants to Organization focuses on key areas such as core funding, collaboration, capacity building, and projects or initiatives, to ensure a strategic approach to fostering community development, innovation, and sustainability. Each funding area aligns with the overarching mission to enhance quality of life, promote social equity, and drive collaborative efforts that tackle challenges. These funding streams provide organizations with the resources they need to build a stronger, more connected community while supporting the long-term vision of a vibrant and resilient municipality.

Purpose

The purpose of the Grants to Organizations Program is to provide financial assistance to local organizations, enabling them to implement projects and initiatives that align with our community's priorities. By offering these grants, the aim is to promote innovation, address critical needs, improve quality of life and support fostering a stronger, more connected community that is inclusive and resilient.

The Grants to Organizations Program aims to enhance the quality of life for all residents by investing in initiatives and projects that promote social equity, economic growth, and environmental stewardship.

We envision a future where the Grants to Organization program is a catalyst for positive change, with a key focus on collaborative efforts that address the evolving needs of our municipality.

Grants to Organizations Core Values

Continuous Improvement: Regularly evaluating and refining processes to meet evolving needs.

Collaboration and Partnership: Encouraging collaborative efforts that leverage partnerships with diverse resources and expertise.

Strategic Thinking: Aligning funding and initiatives with long-term community goals.

Community-Centric Approach: Responding to the evolving needs of the people and organizations we serve.

Stewardship: Managing resources responsibly to ensure sustainable growth and trust.

Transparency and Accountability: Upholding clarity and integrity throughout processes.

Data-Driven Innovation: Leveraging evidence and insights to drive effective decision making.

Sustainability: Focusing on the longevity and scalability of programs and policies.

Integrity: Uphold the highest standards of honesty and ethical behavior.

Grant Funding

1. Arts, Culture and Heritage projects, initiatives, or events that support the celebration, promotion, protection, and preservation of arts, culture and human or natural heritage in Fort Saskatchewan. Projects, initiatives, or events that offer opportunities to develop knowledge and skills in arts and heritage are encouraged.
2. Community Events that are either no cost or low cost for individuals to attend; must be hosted in Fort Saskatchewan and be open and accessible to all; events are secular and non-political in nature.
3. Environmental Stewardship projects, initiatives, or events that improve the environment, protect and preserve natural habitats and the species that make them home; make nature accessible and ensure practices are followed to maintain sustainable parks and open spaces.
4. Recreation projects, initiatives, or events meant to improve or develop recreation or leisure opportunities for Fort Saskatchewan residents. Projects, initiatives, or events that support a vision of getting and keeping Fort Saskatchewan residents active in community sport, recreation, leisure and physical activity are encouraged. [OBJ]
5. Community Development and Social projects, initiatives, or events that are preventative in nature, and enhance the social well-being of individuals and families through prevention or intervention strategies provided at the earliest opportunity.

Grants to Organizations Funding Streams

Core funding, Collaborative, Capacity Building and Initiative/Project

Funding Stream	Objective	Outcomes	Stream Priorities
Core Funding	To provide funding for operational expenses, ensuring organizations have a stable foundation for delivering services and sustaining core services within the city.	Strengthened organizational stability, allowing recipients to maintain essential services and improve planning capacity. Enhancing long-term sustainability of community organizations. Supporting organizations to increase their capacity to support residents through essential programming.	Ongoing programs and services that are vital for ensuring that community members can participate fully and safely, without facing barriers. Supports administrative and operational costs to ensure service continuity. Supporting data-informed research and evaluation to improve effectiveness.
Collaborative	To foster partnerships between organizations, enhancing impact through collaborative efforts. Sharing resources and knowledge to tackle complex community issues.	Increased resource efficiency, stronger partnerships, and more comprehensive community impact. Improved cross-organizational cooperation to address community challenges and needs. Expanded service delivery through coordinated efforts.	Ongoing programs and services that are vital for ensuring that community members can participate fully and safely, without facing barriers. Supports administrative and operational costs to ensure service continuity. Supporting data-informed research and evaluation to improve effectiveness.

Capacity Building	To support skill-building and organizational development, enabling groups to enhance their services and improve resilience	Improved program quality, strengthened service delivery, and increased organizational effectiveness and adaptability. Enhanced leadership and governance within organizations. Greater ability to respond to emerging community needs.	Supporting strong, adaptive organizations Providing professional development and training opportunities. Supporting data-informed research and evaluation to improve effectiveness.
Initiative/Project	To foster community engagement and participation by organizing a one-time or annual event that unites groups within our community. Creating opportunities for meaningful interactions to strengthen social bonds, promote inclusivity, and enhance the overall sense of community.	Building an active, healthy, connected community. Strengthened community identity and civic engagement. Increase engagement and participation of diverse groups and community members. Increased community awareness and participation in social initiatives.	Supporting innovative pilot projects or relevant community initiatives. Encouraging initiatives that align with community priorities. Supporting data-informed research and evaluation to improve effectiveness

Grants to Organizations Process and Requirements

Grant Eligibility

- Confirm the applicant organization is a registered community nonprofit in good standing under the specified Acts.
- Ensure applicants are nonprofits proposing partnerships to address complex community issues, focusing on community capacity, organizational development, or engagement.
- Verify the alignment of requested funding with operational expenses critical to service delivery.
- Review applications for alignment with strategic priorities, financial feasibility, and community priorities.
- Verify proposed activities align with capacity-building goals, such as training, strategic planning, or infrastructure enhancement.
- Assess whether initiatives are sustainable without future grant reliance.
- List eligible expenses, including joint project management, resource sharing, or collective training initiatives.
- Confirm the rationale of how the grant application fits with being an essential service, including data-driven metrics and research.
- For collaborative projects, partnership agreements showing proof of collaboration, outlining sharing of resources, roles and responsibilities.
- Check for duplication of funding from other government sources.

Pre-Assessment

The first step in the application process is completing a pre-assessment form, designed to evaluate whether the proposed project or initiative aligns with the FCSS grant criteria and the City of Fort Saskatchewan's strategic priorities. This preliminary screening tool ensures only applications that align with meeting the program's objectives proceed to the full application stage.

The pre-assessment form includes a series of targeted questions that assess:

- Alignment with the City's strategic priorities and/or FCSS outcomes.
- Fit with program criteria and funding categories.
- Organizational readiness and capacity to execute the proposed project.

Applicants will be required to provide a brief overview of their project, including goals, targets, and expected outcomes. Additional details about how the project connects to FCSS principles and/or the City's priorities will also be collected at this stage.

Once the pre-assessment is reviewed, eligible applicants whose proposals meet the necessary criteria will receive a secure link to access the full application form. This two-step process ensures efficiency and clarity while helping applicants focus their efforts on eligible proposals.

Application Submission

To process applications, the information requested from applicants must be fully completed, and all questions on the forms must be answered. A checklist 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.

Applications for the Grants to Organizations program follow a multi-step review process:

1. First, applications are assessed to determine alignment with the City of Fort Saskatchewan's strategic priorities and FCSS grant criteria by completing the preliminary screening tool.
2. If the applicant meets the requirements listed in the preliminary screening tool, they will receive a link to review and complete the formal grant application.
3. Eligible applications that met the criteria are then reviewed by a committee of city staff from various departments which evaluates them based on program criteria, project objectives, city priorities, and the supporting documentation provided.
4. The applications are then submitted to City Council, where they are reviewed as part of the annual budget process for approval/denial, dependent on funding availability.
5. During any stage of this process, 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.

Important Dates

Annual Application deadline

- May 1st – Grants to Organizations portal opens
- June 15th – Grants to Organizations portal closes

Applications must be submitted through the Grants to Organizations portal by midnight on June 15th. In the case of a deadline falling on a weekend or a statutory holiday, applications must be submitted by midnight of the following business day.

Grant Application and Funding Approval

- Organizations submit applications with detailed project plans, budgets, partnership agreements, and justifications for operational expenses, including financial statements.
- Applications are reviewed for alignment with strategic priorities, financial feasibility, potential impact, resource efficiency, and relevance to capacity goals and community enhancement.

- Approval decisions are communicated with clear terms of funding use, outlining roles, expectations, and measurable outcomes.

Program Implementation and Monitoring

- Recipients submit financial and operational reports demonstrating fund usage according to the grant agreement.
- Regular updates are required on project progress, resource sharing, and partnership dynamics.
- When applicable the city conducts a mid-year check-in to ensure compliance, provide updates, and share accomplishments, aligning goals and showcasing the program's positive impact.
- The city is informed of the organization's AGM and receives an invitation.

Evaluation and Impact Assessment

- Assess how funding contributed to organizational stability, planning capacity, and community impact.
- Evaluate the effectiveness of partnerships, resource efficiency, and improvements in organizational resilience and service delivery.
- Collect metrics such as service delivery levels, organizational growth, and feedback on training or development programs.
- Use evaluation results to support ongoing capacity-building initiatives and address emerging partnership models, strengths, and challenges.

Further Eligibility Requirements

A) 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.

B) Eligible Expenses

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:

- Materials and supplies
- Costs of services and equipment
- Research and documentation
- Outreach and engagement activities
- Public program production
- Artist and entertainment fees
- Advertising and promotions
- Information and referral services
- Newcomer services
- Salary or wage costs specifically related to the program or project
- Contract and professional service
- Project design and delivery
- Venue and equipment rental
- Fees for officials and adjudicators
- Transportation and accommodation costs
- Awards for participants that are earned by achievement and not granted for volunteer participation
- 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
- Facility costs where additional space is required for the initiative. The existing space of the applicant is not eligible

C) Ineligible Expenses, Initiatives and Organizations

The following organizations are not eligible for funding:

- Organizations that receive funding from the GOA for the same initiative or program may be ineligible
- 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

The following expenditures are not eligible for funding:

- 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
- Expenditures related to any gaming activity
- Start-up costs
- Debt of any kind
- Endowment funds
- Tours or field trips
- Capital or facility improvements
- Land or facility purchase
- Vehicles
- Scholarships, prizes, gratuities, gifts, individual awards and payments for individual benefit
- Expenses that are completed prior to the anticipated notification of decision
- Flow-through funds to another organization
- 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
- Donor recognition/walls, gifts, gift cards, prizes, awards, honorariums, alcohol
- Expenses for time and labor provided towards groundbreaking, opening, and other ceremonial events
- Facility upgrades, renovations, construction
- Purposes of assisting an industrial or commercial undertaking
- Retroactive expenditures incurred prior to application submission date
- Moving expenditures; and
- Volunteer expenses (e.g., honorariums, gifts, gift cards, food, and liquor).

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 \$25,000.00:

- Financial statement of the organization for the organization's most recently completed financial year
- Financial statement summarizing all expenditures made in relation to the initiative
- Copies of all invoices paid by the group in relation to the initiative.

For grant funds over \$25,000.00:

- Audited financial statements of the organization for the organization's most recently completed financial year
- Financial statement summarizing all expenditures made in relation to the initiative
- Audit engagement report regarding the statements required in (i) and (ii) of Policy 4.11.2 b) from the Grants to Organizations Administrative Procedure.

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 volunteers is the minimum wage as set by the province.

Donated material/equipment and professional services are 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 maintain 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 and 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.