



City of Spruce Grove/ Family & Community Support Services
Community Recovery Grant

Grant Information & Guide 2021

INTRODUCTION

The City of Spruce Grove Family and Community Support Services (FCSS) is pleased to provide a **second round of Community** Recovery Grant funding. This opportunity supports organizations to deliver locally-driven preventative social services and programs to support COVID-19 recovery by enhancing the well-being of individuals, families and the overall community. Initiatives must be new or enhance existing programs and services to support COVID-19 recovery. .

Community groups may apply for the grant with an eligible sponsor organization.

Definitions for terms used within this guide can be found on page 4.

GRANT OUTCOMES

Initiatives must clearly demonstrate and report on alignment with one, or both of the following FCSS outcomes:

1. The community is connected and engaged.
2. Community social issues are identified and addressed.

PURPOSE AND GRANT OBJECTIVES

The Community Recovery Grant provides funding to meet community needs and gaps resulting from COVID-19. Services or programs must be accessible to Spruce Grove residents and align with one or more of the following:

- help people develop independence, strengthen coping skills and become more resistant to crisis;
- help people develop an awareness of social needs;
- help people develop interpersonal and group skills which enhance constructive relationships among people;
- help people and communities assume responsibility for decisions and actions which affect them;
- provide supports that help sustain/engage people as active participants in the community.

The grant is meant to focus on at least one of the following focuses:

1. **Social Well Being and Isolation** - promoting social connection and reducing feelings of isolation.

2. **Vulnerable Populations** – focusing on community inclusion, healthy living, mental health services, addictions support, f literacy programs, or transportation.
3. **Neighbour Connections** - Building capacity and promoting connection at a neighborhood level.

BUDGET

Applicants may apply for up to a maximum of \$10,000 from an available **\$40,000** fund.

ELIGIBILITY

Priority will be given to Tri-Municipal regional organizations that provide services or programs within Spruce Grove. Organizations located outside the Tri-Municipal Region are welcome to apply and must demonstrate how they will serve residents of Spruce Grove or the Tri-Municipal Region.

Ineligible Programs

Services provided must **not**:

1. focus on crisis intervention and/or treatment;
2. be *physically* offered outside of the Tri-Municipal Region;
3. provide primarily recreational needs or leisure time pursuits of individuals,
4. offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family;
5. be primarily rehabilitative in nature, or
6. duplicate services that are ordinarily provided by a government or a government agency.

The organization applying must **not**:

- use these funds to provide a grant, donation or scholarship to another person, group or organization;
- provide financial assistance to sustain an individual, or family;
- previously received funding for *this specific program* or service from the City of Spruce Grove or Spruce Grove FCSS.

Applicant Requirements

The organization applying or sponsoring a group must:

- be registered as a non-profit or charitable organization operating for a minimum of 1 year;
- have a certificate of insurance.
- Align with FCSS Act and Regulations.

Eligible Costs

Applicants must provide detailed budget information outlining expense types and estimated costs of the proposed program. Applicants will be required to indicate the amount requested from the City of Spruce

Grove as well as other sources of funding. Monetary value of in-kind contributions are also important to highlight, if applicable.

Expenses eligible under this grant include:

- Operational expenses required to run the program or service, including human resources.

OBLIGATIONS OF GRANT RECIPIENTS

1. Programs, services, and expenditures must occur prior to March 31, 2022.
2. A final report must be submitted by April 30, 2022 including the following:
 - A description of programs/services completed
 - FCSS Outcome Report
 - A program outputs report
 - A signed financial statement
 - Copies of any print materials (ad, press releases, program brochure, etc.) which acknowledge Spruce Grove FCSS support.
3. Acknowledge support of Spruce Grove FCSS in all print and public material related to the program/ service within the grant agreement.

EVALUATION CRITERIA

Category	Weight
Budget	15%
Outcomes	15%
Demonstrated Community Benefit	20%
Program Information	30%
Accessible to residents of Spruce Grove	20%

Applicants will also be evaluated on their ability to demonstrate the following:

1. Ensure program/services are accessible, inclusive, appropriate, and meet standards of accepted best practice (where applicable).
2. The program/ services will be either no-cost or low-cost for individuals to participate.
3. The program/ services will address identified issues as a result of COVID-19.

APPLICATION PROCESS

This grant opportunity will be advertised on the City of Spruce Grove website on **July 7, 2021**. The application deadline is **4:30 pm on July 28, 2021**. Late and/or incomplete applications will not be considered. An acknowledgement of receipt of application will be provided within 2 working days (M-F) of submission. All applications will be reviewed the week of August 09-13, 2021 by an administration review committee. Applicants will be notified **no later than August 23, 2021**, of award decisions. Grant recipients will be required to submit their certificate of insurance within 10 days of execution of grant agreement.

To apply, complete the FCSS Community Recovery Grant application form and submit via email to

Kusi Ampofo, Community and Social Investment Analyst, Social Planning
Community Social Development
Email: kampofo@sprucegrove.org
Cell: 587-532-9971

Use the following title format to submit an application:

Community Recovery Grant – [funding stream] - [organization name] – [date]

Submission Checklist:

- Completed Application Form
- Completed Budget Request Sheet
- Additional Information (1 page if required)
- Optional letters of support

KEY DATES AND TIMELINES

Call for applications – July 7, 2021
Application deadline – July 28, 2021
Grant Award Notifications – August 23, 2021
Grant Agreement start date - September 01, 2021
Grant distribution – within 10 days of receiving signed grant agreements and proof of insurance
Programs and expenditures must occur prior to March 31, 2022
Final report – April 30, 2022

DEFINITIONS

Applicant – a non-profit society registered under the Societies Act that applies for this grant opportunity or a group sponsored by a registered non-profit.

Outputs – direct products of the program/ service such as number of programs provided, number of participants. Outputs can support outcomes but do not directly result in outcomes.

Outcomes – measurable changes or effects on people or an issues as a result of program efforts. This grant requires the applicant to measure at least one FCSS outcome measure outlined in the grant application.

Recipient – Successful grant applicant(s) who receives funding from The City of Spruce Grove FCSS

Social Isolation – Individuals lacks meaningful relationships with other people. This could include the number of contacts and the quality their interactions.

Vulnerable Populations – Individuals and groups who are at a greater risk of adversity due to the social, economic, physical, environmental and political barriers they experience. Vulnerable groups include, but are not limited to: youth, seniors, women, sexual and gender diverse individuals, people experiencing poverty, newcomers, immigrants, Indigenous peoples, people of diverse ethnic or cultural origin.