



City of Spruce Grove - Community Social Development 2027 Domestic Violence Prevention Grant Information and Guide

1. INTRODUCTION

Building strong families and communities is a key priority for the City of Spruce Grove. The Domestic Violence Prevention Grant ("the Grant") is part of the City of Spruce Grove's commitment to supporting organizations that provide prevention-based programs and services to address domestic violence/abuse and therefore support the City of Spruce Grove's [Social Sustainability Plan](#).

While the Domestic Violence Prevention Grant is not administered under the City's [Civic Grant Program Policy](#), it is aligned with its general principles.

2. FUNDING OPPORTUNITIES

The Domestic Violence Prevention Grant provides one-year funding opportunities for new and returning organizations. Currently funded organizations may also qualify for three-year funding through an invitation-only Abbreviated Application process.

Eligibility requirements, funding conditions, and application procedures are outlined in the sections that follow.

3. KEY DATES AND TIMELINES

Applications Open	October 15
Application Submission Deadline	November 30 at 11:59 p.m.
Application Review	December 1-15
Grant Award Notifications	Prior to December 31
Funding Distribution	New recipients: within 30 days of receiving the signed grant agreement. Returning recipients: within 30 days of receiving both the signed grant agreement and the final report from the previous funding period.
Mid-Term Activity Report Due	July 31 of funding year
Year-End Activity and Financial Report Due	January 31 following funding year

4. GRANT OBJECTIVES

The City of Spruce Grove Domestic Violence Prevention Grant prioritizes prevention and educational-based programs and services that support victims, their families, and children exposed to domestic violence/abuse, with a focus on promoting health, wellness, resilience, and safety. By funding these preventive and supportive services, the Grant seeks to create a safer environment for families impacted by domestic violence/abuse and to foster long-term resilience and well-being within the community.

5. ELIGIBILITY

Organizational Eligibility

To be eligible for funding, organizations must:

- Be an established non-profit and/or charitable organization.
- Have a mandate that aligns with the objectives of the Domestic Violence Prevention Grant.
- Demonstrate how they effectively serve residents of Spruce Grove.

Funding Eligibility

To be eligible for funding, the proposed activities must:

- Focus on domestic violence prevention rather than primarily on treatment, rehabilitation, or recreation.
- Address a community need and not duplicate services already available in the community or typically provided by government agencies, unless the proposed activities or service addresses an identified gap or unmet need.

6. FUNDING INFORMATION

A total of \$30,000 is available annually through the Domestic Violence Prevention Grant. Applicants may request funding up to the annual amount available; however, funding is competitive and the available funding may be distributed among multiple organizations. Applicants may receive less than the amount requested.

Funding may be approved for a one-year or three-year term.

Three-year funding commitments are allocated from the \$30,000 available annually through the Grant. Continued funding in subsequent years is conditional on Council's annual approval of the City's budget and fiscal plan, the organization remaining in good standing with the City, and compliance with the terms and conditions of its funding agreement, including reporting requirements and responsible use of grant funds.

Ineligible Expenses

The following expenses are outside the scope of the Grant's focus on direct, preventive activities:

- General Operational Costs: Ongoing organizational operating expenses that are not directly attributable to the funded activities.
- Capital Expenditures: Costs related to purchasing, constructing, renovating, or depreciating significant capital assets (e.g., land, buildings, motor vehicles).
- Municipal Property Taxes: Any property tax obligations for facilities.
- Board or Committee Payments: Payments or honorariums to members of a board or committee.
- Fundraising Costs: Expenses associated with fundraising events or campaigns.
- Entertainment and Hospitality: Includes costs for organizational entertainment, hospitality, meals, alcohol, events, or gifts.
- Fines, Penalties, and Legal Fees: Any costs associated with legal issues, fines, or penalties.
- Pre-Agreement Expenses: Any expenses incurred before the official start of the agreement term.

7. APPLICATION PATHWAYS AND PROCESS

There are two application pathways for the Domestic Violence Prevention Grant:

Full Application

The Full Application is the standard application for one-year funding and must be completed by all applicants unless invited by the City to complete an Abbreviated Application.

Abbreviated Application

Organizations currently receiving Domestic Violence Prevention Grant funding may be invited by the City to complete an Abbreviated Application when requesting continued funding for the same funded activities with no substantive changes to their purpose, scope or delivery.

The Abbreviated Application will be provided directly by Community Social Development. Organizations completing an Abbreviated Application will be considered for three-year funding, subject to annual funding conditions.

An invitation to complete an Abbreviated Application does not guarantee funding. All funding requests are subject to review and approval. The City may require a Full Application where changes or other circumstances require additional information to assess the funding request.

How to Apply

Full Application

1. Review this Grant Information and Guide.
2. Download the Full Application and required budget template from the City of Spruce Grove [website](#).
3. Complete all sections and provide the required supporting documentation.
4. Submit the completed application package to csd@sprucegrove.org by the application deadline.

Abbreviated Application

Eligible currently funded organizations will receive the Abbreviated Application directly from Community Social Development and must submit the completed application, including a budget for each of the three funding years, to csd@sprucegrove.org by the application deadline.

If an organization proposes substantive changes to its funded activities, it must contact Community Social Development. A Full Application may be required.

Submission Checklist

- ☐ Completed Full Application or Abbreviated Application, as applicable
- ☐ Completed Budget
- ☐ Supporting documents, as applicable

Supporting documents already on file with the City do not need to be resubmitted unless they have changed or the City requests an updated copy.

- ☐ Certificate of Incorporation
- ☐ Certificate of Insurance
- ☐ List of Board of Directors
- ☐ Most recent annual return
- ☐ Most recent fiscal year-end financial statements, either professionally audited or reviewed and signed by two officers of the organization with signing authority.

After You Apply

- **Confirmation of receipt:** An acknowledgement of your application will be sent within **two business days** of submission.
- **Additional information:** Applicants may be asked to provide additional documents or information to support the review and decision-making process.
- **Notification of decision:** All applicants will be notified of the outcome of their application by **December 31, 2026**.

Application Review Process

All applications will be reviewed by City of Spruce Grove Administration, taking into consideration available funding, existing funding commitments, demonstrated community need, alignment with Grant objectives, anticipated or demonstrated outcomes, and the organization's ability to deliver the proposed or funded activities.

For currently funded organizations, previous performance and compliance with funding requirements will also be considered. Applicants may be contacted for additional information or clarification as needed.

Contractual Agreement

Successful organizations will be required to:

- Sign a Grant agreement that outlines the terms and conditions of this funding.
- Acknowledge the support of the City of Spruce Grove in all print and publicity material related to the funded activities.
- Conduct business in accordance with provincial and federal statutes (e.g., Labour codes, Privacy legislation, Human rights legislation, Occupational Health and Safety Act).
- Adhere to Organization Governance, Accountability and Service Delivery Requirements, including police clearance requirements for staff working with children and other vulnerable populations.
- Provide required mid-term and year-end activity and financial reporting for each funding year.

Organizations may also be asked to carry adequate (\$2,000,000) commercial general liability insurance, with the City of Spruce Grove as an additional insured.

8. ASSESSMENT CRITERIA

All funding requests will be assessed based on alignment with the Domestic Violence Prevention Grant objectives and the City's Social Sustainability Plan, demonstrated community need, organizational capacity, anticipated or demonstrated outcomes, collaboration, and responsible use of funding.

The assessment will consider the information available through each application pathway:

Full Applications

Full Applications will be assessed based on the following considerations:

- Alignment with Domestic Violence Prevention Grant objectives and the City's Social Sustainability Plan.
- Demonstrated community need, including gaps or unmet needs not adequately addressed by existing services.
- Organizational capacity and experience to deliver the proposed activities.

- Anticipated outcomes, community impact and ability to measure success.
- Collaboration with community partners and opportunities to enhance service delivery.
- Proposed budget and responsible use of funding.

Abbreviated Applications

For Abbreviated Applications, the assessment will draw on the City's existing knowledge of the funded activities and the organization's performance under its current funding agreement. Consideration will be given to demonstrated outcomes, continued community need, organizational capacity, collaboration, proposed budget, responsible use of funds and compliance with reporting and other funding requirements.

9. REPORTING REQUIREMENTS

Organizations receiving Domestic Violence Prevention Grant funding must submit the following reports for each funding year:

- 1. Mid-Term Activity Report:** Organizations must submit a mid-term report summarizing activities completed to date and projected activities and spending for the remainder of the funding year.
- 2. Year-End Activity Report:** The year-end report must include comprehensive information on outputs, outcomes, clients/participants, contacts and success stories related to the funded activities.
- 3. Year-End Financial Reporting:** Funded organizations must submit:
 - An annual financial statement specific to the funded activities, showing revenue and expenses for the applicable funding year.
 - The organization's most recent fiscal year-end financial statements, either professionally audited or reviewed and signed by two officers of the organization with signing authority.

10. CONTACT INFORMATION

Questions regarding the completion of this application can be directed to:

Community Social Development

City of Spruce Grove

Email: csd@sprucegrove.org

Phone: 780-962-7618

11. SAMPLE BUDGET

Applicants completing an Abbreviated Application must submit a separate budget for each year of funding requested.

 Domestic Violence/Abuse Prevention Grant (DVP Grant) City of Spruce Grove - Community Social Development			
2027 Proposed Program/Service Budget			
Item Name	2027 Total Budget for Program/Service Including All Funding Sources	2027 DVP Grant Funding Allocation	Description/Justification
DIRECT EXPENDITURES			
Personnel Costs - Expenses directly related to staffing needed for the program/service's delivery, such as salaries, wages, benefits, and any contractor fees directly associated with running the initiative(s).			
Position 1 Salary	55,000.00	11,000.00	Staff member responsible for coordinating all three 6-week sessions, including program planning, participant communication, and scheduling.
Position 2 Salary	65,000.00	10,000.00	Registered Psychologist at \$150/hour for 434 one-hour sessions.
Benefits	17,000.00	3,000.00	
Total Personnel	\$137,000.00	\$24,000.00	
Program Delivery Costs - expenses directly related to delivering the program/service, such as materials, supplies, equipment, and promotion.			
Program material	\$3,000.00	\$800.00	
Program advertising	\$1,800.00	\$100.00	
IT Costs	\$1,000.00	\$100.00	
Direct Client Support	\$3,000.00	\$3,000.00	Transportation, emergency cell phones, gift cards, food hampers, to support SG residents.
Total Initiative(s) Delivery Costs	\$8,800.00	\$4,000.00	
Other - Includes costs that contribute directly to the successful delivery of the initiative(s) such as administrative expenses. General administrative or overhead costs that support the organization as a whole, rather than the program/service itself, are not eligible for inclusion.			
Administrative costs	\$13,000.00	\$2,000.00	
Insurance	\$500.00	\$0.00	
Total Other	\$13,500.00	\$2,000.00	
TOTAL EXPENSES	\$159,300.00	\$30,000.00	
REVENUE - Include all sources of funding or income specifically allocated for the initiative(s), including municipal/provincial contributions or grants, donations, sponsorships, and other contributions.			
Town of Stony Plain	\$30,000.00		
Parkland County	\$10,000.00		
Provincial Grants	\$60,000.00		
Federal Grants	\$5,000.00		
Donations/Fundraising	\$28,000.00		
Other			
TOTAL REVENUE	\$133,000.00		
% of DVP Grant Funding	18.83%		

12. DEFINITIONS

Applicant	An established non-profit or charitable organization that meets the Grant's eligibility requirements and submits an application for funding.
Diversity	Refers to the presence of a variety of different individuals or elements within a group or community. It encompasses differences in characteristics such as race, gender, age, background, abilities, and more.
Domestic Violence / Abuse	Any use of physical or sexual force, actual or threatened, in an intimate relationship. It may include a single act of violence, or a number of acts forming a pattern of abuse through the use of assaultive and controlling behavior. The pattern of abuse may include physical abuse, emotional abuse, psychological abuse, sexual abuse, criminal harassment, and threats to harm children, other family members, pets, and property. Family members exposed to, but not the direct target of, abuse in the home are also impacted by domestic violence/abuse. (Alberta Justice and Solicitor General, 2014; R.C.M.P., 2019)
Equity	The fair treatment of individuals, taking into account their unique needs and circumstances. It seeks to address disparities and provide resources and support to ensure that everyone has a level playing field, regardless of their background or characteristics.
Good Standing	For the purposes of multi-year funding, an organization is considered in good standing when it has met the terms and conditions of its current and previous City funding agreements, including reporting requirements and appropriate use of funds, and has no outstanding compliance matters with the City.
Inclusion	The practice of ensuring that all individuals, regardless of their differences, are welcomed, respected, and actively involved in a group or community. It aims to create an environment where everyone feels valued and has equal opportunities to participate.
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 issues, as a result of program efforts.
Recipient	Successful Grant applicant(s) who receives funding from the Municipality.
Treatment	Rehabilitative programs which address specific needs of individuals.
Unique Individuals	Refers to the individual people who take part in a program or service, counted only once, regardless of how many times they participate. This measure helps avoid double-counting and gives an accurate picture of the number of different people reached.