



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

Grant Information & Guide 2020

INTRODUCTION

The City of Spruce Grove Family and Community Support Services (FCSS) is pleased to provide a **one-time** FCSS Community Recovery Grant fund. 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 in response to COVID-19.

FCSS Community Recovery Grant funding is available for the following three focus streams:

1. **Social Well Being and Isolation** - promoting social connection and reducing feelings of isolation.
2. **Vulnerable Populations** – focusing on diverse needs including, but not limited to community inclusion, healthy living and well-being, and support services to address various social issues.
3. **Neighbour Connections** - building capacity and promoting connection at a neighbourhood level.

Applicants must clearly define which focus stream is being applied for. A separate application is required when applying for multiple streams.

Community groups may apply for the Neighbour connections stream with an eligible sponsor organization.

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

PURPOSE AND GRANT OBJECTIVES

The FCSS Community Recovery Grant provides **one-time** 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.

BUDGET

Applicants may apply from an available **\$40,000** fund.

ELIGIBILITY

Priority will be given to Tri-Municipal regional organizations that provide services or programs within Spruce Grove. Applicants in the neighbourhood stream must be located within city limits of 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**:

- provide a grant, donation or scholarship to another person, group or organizations;
- 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, 2021.
2. A final report must be submitted by April 30, 2021 including the following:
 - A description of programs/services completed
 - FCSS Outcome Report
 - A program outputs report
 - A signed financial statement - most recent fiscal year
 - 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 & Parkland County	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 **August, 28, 2020**. The application deadline has been extended to **4:30 pm on September 29, 2020**. 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 **October 5, 2020** by an administration review committee. Applicants will be notified the week of **October 12, 2020** 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 **csd@sprucegrove.org**

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 Information
- Additional Information (1 page if required)
- Signed and audited financial statements - most recent fiscal year
- Optional letters of support

KEY DATES AND TIMELINES

Call for applications - August 28, 2020

Application deadline EXTENDED - **September 29, 2020**

Grant Award Notifications – week of October 12, 2020

Grant distribution – within 10 days of receiving signed grant agreements and proof of insurance

Programs and expenditures must occur prior to March 31, 2021

Final report – April 30, 2021

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.