



City of Spruce Grove Civic Grant Program – Community Grant Grant Application and Guide

Introduction

The Civic Grant Program reflects the City's commitment and recognition of the vital role community organizations have in enhancing the quality of life for our residents and contributing to the overall well-being of Spruce Grove.

Grant Objectives

The Community Grant ("the Grant"), one of two streams in the City's Civic Grant Program, provides financial support to eligible organizations delivering projects or services in at least one of six key areas: Social; Sport and Recreation; Arts, Culture, and Heritage; Economic; Environmental; or Multicultural.

The Grant encourages collaboration, fosters partnerships, and leverages collective efforts and resources to achieve meaningful community change. By aligning with the City's [Civic Grant Program Policy](#), the Community Grant supports activities that strengthen the community's ability to deliver impactful programs, services, events, and projects, while upholding the values of diversity, inclusion, equity, and belonging.

Organization Eligibility

Eligible organizations must:

- Be a registered non-profit and/or charity organization in good standing.
- Be based in Spruce Grove and/or serve residents of Spruce Grove.
- Meet the requirements as set out in the Civic Grant Program Policy for the Community Grant stream.

Focus Areas for Funding

Organizations applying for the Community Grant must align with one or more of the following focus areas. Below are the definitions to help guide your application:

Arts, Culture, and Heritage: Projects that promote creativity, preserve traditions, and celebrate local history through visual, performing, or literary arts. Examples include art workshops, theater performances, cultural festivals, heritage exhibits, public art displays, or storytelling events.

Economic: Projects or services that support local businesses, improve job opportunities, or enhance financial literacy. Examples include hosting small business markets, running job skills training programs, or developing projects or services that boost local economies.

Environmental: Projects or services that protect nature, promote sustainability, or raise awareness about environmental issues. Examples include tree planting, waste reduction campaigns, community clean-ups, and green energy projects or services.

Multicultural: Projects or services that celebrate diversity, promote inclusion, or foster understanding between different cultural groups. Examples include cultural fairs, language exchange programs, or projects or services that support newcomers.

Social: Projects or services that enhance individual and community well-being, strengthen social connections, or support vulnerable populations. Examples include mental health workshops, community support programs, or projects or services that reduce isolation.

Sport and Recreation: Projects or services that contribute to individual and community well-being through physical activity, sports, and active living. Examples include establishing sports leagues, delivering active living workshops or programs, or upgrading and enhancing sports equipment.

Key Dates and Timelines

The timeline below outlines the application process. Funding awarded through this process is intended to support projects occurring in the following year.

Applications Open	April 1
Application Submission Deadline	May 15th at 11:59 p.m.
Presentations to Community Services Advisory Committee (if indicated on application)	June
Community Services Advisory Committee Review	August
Grant Award Notifications	Early December
Agreements Sent for Signature	December
Funding Distribution	January
Year-End Activity and Financial Report Due	Within 60 days of the funding period ending

Funding Information

Applicants can request funding that aligns with the needs of their proposed project or service and are encouraged to provide the total estimated costs. Grant recipients may be awarded only a portion of the requested funding, depending on the availability of funds and the evaluation of the application.

First Time Applicants:

First-time applicants are eligible to apply only for short-term or one-year funding terms. Organizations that have been previously funded and remain in good standing may apply for multi-year funding terms, at the City's discretion.

Matching Requirement:

Organizations require a minimum 25% matching commitment, which can include any combination of cash, materials, volunteer labor, and/or fundraising directly related to the project or service. Cash funding must be supported by current financial information.

Eligible Expenses:

Funding may be used for direct costs related to the proposed project or service:

- staffing
- materials and supplies
- small capital expenses such as laptops, tools, and equipment
- board training and supports
- awareness and marketing efforts
- other expenses that directly support the goals outlined in the grant application

Ineligible Expenses:

The grant does not cover:

- basic operational costs unrelated to the proposed project or service
- duplicate services already available in the community or provided by government
- secondary funding such as grants, donations, or scholarships to others
- capital expenditures for major assets
- municipal property taxes
- fundraising expenses
- entertainment or hospitality cost
- fines or legal fees
- any costs incurred before the start of the agreement term

Application Process

Submission Guidelines

- Review the *Grant Information & Guide* and the [Civic Grant Program Policy](#) to understand the objectives and eligibility requirements.
- Access the *Grant Application and Guide* on the City of Spruce Grove website.
- Complete the application in full.
- Submit the application, budget, and all required supporting documents to civicgrants@sprucegrove.org.
- Receive an acknowledgment of your application within two business days.
- Notification of application outcomes will be sent within five business days after Council approves the next year's budget.

Presentations

Applicants will have the opportunity to present their proposed project or service to the Community Services Advisory Committee (CSAC). After the presentation, the City may request additional information as needed.

Application Review

All submitted applications will be reviewed by City Administration and sent to the Community Services Advisory Committee (CSAC) to assess alignment with the grant's funding priorities. The committee evaluates applications based on eligibility, impact, and feasibility and makes funding recommendations to City Council. Final funding decisions are made by City Council based on the committee's recommendations.

Contractual Agreements

Organizations that are successful in receiving grant funding 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 project or service within the grant agreement.
- Conduct business in accordance with provincial and federal statutes (e.g., labour codes, privacy legislation, human rights legislation, Occupational Health and Safety Act).
- Provide a year-end activity and financial report.
- Carry adequate (\$2,000,000) Commercial General Liability insurance, with the City of Spruce Grove named as an additional insured (if required).

Assessment Criteria

Alignment with Grant Priorities and Community Reach

Application Section C: Project or Service Overview

This section outlines the key priority area that the program or service aligns with. Applicants should provide an overview of their project or service and estimate the number of residents it will reach. Evaluations will consider how well the initiative aligns with one or more focus areas and its potential to benefit the community.

Project or Service Scope, Goals, and Community Impact

Application Section D: Project or Service Details

This section evaluates the scope, objectives, and implementation plan of your project or service. It examines how well your initiative aligns with identified goals, the specific steps for implementation, and the resources required for successful delivery.

Additionally, applicants should describe how they identified the need for the project or service, including any research or consultation that informed its development. This section also considers how the initiative complements or differs from existing community efforts. Applicants must outline measurable and realistic expected results, explain how success will be evaluated, and demonstrate how their project or service meaningfully addresses community needs while promoting accessibility and inclusion for diverse groups.

Organization Capacity and Readiness

Application Section E: Organizational Capacity

This section evaluates your organization's ability to successfully implement the proposed project or service. It examines the resources currently in place, such as staff, volunteers, expertise, and equipment, as well as your organization's past experience managing similar programs, projects or services. For organizations new to this type of project, the focus will be on how you are preparing to acquire the necessary knowledge and skills to ensure a successful project or service.

Additionally, this section considers your organization's governance structure, including policies and plans that support accountability and sustainability. If your organization is operating at a financial deficit, you will also need to outline strategies to address this and maintain long-term financial stability. Responses should demonstrate your organization's readiness and capacity to deliver impactful results.

Alignment with Spruce Grove Strategic Plan

Application Section F: Spruce Grove Strategic Plan

This section evaluates how well the project or service aligns with the themes and goals of the City of Spruce Grove's Strategic Plan and describes how it contributes to advancing these priorities. Applicants should provide clear and specific examples of how their project or service aligns with the City's vision and objectives.

Funding and Financial Overview

Application Section G: Budget and Financial

This section evaluates the financial foundation and sustainability of your proposed project or service. It examines whether your organization has received or applied for any other funding from the City of Spruce Grove and how these funds align with the proposed project.

Applicants are required to submit a detailed budget using the provided template, outlining all anticipated project expenses by category (e.g., personnel, materials, training) and identifying confirmed funding sources, in-kind contributions, and pending funding opportunities. For pending funding sources, applicants should provide details on expected notification timelines and contingency plans if these funds are not secured.

Section Weightings	
Grant Priorities and Community Reach	20%
Project or Service Scope, Goals, and Community Impact	30%
Organization Capacity and Readiness	20%
Alignment with Spruce Grove Strategic Plan	15%
Budget and Financial Overview	15%

Reporting Requirements

Organizations receiving Community Grant funding must submit annual reports on their funded project or service reflecting the specific details and outcomes of the funded initiative.

These include:

Year-End Activity Report

This report should detail the project or service's outcomes, measurable changes, key accomplishments, and any success stories. If the project or service directly serves people, include information on clients/participants served and contacts made. For projects that do not directly serve people, provide an overview of the broader impact or contributions to the community.

Year-End Financial Reports

Project or Service-Specific Financial Statement: An unaudited financial statement detailing the revenue and expenses specific to the funded project or service for the previous calendar year, signed by two officers of the organization with signing authority.

Organizational Financial Statement: An audited financial statement covering the organization's overall operations, to be submitted within three months of the organization's fiscal year-end.

Contact Information

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

City of Spruce Grove

Email: civicgrants@sprucegrove.org

Phone: 780-962-7618

Budget Template

City of Spruce Grove Community Grant - Budget

Project Funding Details - Please identify all sources of funding for the project			
			Total Amount
Community Grant Funding Request - please fill in the total funding request for this project or service			
Additional revenues to complete the project:	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project			
Other Municipal funding (not including this grant)			
Provincial funding			
Federal funding			
Other funding sources			
Donated-in-kind (including all labour, equipment, material)* <small>Note: the confirmed amount will populate from amounts entered later in this form</small>			
Total project funding (this amount must equal the total project cost)			\$0.00

Project Expenses - Anticipated cash costs - Detailed list of all the expenses for the project or service		
Item description	Details	Total Cost
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total A		\$0.00

Project Expenses - Anticipated in-kind and donated costs - Detailed list of labour, equipment, materials, and services		
Type of Donation	Details	Total Value
Labour, equipment, material/services <small>ie. volunteers</small>	Provide a description of: - the anticipated labour, number of volunteers, total hours worked - the work being completed including they type of equipment and toal equipment hours - the materials/services and who they are being donated by <small>ie. 6 volunteers at \$20/hr X 100 hours</small>	\$12,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total B		\$0.00

Total Project Cost (=Total A + Total B)	\$0.00
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Community Grant Contribution - Percentage of Total Project Costs	
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Definitions

Applicant	A registered non-profit society or charity organization that applies for this grant opportunity.
Belonging	The feeling of security and support when there is a sense of acceptance, inclusion, and identity.
Charity	An organization established and operated exclusively for charitable purposes. It must be non-profit, serve a public benefit, and be registered with the Canada Revenue Agency (CRA) to issue tax receipts for donations.
City	The municipal Corporation of the City of Spruce Grove in the Province of Alberta.
Community Services Advisory Committee (CSAC)	A committee established under City of Spruce Grove Bylaw C-1342-24 to provide advice and recommendations to City Council and Administration on community safety, recreation, culture, and social issues. As part of the Community Grant process, the CSAC reviews applications and makes funding recommendations to City Council.
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.
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.
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.
Non-profit	An entity established to carry out activities that benefit the community, such as social, cultural, recreational, or charitable projects or services. These organizations operate without the intent to generate profits for their members, reinvesting any surplus funds into their mission. To qualify, the organization must be incorporated under the Alberta Societies Act.
Recipient	Successful Grant applicant(s) who receives funding from the City.
Resident	An individual whose primary place of residence is within the municipal boundaries of Spruce Grove. This includes individuals with a fixed address, as shown on official documents like government-issued identification or utility bills, as well as unsheltered individuals who are currently staying in Spruce Grove, even if they do not have a permanent or fixed address.