



City of Spruce Grove – Community Social Development Domestic Violence Prevention Grant

2026 Information & 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. KEY DATES AND TIMELINES

Applications Open	October 15, 2025
Application Submission Deadline	November 30th, 2025 at 11:59 p.m.
Application Review Dates	December 1-15
Grant Award Notifications	December 31, 2025
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, 2026
Year-End Activity and Financial Report Due	January 31, 2027

3. 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.

4. ORGANIZATION ELIGIBILITY

To be eligible for funding organizations must:

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

5. FUNDING INFORMATION

Applicants can request grant funding of up to \$30,000. While the total program/service costs must be submitted with the application, grant recipients may receive only a portion of the requested amount. Organizations currently receiving funding may apply for support for existing or new programs/services. This funding is for a one-year term, beginning on January 1, 2026.

To enhance accessibility for Spruce Grove residents, the City of Spruce Grove may offer in-kind support to organizations starting programs in Spruce Grove, thereby improving their capacity to provide valuable services to the community.

Eligible Expenses

Funding may be used for staffing, materials and supplies, direct victim support, and awareness and marketing efforts that directly support the new or existing programs or services outlined in the Grant application. Funds can be allocated to a single program or service or distributed across multiple programs or services.

Ineligible Expenses

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

- **General Operational Costs:** Basic operating expenses not directly related to program delivery.
- **Programs and Services Primarily for Treatment or Rehabilitation:** Includes programs that focus on rehabilitation, treatment, or recreational needs rather than prevention or support.
- **Duplicate Services:** Programs or services that are already offered in the community or duplicate those typically provided by government agencies.

- **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.

6. APPLICATION PROCESS

The Domestic Violence Prevention Grant application consists of three parts:

1. Grant Application
2. Budget
3. Supporting Documentation
 - a. Certificate of Incorporation
 - b. Certificate of Insurance
 - c. List of Board of Directors
 - d. Most recent years' annual return
 - e. Most recent fiscal year-end Audited Financial Statements

Submission Guidelines

1. Find the *2026 Grant Application, 2026 Grant Information & Guide*, and *required supporting documents* on the City of Spruce Grove [website](#).
2. Review the *2025 Grant Information & Guide* in entirety to ensure understanding of the objectives of this Grant and eligibility requirements.
3. Complete the Grant application in its entirety.
4. Submit the completed the Grant **application, budget**, and all **supporting documents** not already on record to csd@sprucegrove.org.
5. An acknowledgement of receipt of your organization's application will be sent within 2 business days of submission.
6. All applicants will be notified on the outcome of their application by December 31, 2025. Applicants may be asked to submit additional documents or answer questions to support the review and decision-making process.

Submission Checklist

☐ **Completed Grant Application**

☐ **Completed Budget**

☐ **Supporting Documents**

- ☐ Certificate of Incorporation (if not already on file)
- ☐ Certificate of Insurance
- ☐ List of Board of Directors
- ☐ Most recent years annual return
- ☐ Most recent fiscal year-end Audited Financial Statements

Application Review Process

All submitted applications will undergo a fair and consistent review process conducted by the City of Spruce Grove Administration. The review team will evaluate each proposal, considering factors such as alignment with Grant priorities, anticipated outcomes, and the organization's ability to deliver the proposed services. Applicants may be contacted for additional information or clarification as needed.

Contractual Agreement

Successful organization's 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 program(s) and services 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).
- Adhere to Organization Governance, Accountability and Service Delivery Requirements, including police clearance requirements for staff working with children and other vulnerable populations.
- Provide a mid-term and year-end activity and financial report.

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.

7. ASSESSMENT CRITERIA

Applications will be assessed based on the following criteria:

- **Alignment with Domestic Violence Prevention Grant Priorities:** The proposed program or service must align closely with the objectives of the Grant, prioritizing prevention-focused support for individuals, families, and children affected by domestic violence/abuse.

- **Returning Applicants:** Returning organizations must show a strong track record of accountability and impact. Priority will be given to those who have successfully met all reporting requirements and demonstrated meaningful outcomes in the previous year. This includes timely submission of reports, effective use of grant funds, and documented progress toward program goals.
- **Organizational Effectiveness:** The organization must demonstrate its capacity to implement the program effectively. This includes its stability and experience in delivering similar services.
- **Expected Outcomes and Impact:** The anticipated outcomes should clearly contribute to supporting individuals, families, and children impacted by domestic violence/abuse, fostering resilience, safety, and well-being.
- **Collaboration and Community Engagement:** Priority will be given to organizations that show a commitment to collaborating with other community partners or service providers to enhance service delivery.
- **Measurable Success:** The organization should have a clear plan to track and measure program impact and success, with specific metrics and methods to evaluate effectiveness and improvement over time.
- **Alignment with City of Spruce Grove Strategic Goals:** The organization and its proposed programs and services must demonstrate alignment with the City's [Social Sustainability Plan](#), highlighting how their efforts contribute to achieving the plan's objectives.

All criteria will be applied consistently to ensure an equitable review process.

Section Weightings	
Organizational Effectiveness	10%
Proposed Program/Service	50%
Financial and Budget	20%
Alignment with Grant and City Goals/Objectives	20%

8. REPORTING REQUIREMENTS

Successful organizations receiving Domestic Violence Prevention Grant must submit reports on their funded programs and/or services as follows:

1. **Mid-Term Report:** Organizations must submit a mid-term report summarizing activities completed to date and projecting program activities and spending for the remainder of the funding term. This report is a condensed update compared to the comprehensive year-end report.

2. **Year-End Report:** The year-end report must include comprehensive and detailed information on outputs, outcomes, clients/participants, contacts, and success stories related to the funded program or service.
3. **Year-End Financial Report:** Funded organizations are required to submit:
 - o An **annual unaudited financial statement** specific to the funded program/service, showing revenue and expenses for the previous calendar year. This document must be signed by two officers of the organization with signing authority.
 - o An **annual audited organizational financial statement** covering all operations of the organization. This report is due three months after the organization's fiscal year-end.

9. 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

10. BUDGET TEMPLATE



Domestic Violence Response Grant (DVP Grant) City of Spruce Grove - Community Social Development

2025 Proposed Program/Service Budget

Item Name	2025 DVP Grant Funding Allocation	2025 Total Budget for Including All Funding Sources	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).			
Total Personnel			
Program Delivery Costs - expenses directly related to delivering the program/service, such as materials, supplies, equipment, and promotion.			
Total Initiative(s) Delivery Costs	\$0.00	\$0.00	
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.			
Total Other	\$0.00	\$0.00	
TOTAL EXPENSES	\$0.00	\$0.00	
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.			
TOTAL REVENUE	\$0.00	\$0.00	
% of DVP Grant Funding		No Data	

Instructions for Completing the Budget Request Sheet

- List Expenses Clearly:** Provide a breakdown of all direct program/service-related costs (e.g., staff wages, supplies, equipment).
- Describe Purpose:** Include a brief description for each item to explain its purpose in the notes section.
- Include Revenue Sources:** Detail all confirmed or expected funding sources (e.g., grants, donations).
- Ensure Totals Align:** Calculate the total program/service cost and the amount requested from this grant.
- Review and Submit:** Confirm all sections are complete before submitting the budget sheet.

11. DEFINITIONS

Applicant	A non-profit society registered under the Societies Act or a charity organization registered with Canada Revenue Agency (CRA) that applies for this Grant opportunity.
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.
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.