

## Core Grants

Core Grants are allocated under the Strathcona County Social Framework Community Grants Policy (SER-005-001). The purpose of Core Funding is to support the social non-profit sector in providing prevention and early intervention supports for social needs and in contributing to the outcomes of the Strathcona County Social Framework. Core Grants are **available for one, two or three years of funding**. Organizations may only submit one Core Funding application per year. Organizations may hold one core grant at a time.

### Resources and Assistance

For information on definitions, eligibility criteria, evaluation criteria and other details, refer to the Social Framework Community Grants Guidelines and the Social Framework Community Grants Policy available on the Strathcona County Website [www.strathcona.ca/fcsgrants](http://www.strathcona.ca/fcsgrants)

At least one orientation session for organizations will be conducted during the application period. Contact Family and Community Services for details.

If you require additional information or assistance, call (780) 464-4044 or visit Family and Community Services at 2<sup>nd</sup> Floor, East Wing Community Centre, 401 Festival Lane, Sherwood Park, AB, T8A 3W7. Mail can be directed to the address at the top of this application.

### Eligibility

Eligibility criteria include:

- Applicants must be a non-profit society registered in Alberta, and in good standing.
- Applicants must provide a social service in Strathcona County. An applicant who is primarily mandated with a sports or recreation focus is ineligible.
- Proposed activities must be based and delivered primarily in Strathcona County and primarily benefit Strathcona County citizens.
- Voting members of the Board must not currently hold paid staff positions in the organization.
- Applicants must not receive direct financial assistance through the annual municipal budget process<sup>1</sup>.
- Programming must not substantially duplicate services provided by a government or government agency.

### Eligible and Ineligible Expenses

Funding is provided for administrative costs, program delivery and materials, facility costs and technical material assistance. Eligible and ineligible expenses are outlined in the Strathcona County Social Framework Community Grants Guidelines. Refer to the guidelines before you apply. Further details are available in the Social Framework Community Grants Policy.

<sup>1</sup> For the purposes of this process, direct financial assistance does not include a Strathcona County Social Framework Collaboration Grant, Strathcona County Council Priority Funds, Strathcona Community Investment program or Arts Culture and Heritage Community Investment program. It also does not include indirect support from Strathcona County to groups including staff consultations, reduced rates for services or facilities, or other indirect support as specified in existing Strathcona County policies.

### **Application**

The **submission deadline** for 2022 Core Funding is **noon** on October 15, 2021. The original, signed grant application and required supporting documents must be received by Strathcona County Family and Community Services by the deadline. Late applications may not be accepted. Incomplete applications or those lacking required supporting documentation may not be considered.

### **Application Evaluation**

Priority is given to prevention and early intervention services. Consideration may be given to intervention services as determined by evidence of community need. Other evaluation criteria are outlined in the Social Framework Community Grants Guidelines and the Social Framework Community Grants Policy.

During the review process, applicants may be asked to present their initiative to the Community Grants Advisory Committee. Applicants may also be contacted by the Grants Team to discuss changes in application scope and/or budget.

### **Grant Allocations**

Recommendations from the Community Grants Advisory Committee will be presented to Strathcona County Council for granting allocation decisions, normally made during the first quarter of each calendar year. Successful and unsuccessful applicants are promptly notified of the results.

Successful grant recipients will sign a Grant Agreement to receive funds. Successful applicants must adhere to reporting time-lines, information requirements and other conditions outlined in the Grant Agreement.

### **Collection and Use of Personal Information**

Personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer the Social Framework Community Grants Program. Please be aware that the name of the organization and grant value may be made public. If you have any questions regarding the collection, use or disclosure of this information, contact the Coordinator, Finance & Strategy at 780-464-4044.

## Part A: Application Information

### Proposal Summary

A1. Organization Name \_\_\_\_\_  
The legal registered name of the organization that is applying.

A2. Proposal Title (15 words) \_\_\_\_\_  
The title of your initiative, program or project.

A3. Confirm you are applying for a Core Grant \_\_\_\_\_

A4. Funding Request      Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_

What is your funding request per year? Core Grants are available for one, two or three years. Fill in all three years. If you are applying for one or two years, please fill in \$0 for years for which you are not applying.

### Organization Information

A5. Date of Incorporation \_\_\_\_\_ A6. Annual General Meeting Date \_\_\_\_\_  
The month or date of your next annual general meeting

A7. Board Members  
List the current board members and their roles.

Board Members	Roles

A8. Main Contact Name and Title \_\_\_\_\_  
The name and title of the Executive Director or principle person responsible for the proposal.

A9. Main Contact \_\_\_\_\_  
Phone Number      Email Address  
A phone number and email address for the Main Contact.

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A10. Supporting Contact Name and Title \_\_\_\_\_  
The name and title of the Board Chair or President, or another senior contact responsible for the proposal.

A11. Supporting Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
A phone number and email address for the Supporting Contact.

A12. Organization Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ Website \_\_\_\_\_

**Part B: Organization at a Glance**

*The questions in this section are an opportunity for you to describe your entire organization. In Part C, you will have a chance to describe the specific work you are applying for.*

B1. What is the vision and/or mission of your organization? (100 words)

B2. Provide a brief overview of your organization including its mandate and programs or services. (200 words)

B3. Describe your organization's strengths or successes. (150 words)

### **Part C: Proposal**

*The questions in this section are an opportunity for you to describe the work you are proposing and how it aligns with the priorities of the Social Framework Core Grant.*

#### **Proposal**

C1. What community need, opportunity or issue are you addressing? What evidence do you have for this need? (150 words)

Use statistics, research, anecdotes and/or other relevant sources of information.

C2. What is your goal or objective? (100 words)

Consider using point form with three to four points.

C3. Pitch your proposal in two sentences. (75 words)

The first sentence should explain what you are trying to achieve. The second sentence should explain how you intend to achieve it. You will have the opportunity to elaborate on your proposal below.

C4. Identify 3-5 key deliverables that you will achieve with Core funding.

Your deliverables should be measurable. Should you be a successful recipient, these deliverables will be identified in your granting agreement and will form the basis for your annual reporting

C5. Describe your proposal in more detail. (500 words).

C5. Proposal Continued



Explain your proposed strategies, techniques and activities. If appropriate, include your anticipated outputs such as numbers of programs, events and individuals.

C6. What supports your solution or approach? (100 words)

Consider drawing on research, experience from your organization, or best practices from other organizations or communities. If your idea is new, what inspired it?

C7. Who will benefit from your proposal? (150 words)

Who are your beneficiaries? Include estimated numbers of beneficiaries. Confirm that your proposal will be delivered in Strathcona County and primarily benefit Strathcona County residents.

C8. What are your strategies to reduce barriers and be inclusive? (100 words)

Do your beneficiaries face barriers to participation? How do you propose to reduce any anticipated barriers?



C9. What will you be doing that is unique in Strathcona County? Describe how your proposal will leverage the work others are doing. (150 words)

How is your role or approach distinct from other services, organizations or government services? Does your work involve partnerships or collaborations?

C10. How will you evaluate your work? (150 words)

Provide a brief summary of your proposed approach to evaluation. How will you know whether you have been successful? How do you anticipate incorporating learnings from this initiative into this or other work?

## Outcome Alignment

C11. What is the PRIMARY focus of your proposal?

Prevention \_\_\_\_ Early Intervention \_\_\_\_ Intervention \_\_\_\_

Check ONLY ONE. If your proposal will address more than one area, select only the area where most of the grant dollars will be allocated. Definitions are included in the Strathcona County Social Framework Community Grants guidelines.

C12. Choose at least **one (1)** Social Framework Outcome and at least **one (1)** corresponding indicator that your initiative aligns with most closely. Should you be a successful grant recipient, the outcomes and indicators you choose will be the ones you report on in your annual/final grant report.

- Affordability** - “Citizens have the capacity to meet their basic needs.”  
**Indicators:** (choose at least one indicator)
- Participants demonstrate an increased awareness of the barriers to meeting their basic needs.
  - Participants report an increased knowledge of resources to access subsidies and affordable services in the community.
  - Participants demonstrate an increased ability to meet their basic needs.
- Safety** - “Citizens feel physically, emotionally, spiritually and mentally safe.”  
**Indicators:** (choose at least one indicator)
- Participants report an increased understanding of the factors which affect safety.
  - Participants report an increased knowledge of community resources to address safety.
  - Participants demonstrate increased capacity to make choices which support safety and well-being.
- Access to programs and services** - “Citizens have straightforward access to programs and services that are easy to find.”  
**Indicators:** (choose at least one indicator)
- Participants report an increased knowledge of programs and services in the community.
  - Participants report increased ease and ability to navigate programs and services in a way that is physically, emotionally, spiritually and mentally safe for them.
  - Participants demonstrate increased engagement with programs and services which help them address their identified needs in ways that are meaningful to them.
- Connectedness and inclusion** - “Citizens are connected to one another and their individual differences are valued and respected.”  
**Indicators:** (choose at least one indicator)
- Participants are aware of opportunities to meaningfully engage with their community.
  - Participants report an increased sense of belonging/inclusion in their community.
  - Participants demonstrate an increased ability to engage in meaningful ways with their community.

C13. Choose at least **one (1)** Strathcona County Common Outcome and at least **one (1)** corresponding indicator that your initiative aligns with most closely. Should you be a successful grant recipient, the outcomes and indicators you choose will be the ones you report on for your annual/final grant report.

- Resilient individuals** - “Citizens have the skills to address identified issues.”  
**Indicators:** (choose at least one indicator)
- Participants demonstrate characteristics that are likely to help them address their identified issues.  
*(i.e.- Resiliency, optimism, positive self-esteem, sense of meaning/ purpose, belief systems and/or healthy sense of identity).*
  - Participants demonstrate that they have the capacity to navigate the options and resources available to them.
  - Participants demonstrate an increased capacity to address their identified issues.
- Thriving families** - “Citizens have increased family function.”  
**Indicators:** (choose at least one indicator)
- Participants report increased awareness of the elements of a healthy, stable family environment.
  - Participants report a positive change in their family’s routine.
  - Participants demonstrate increased positive interactions among family members.  
*(i.e.- listening to each other, accepting each other for who they are, praising each other, solving problems together and/or supporting other family members to feel good about themselves/ each other).*
- Welcoming and engaged community** – “Citizens feel positive about their involvement in the community.”  
**Indicators:** (choose at least one indicator)
- Participants demonstrate an increased interest in community activities or groups.  
*(i.e.- try activities that are new to them, get involved in volunteering for or organizing community activities and/or become part of a group of people with common interests).*
  - Participants report being involved in activities that are meaningful and significant to them.
  - Participants report that they enjoy spending time in their community. –
- Strong sector** - “Community organizations effectively deliver services, collaborate and adapt to changing circumstances.”  
**Indicators:** (choose at least one indicator)
- Organizations report making evidence-based improvements to their practice/ policy.
  - Organizations demonstrate training or practices which strengthen organizational capacity.  
*(i.e.- board and financial governance, succession planning, evaluation support, new partnerships and/or use of volunteers).*
  - Organizations report increased capacity to engage in collaborative efforts.
  - Organizations report that they are better able to meet community needs due to collaborative efforts.

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C14. Describe how your proposal aligns with the outcomes you selected. (125 words)

C15. Is there other information that should be considered in the evaluation of your proposal? (150 words)

**Part D: Funding**

*The questions in this section are an opportunity for you to present the budget for your proposal. Refer to the application guidelines for additional instructions and definitions.*

(SFCC/CG = Social Framework Community Core and/or Collaboration Grant)

- D1. Does your organization have unspent grant dollars from a previous SFCC/CG? (check one)
- My organization does not currently hold unspent grant dollars associated with a SFCC/CG.
  - My organization currently holds a SFCC/CG and grant dollars have been fully spent.
  - My organization currently holds a SFCC/CG. Approximately \$\_\_\_\_\_ remains unspent.
- D2. Do you anticipate that unspent grant dollars from a previous SFCC/CG will remain after March 8, 2022? (check one)
- My organization does not hold a previous SFCC/CG
  - My organization currently holds a previous SFCC/CG. I anticipate that all previous grant dollars will be fully spent by March 8, 2022.
  - My organization currently holds a 2021 SFCC/CG. I anticipate that NOT all 2021 grant dollars will be fully spent by March 8, 2022.
- D3. Do you have outstanding SFCC/CG financial or outcomes reports due to Strathcona County Family and Community Services? (check one)
- No
  - Yes
- D4. Check the type of initiative you are proposing. (Refer to the Guidelines for definitions)
- A project
  - A program
  - Operations
- D5. In addition to the Social Framework Community Grant, what other sources of funding will contribute to your proposal? (100 words)

Please identify the source of funding, the amount, and whether it is secured, or expected.

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D6. Complete the financial table below. If you are applying for a **project** or a **program**, identify the revenue and expenses associated with the project or program. If you are applying for operations, identify the revenue and expenses to reflect your entire organizational budget. Should you be a successful recipient, you will create a new budget in Schedule A of a contract agreement that reflects allocation of the approved grant dollars. Complete only the years for which you are applying for funding.

Note: omit commas when entering values (e.g.: for ten thousand enter \$10000.00 not \$10,000.00)

	<b>Year 1 Proposal Budget</b>	<b>Year 2 Proposal Budget</b>	<b>Year 3 Proposal Budget</b>
<b>Revenues</b>			
Strathcona County Social Framework Grant	\$	\$	\$
Other Government Grants	\$	\$	\$
Other Agency Grants or Subsidies	\$	\$	\$
Donations	\$	\$	\$
Membership Fees	\$	\$	\$
Program Fees	\$	\$	\$
Other (please specify)			
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
<b>Total Revenues</b>	\$	\$	\$
<b>Expenditures</b>			
Salaries and Benefits			
Full-Time Positions	#    \$	#    \$	#    \$
Part-Time Positions	#    \$	#    \$	#    \$
Administration	\$	\$	\$
Program Supplies and Materials	\$	\$	\$
Professional / Contracted Services	\$	\$	\$
Staff Training and Development	\$	\$	\$
Travel	\$	\$	\$
Facility Costs	\$	\$	\$
Other (please specify)			
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
<b>Total Expenditures</b>	\$	\$	\$
<b>Net Difference</b>	\$	\$	\$

## Part E: Supporting Documents

### Required

E1. Most recent Year End Audited Financial Statements, signed by either an external auditor or two designated members of the Board, are attached. \_\_\_\_\_

### Optional

*You can include material to support your application, but it is not guaranteed that it will be reviewed or considered as part of the evaluation of your proposal.*

E2. Strategic Plan \_\_\_\_\_  
Enter the web address for the document or type 'attached' if it is attached to your application.

E3. Annual Report \_\_\_\_\_  
Enter the web address for the document or type 'attached' if it is attached to your application.

E4. Other Supporting Material \_\_\_\_\_  
Enter the web address for the document or type 'attached' if it is attached to your application.

## Part F: Signing Authority

I certify that:

- a quorum of board members has approved this application and that the decision is recorded in the minutes of a board meeting that can be provided to Strathcona County on request,
- on request, my organization will provide to Strathcona County the minutes for the most recent Annual General Meeting, Bylaws, or incorporation documents,
- voting board members do not hold paid staff positions in the organization,
- attached year-end financial statements are accurate, and that
- to the best of my knowledge, the grant application information is correct.

\_\_\_\_\_  
Name of Board Member (print)  
(with signing authority)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Name of Board Member (print)  
or Executive Director  
(with signing authority)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

IMPORTANT: Application **MUST** be signed by TWO people