

	City of St. Albert <b>CITY COUNCIL POLICY</b>	FCSS Spring Grant Program
<b>AUTHORITY</b> City Council	<b>APPROVED</b>	<b>Res. No.</b> mm dd C410-2013    09 09

## Purpose

To provide a source of funding for eligible projects that align with the principles inherent in St. Albert's Social Master Plan and that are undertaken by eligible community groups for the delivery of preventative social services projects.

## Policy

The FCSS Spring Grant Program is funded from the Preventative Social Services Reserve Fund. The Grant amount is \$5,700 annually.

## Definitions

“Eligible Community Groups” means St. Albert community not-for-profit organizations that have been in operation for a minimum of one year and primarily serve St. Albert residents.

“Eligible Projects” means projects defined according to the following:

- a. A preventative social service project that enriches and strengthens family and community life;
- b. Is not a duplication of an existing service or program;
- c. Thirty percent of the total cost of the project must be supported by the organization through volunteer hours, in-kind or cash donations;
- d. The funds may support new initiatives or special projects that support or enhance the delivery of preventative social service programs; and
- e. The funding may be seed funding for a long-term project.

“Preventative Social Services” means services that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.

“Preventative Social Services Reserve” means funds set aside in reserve to fund one time projects that meet FCSS regulation.

## Responsibilities

1. Advertisement of the FCSS Spring Grant Program is the responsibility of the FCSS Manager of Community Strategy.



2. The FCSS Manager reviews every application for clarity and completeness prior to the Community Services Advisory Board (CSAB) review of the applications.
3. CSAB reviews applications and makes recommendations to City Council regarding the allocation of available funds.
4. Organizations are required to demonstrate that the funds were used for the purpose for which they were awarded by submitting a project report and financial statement upon completion of the project as outlined in the project proposal.
5. Organizations must return funds if not expended in the intended manner.

## **Standards**

1. The FCSS Spring Grant Program will have one application period in the spring of each year with an application deadline of March 31<sup>st</sup>.
2. There is no limit to the amount of grant awarded to any organization, provided the total awarded does not exceed the funds available.
3. Community not-for-profit organizations will apply for funding through an application form that will solicit information regarding group identification and intended use of funds.
4. The program/service applied for must not be a duplication of an existing program/service.
5. Applicants will receive a letter indicating the decision regarding their application upon completion of the review process.
6. Successful applicants (i.e. recipients) are required to enter into a Grant Agreement with the City.
7. Unallocated funds shall remain in the Preventative Social Services Reserve.

