

A man with a beard and a black beanie is working on a large stone sculpture of a handshake. A woman with glasses and a light blue jacket is smiling and looking at the sculpture. The background is blurred, showing other people in colorful clothing.

SOCIAL INCLUSION AND INFRASTRUCTURE **GRANT PROGRAM**



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One or more grants may be approved each year totalling a maximum of \$100,000.

Funds to be used within the calendar year.

Applications due October 1, reviewed in November.

Monthly and quarterly reporting during the course of programming, with final reporting due within sixty (60) days of the project completion.

For more information, contact
Cold Lake and District FCSS
Phone: 780-594-4495
Email: fcss@coldlake.com



The Social Inclusion and Infrastructure Grant was developed by the City of Cold Lake to assist organizations in funding projects that will assist vulnerable people in the community. The grant aims to mitigate social issues through a combination of preventive and intervention-based initiatives.

Background

Cold Lake City Council has allocated a total of \$440,000 over five years for a Social Inclusion and Infrastructure Grant program, to support new and existing social programs for vulnerable people in the community.

A total of \$100,000 in grants is available each year, either as one large grant of \$100,000, or as several smaller grants. Allocation will ultimately depend on the qualifying submissions and the grant board decisions.

Grants are intended to further the efforts of existing social infrastructure or for the creation of services to meet current social needs. All applications for funding must meet the guidelines of the Social Inclusion and Infrastructure Grant program. These guidelines cover eligibility and reporting requirements.

All non-profit agencies operating within the City of Cold Lake can apply.



Grant application submissions may be subject to a financial audit as the City of Cold Lake and Cold Lake and District FCSS deem necessary.



Intent

The Social Inclusion and Infrastructure Grant program will support the creation or expansion of existing social infrastructure that meets our community's desire to reduce the vulnerability of our residents.

Applicants will develop a plan outlining the following necessary factors for their plan to affect a meaningful and long-term beneficial impact.

- **Needs:** a short paragraph with relevant statistical information about the population to be served.
- **Goal:** a short sentence that clearly states the continued outcomes the program is expecting to achieve (not necessarily the goals of the agency).
- **Strategy:** the specific strategies that will be used by the program to achieve the goal, including who the program is aimed at (target audience), what will be done (program content), where and how it will be delivered, and when. Information on frequency, duration, and program cycle (e.g. runs two hours per day three days per week in quarterly cycles; runs once a week for three hours from September to December and January to June).
- **Rationale:** a summary of key research findings that support why the program strategy proposed is the best or most promising way to achieve the program goal.
- **Indicators:** the outcomes indicators that will be used to measure the effects of the program strategy in making the changes needed to achieve the program goal. In some cases, indicators may be designed as "Outputs".

Project Eligibility

Eligible projects must:

- Identify a strategy to mitigate the underlying factors contributing to poverty, homelessness and food insecurity as it pertains to social inclusion;
- Collaborate with fellow social, civic service partners to achieve the program's goals (a variety of combinations of social, civic and stakeholder relationships may be considered);
- Demonstrate knowledge of, and the ability to mitigate the barriers to the success of the proposed initiative.

Eligible projects must not:

- Duplicate existing services;
- Work in silos;
- Increase the capacity of the submitter's organization without incorporating community partners.
- Provide primarily for the recreation needs or leisure time pursuits of individuals.

Prohibited expenditures:

- The purchase of land or buildings;
- The construction or renovation of a building, unless the construction or renovation is used for the specific service delivery identified in the grant request;
- The purchase of motor vehicles not related to direct service delivery. A motor vehicle may be purchased or leased for transportation of individuals to and from required treatment, etc.
- any operational costs including but not limited to (salaries, rent, travel, telephone, equipment, and utilities);
- Any costs that will duplicate a service available in the community;
- Municipal property taxes and levies;
- Payments to a member of a committee.

Examples of eligible projects:

- Creation of a sustainable employment program for transient or homeless individuals seeking temporary employment;
- Provision of facilities capable of supporting hygiene, such as laundry services, thereby supporting client requirements for access to the temporary employment program;
- Provision of facilities which offer detoxification services, thereby supporting client requirements for access to the temporary shelter or employment program;
- Supportive outreach programs (including transportation) for marginalized individuals, providing the services of a trusted intermediary between clients and supportive social services related to poverty, crisis shelter access or independent living, financial literacy, mental health disorder or assessment, social inclusion, family violence, detoxification/treatment or aftercare services, addictions, health, and justice.



Application Deadline

Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the FCSS Manager) by October 1st each year. The applicants' delegate will present during the November FCSS Advisory Committee meeting. Applications will be considered once a year.

Process Timeline

Once an application has been reviewed, applicants will be notified of its status within approximately four (4) weeks. For approved applications, funding will not be dispersed until a completed funding agreement is submitted. Failure to return the completed funding agreement to Cold Lake and District FCSS by the required date may result in the reallocation of funds to other applicants.

Conflict of Interest

Representatives of the City of Cold Lake and Cold Lake and District FCSS are required to report any potential conflict of interest prior to discussions related to funding allocation. In the event of a conflict (e.g. the representative sits on a committee of an applying agency, or works or has a spouse or direct family member that has a connection to the applying agency – any matter in which they have a direct or indirect interest), they shall remove themselves from discussions on the matter. The representative can either choose to withdraw completely from the process and have another representative assigned in their place, or eliminate themselves from the review and voting process for the proposal(s) only.

Confidentiality

Cold Lake and District FCSS and the City of Cold Lake must follow all privacy and confidentiality legislation. Applicants recognize that they will be dealing with various information relating to the City of Cold Lake, Cold Lake and District FCSS, and community agencies which may or may not be available to the public. It is the representative's responsibility to follow relevant legislation, including the Freedom of Information and Protection of Privacy Act (FOIP), at all times when dealing with personal information.

Recognition Requirements

Public recognition of the Social Inclusion and Infrastructure Grant is an important way for the community to recognize where the provided funding is being utilized. Grant recipients are expected to acknowledge Cold Lake and District FCSS and the City of Cold Lake's support for a project in public announcements and media releases, at special events and on websites related to the project execution.

Information about organizations that receive a Social Inclusion and Infrastructure Grant, including the name, address, telephone/fax numbers or email addresses, may be made public by the City of Cold Lake or Cold Lake and District FCSS, who also reserve the right to make a public announcement about any approved grant.

Reporting

The Recipient must submit a monthly report during the course of programming, in a form prescribed by the City of Cold Lake that includes, but is not limited to, the following: detailed project update; current project financial statement.

The Recipient must submit a quarterly report by the end of the months of April, July, and October, that includes, but is not limited to the following information: a summary of the project outcomes and community impact; signed financial statements of all income and expenses connected with the project.

It shall be the responsibility of the grant recipient to submit within sixty (60) days of the project completion a summary of the project outcomes and community impact, signed financial statements of all income and expenses connected with the project including receipts.

The Recipient must submit a report detailing any changes to the project/programming. If a grant recipient's project/programming is cancelled, or not completed within two (2) years of the approval of the grant funding, any unexpended funds shall be returned to the City, unless the grant recipient receives an extension authorized in writing from the City of Cold Lake.

All funds received must be used for the purpose requested in the Grant application, and the recipient may be required to provide any additional information regarding funding at the City of Cold Lake's request.

The Recipient shall preserve all such financial records, documents and accounts relating to this Agreement for a period of at least seven (7) years after termination or expiry of this Agreement.



If you have questions regarding the eligibility of your grant application, please consult the FCSS Manager for clarification (Cold Lake and District FCSS, 780-594-4495). The FCSS Manager can only advise on project eligibility and can neither approve nor decline funding requests. The recommendation for the allocation of funds lies with the City of Cold Lake and Cold Lake and District FCSS.