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## **Social Inclusion and Infrastructure Grant Policy**

**POLICY NUMBER: 218-FC-21**

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Approval Date: July 13, 2021

Revise Date: June 24, 2025

Motion Number: CRM20210713.1010

Repeal Date:

Supersedes:

Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to providing assistance to eligible community non-profit organizations that support vulnerable people in the community. Grants are intended to create, reinvent, or enhance existing social infrastructure that helps individuals, families, groups and communities in meeting their social needs, maximize their potential for development, and enhance community well-being within the City of Cold Lake.

### **2.0 Purpose**

The purpose of the Social Inclusion and Infrastructure Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible social infrastructure that supports social inclusion within the City of Cold Lake.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Social Inclusion and Infrastructure Grant Program to support social infrastructure with social inclusion focused programming undertaken by eligible community organizations within the City of Cold Lake.
- 3.2 A standardized application process with one annual deadline will be used and all community organizations must apply to be considered.
- 3.3 The following guidelines shall be established to ensure transparent and consistent administration of the grant:
  - 3.3.1 Eligibility criteria for community organizations;
  - 3.3.2 Eligibility criteria for programs;
  - 3.3.3 Application Process;
  - 3.3.4 Application Evaluation Criteria;
  - 3.3.5 Funding Conditions & Parameters;
  - 3.3.6 Reporting Requirements

- 3.4 The City of Cold Lake believes it is important to support projects which maximize the use of funds from other sources of investment and collaborate with fellow social, civic service partners to achieve the program's goals.

#### **4.0 Managerial Guidelines**

##### **Eligibility criteria for community organizations**

- 4.1 In order for an organization to be deemed eligible to apply for the Grant, the organization must meet the following criteria:
- 4.1.1 registered not-for-profit or registered charitable organization;
  - 4.1.2 based in the City of Cold Lake;
  - 4.1.3 the primary mandate of the organization must be to provide social services within the City of Cold Lake;
  - 4.1.4 have demonstrable sustainability.

##### **Eligibility criteria for projects**

- 4.2 The program must create new or enhanced social infrastructure within the City of Cold Lake which helps individuals, families, groups, and communities meet their social needs, maximize their potential for development, and enhance community well-being which are:
- 4.2.1 accessible, affordable, and inclusive;
  - 4.2.2 sustainable;
  - 4.2.3 involve a strong volunteer base while sustaining ongoing operations;
  - 4.2.4 supported by the community.
- 4.3 The programming must include a strategy to mitigate the underlying factors contributing to at least one of the following as it pertains to social inclusion:
- 4.3.1 poverty;
  - 4.3.2 homelessness;
  - 4.3.3 food insecurity;
  - 4.3.4 addictions;
  - 4.3.5 mental health disorders;
  - 4.3.6 family violence.
- 4.4 Applicants must develop a plan outlining the following necessary factors for their plan to affect a meaningful and long-term beneficial impact:
- 4.4.1 knowledge;
  - 4.4.2 attitude;
  - 4.4.3 values;
  - 4.4.4 skills;
  - 4.4.5 behavior;
  - 4.4.6 condition;
  - 4.4.7 status.
- 4.5 Qualifying programs must 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).

- 4.6 Applicants must identify knowledge of, and the ability to mitigate the barriers to, the requirements necessary to achieve the success of the proposed initiative.
- 4.7 Program expenditures that do not qualify include, but are not limited to, the following:
  - 4.7.1 purchase of land or buildings;
  - 4.7.2 construction or renovation of a building, unless the construction or renovation is used for the specific service delivery identified in the grant request;
  - 4.7.3 the purchase of motor vehicles not related to direct service delivery;
  - 4.7.4 any operational costs including but not limited to (salaries, rent, travel, telephone, equipment, and utilities);
  - 4.7.5 any costs that will duplicate a service available in the community;
  - 4.7.6 municipal property tax or levies;
  - 4.7.7 payments to a member of a committee.
- 4.8 The programming/project must not:
  - 4.8.1 duplicate existing services;
  - 4.8.2 work in silos;
  - 4.8.3 increase the capacity of the submitter's organization without incorporating community partners;
  - 4.8.4 be primarily for the recreation needs and leisure time pursuits of individuals.

#### **Application Process**

- 4.9 Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the FCSS Manager) by October 1<sup>st</sup> each year. The applicants' delegate will present during the November FCSS Advisory Committee meeting. Applications will be considered once a year.
- 4.10 Applications shall be reviewed in November for funding the following year.
- 4.11 The application package shall include:
  - 4.11.1 Completed application form;
  - 4.11.2 Three letters of support from the community including social service, civic service, or stakeholder partners;
  - 4.11.3 Proof that the applicant has either land ownership for the location of the program, a long-term lease plus confirmation from the owner of permission to undertake the program or another form of confirmation of ownership/permission to undertake the initiative on the property.
- 4.12 All applications received by October 1<sup>st</sup> will be provided to the Cold Lake and District FCSS Advisory Committee (the "Selection Committee") for consideration and recommendation to Council for consideration.
- 4.13 Prior to receiving the grant funding, the grant recipient must sign a Social Inclusion and Infrastructure Grant Agreement with the City of Cold Lake.

**Application Evaluation Criteria**

- 4.14 The Selection Committee may only consider providing funding to applicants that meet the following criteria:
- 4.14.1 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy.
  - 4.14.2 The application must be for social infrastructure that meets all eligibility criteria for social inclusion programming pursuant to this policy.
- 4.15 The Selection Committee may consider the extent to which the initiative will potentially impact the community by considering the following:
- 4.15.1 The demographics of the community who will be served by the project;
  - 4.15.2 The accessibility of the programming and the number of community members who may potentially benefit from the project;
  - 4.15.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
  - 4.15.4 The potential longevity of the project;
  - 4.15.5 How the project will benefit the community;
  - 4.15.6 The applicant's demonstration of community service within Cold Lake;
  - 4.15.7 The extent to which the project duplicates other available facilities in the area.
- 4.16 The Selection Committee shall also consider the availability of funding for the current year's grants. Due to financial limitations, not all requests which meet the evaluation criteria will receive funding. Some requests may receive partial funding.

**Funding Conditions & Parameters**

- 4.17 Funding cannot be used for commercial or private sector facilities or programming.
- 4.18 The applicant is responsible for all development, operational requirements of the project and must ensure all permits and approvals are obtained as required.
- 4.19 The maximum level of funding for any one applicant shall be one hundred thousand dollars (\$100,000) annually.
- 4.20 If the actual costs of the project are less than the original project estimate, the amount of the grant will be revised accordingly.

**Reporting Requirements**

- 4.21 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:
- 4.21.1 Detailed project update;
  - 4.21.2 Current project financial statement.
- 4.22 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.

- 4.23 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.
- 4.24 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.
- 4.25 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.

#### **Grant Fund**

- 4.26 In 2020, the Cold Lake City Council allocated \$200,000 over five years (2021-2025) to be administered up to a maximum of \$40,000 per year for social grant programs.
- 4.27 In 2021, City of Cold Lake Council revised the Social Inclusion and Infrastructure Grant Program to administer up to a maximum of \$100,000 per year over the remaining years (2022-2025) for social grant programs,
- 4.28 At its discretion, Council may decide not to allocate the total funds available for the Social Inclusion and Infrastructure Grant program for that year. If all funds are not allocated, Council shall determine during the budget process at the end of year whether to restrict the funds or allow them to enter general surplus.
- 4.29 Council shall have the discretion to extend the timeline and/or provide additional funding for the Social Inclusion and Infrastructure Grant program in excess of what was originally budgeted, if deemed appropriate.

### **5.0 References**

### **6.0 Persons Affected**

Cold Lake City Council  
Cold Lake FCSS Advisory Committee  
Members of the public

### **7.0 Revision/Review History**

- Sections 4.18, 4.204.21, 4.22 and 4.24 amended February 22, 2022 (CRM20220222.1008).

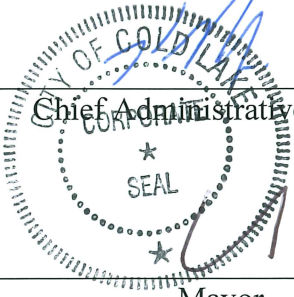
- Revised October 14, 2022 – Updated Managerial Guidelines – Amended 4.9 and added new section 4.10.
- August 27, 2024 – Motion No. CRM20240827.1006 – Sections 4.7.4, 4.9, 4.13, 4.21, 4.21.1, 4.21.2, 4.22, 4.22.1, 4.22.2, 4.23, 4.24, 4.25, and 4.26.
- June 24, 2025 – Motion No. CRM20250624.1015 – Section 4.22-4.22.2.

July 8, 2025

Date

July 8 2025

Date

  
Chief Administrative Officer  
Mayor