

In May 2017, a new Strathcona County Social Framework was approved by Council. Themes from an extensive community engagement formed the Social Framework outcomes of Affordability, Access to Programs and Services, Safety and Connectedness and Inclusion. These outcomes are the focus around which Strathcona County is aligning its social services and supports to best meet the need of the Community and residents. Further information on the Social Framework can be accessed on the Strathcona website at www.strathcona.ca

Purpose

To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

Assistance Categories

Funding is provided for administrative costs, program delivery, facility costs and technical material assistance.

Who May Apply

Not for profit community groups that support and deliver an activity whose primary focus is social service and improving social outcomes. Service must be delivered in Strathcona County.

Groups may submit only one grant application per year.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

2018 Application Deadline: Friday, February 16, 2018**To request funding:**

Groups must submit a complete application consisting of a fully completed grant application form and the required support documents (listed on page 4, item 3 of this application). The original, signed grant application must be returned to Strathcona County Family and Community Services by the required deadline.

If you require information or assistance, please call 780-464-4044. Family and Community Services are located at 200, 501 Festival Avenue, Sherwood Park, AB, T8A 3W7. Our mailing address is 2001 Sherwood Drive, Sherwood Park, AB, T8A 3W7.

Late applications will not be accepted.

Significant changes made to an application after the application deadline may result in that application not being considered for the current year.

Successful applicants must adhere to reporting time-lines and information requirements.

Annual reports and financial statements for groups awarded 2018 grants are due to Family & Community Services offices no later than March 15, 2019.

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 Operational Grants Program. If you have any questions regarding the collection, use or disclosure of this information, contact the Coordinator, Administration & Finance, Strathcona County at 780-464-4044.

Eligibility Requirements:

1. Applicants should be a registered non-profit society registered in Alberta providing a social service in Strathcona County.
2. The need for the service must be clearly identified.
3. Applicants must show evidence of sustainable practice.
4. Administration and programming must be based and delivered primarily in Strathcona County.
5. Voting members of the Board must not currently hold paid staff positions in the organization.
6. Applicants are not eligible where they receive on-going operational funding* from Strathcona County, with the exception of Partnership Grants.

(i) Operational funding shall be defined as “direct financial assistance” received through the municipal annual budget processes and shall not include groups receiving indirect support. Indirect support shall be defined as staff consultations, reduced rates for services/facilities or other as specified in existing County policies.

7. The activities of the applicant shall not substantially duplicate the activities of other Strathcona County community organizations.

* On-going operational funding does not include councilor priority funds, Strathcona Community Investment program or Arts, Culture and Heritage Community Investment program.

Part A: Organization Information

1.

“Registered” Name of Organization		
Address		Postal code
Telephone number		
Fax number		
Email address		
Website address		
Date of incorporation		
Executive Director or Main contact	Name _____ Daytime phone number _____ Evening phone number _____ Email address _____	
Board Chair/ President	Name _____ Daytime phone number _____ Evening phone number _____ Email address _____	

I certify to the best of my knowledge that the grant application information is correct.

Signature of board member
(with signing authority)

Signature of board member or executive director
(with signing authority)

Print name of above board member

Print name of person signing above

Day/Month/Year

Day/Month/Year

IMPORTANT: Application MUST be signed by TWO people

2. Please provide a list of your current board members and the number of years they have been on the board.

Board member	Years on board

3. Required Documents:

3.1 Most recent year-end financial statements signed by two board members.

3.2 Most recent annual report (if applicable) and minutes of your last AGM.

3.3 Minutes of your board meeting at which this application was approved.

3.4 Bylaws

Part B. Organization

If your organization has a strategic plan please attach; if not please complete the following 3 questions.

1. In two or three sentences, please describe the vision and mission of your organization. *Space in text box is limited to 312 characters, please be concise.*

2. Please describe your organizations long term goals that help you fulfill your vision and mission. *Space in text box is limited to 1000 characters, please be concise.*

3. For each of your goals, please describe your short term objectives. *Space in text box is limited to 1000 characters, please be concise.*

Part C. Programs

1. List the programs and services your organization currently provides.

	Name of Program/ Service	Brief description	Average # of unique participants	% residing in Strathcona County
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Total number of participants				
Total percentage of participants residing in Strathcona County				

2. a) Funding amount requested? _____

b) What is the purpose of this funding request? *Space in text box is limited to 156 characters, please be concise.*

c) Please identify the primary Strathcona County Social Framework outcome that your program most closely aligns with and a short description of how it aligns. *Space in text box is limited to 156 characters, please be concise.*

3. What community need is it meeting? Describe how you determined the need. *Space in text box is limited to 234 characters, please be concise.*

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4. Are there other organizations in the community providing services in this area? If yes, how are your services different? *Space in text box is limited to 312 characters, please be concise.*

5. Please provide a brief summary of information that supports your solution to this issue. *Space in text box is limited to 234 characters, please be concise.*

6. What are your operating plans if the grant is not approved? *Space in text box is limited to 234 characters, please be concise.*

7. Please describe your program outcomes on the following chart:

Goal (what you are trying to achieve)	Strategies (the approach you will use to address issue/need)	Activities (specific actions you will use to work towards your goal)	Outcomes (the difference your activity or involvement will make 1 -2 yrs.)

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8. Describe how you partner or collaborate with other agencies or organizations to maximize the impact of your services. *Space in text box is limited to 780 characters, please be concise.*

9. Total number of volunteers involved in your organization in the last year _____.
Total volunteer hours contributed in the past year _____.

10. Describe your key successes over the past year. *Space in text box is limited to 1480 characters, please be concise.*

Part D: Financial Information

1. Please attach your operating budget for the grant year.
2. Please provide your annual financial information and include as part of your application the most recent year-end financial statements signed by two board members.
3. List your sustainable sources of funding and the amount received annually. *Space in text box is limited to 312 characters, please be concise.*

4. Please indicate the processes you use to monitor the financial status of your organization. *Space in text box is limited to 390 characters, please be concise.*

5. How often do you adjust your budgeted expenses in consideration of actual revenues? *Space in text box is limited to 312 characters, please be concise.*

6. Does your organization qualify for and/or receive financial assistance or subsidy from other levels of government, public or corporate agencies? If yes, please specify. If you qualify but do not receive assistance, please explain. *Space in text box is limited to 390 characters, please be concise.*

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Revenue	Last Years Operating Budget	Last Year's Actuals	This Year's Operating Budget
Please specify all sources of funding	(A)	(B)	(C)
Strathcona County (please specify grants)			
Other government funding (please specify secured grants/subsidy)			
Other secured grants/subsidy (please list grants/subsidies)			
Fees and charges (please specify types of fees/charges)			
Income from memberships			
Other sources (specify)			
Funding applied for (not secured) *do not add to revenue total*			
Total Revenue			
Expenditures			
Salaries (list # of full-time and part-time positions)			
Benefits			
Supplies and materials			
Rent			
Utilities			
Staff training/development			
Other staff expenses (specify)			
Volunteer expenses (specify)			
Other (specify)			
Total Expenditures			
Net:			

Tips

Eligibility requirements:

- must show a demonstration of collaboration with community social sector organizations
- must include long range planning, annual operational planning, financial planning and management accountability.

Example of Program outcomes:

Goal	Strategies	Activities	Outcomes
To increase social skills in young children	Education and peer support to increase social skills in young children	Deliver social skills focused programming for children	Young children will develop skills that enhance their positive interaction with other children