



OUTSIDE AGENCY OPERATING GRANT PROGRAM

APPLICATION GUIDE 2022

APPLICATIONS DUE SEPTEMBER 30, 2021

APPLICATION GUIDE

Overview

The Outside Agency Operating Grant Application is intended to provide a thorough picture of the operating expenses and staffing being applied for. It is important that all the necessary information is provided so that Community Services Advisory Committee and ultimately City Council are able to make appropriate funding decisions with respect to community support services for the City of St. Albert.

This grant program is governed by Policy C-CS-22 Outside Agency Operating Grant Program.

It is essential that each applicant complete all sections of the application and include all additional documentation requested, as incomplete applications may not be considered.

Grant Application Instructions

Section One describes the profile of the 'Organization' and although it is not meant to be an exhaustive overview of the organization, it should provide a concise snapshot of the essential contact information, Board structure, and highlights the mission and key activities of the organization.

Section Two should identify all positions that are being applied for through this grant program, the salary and the person or contract firm currently filling the role.

Section Three is intended to identify the operating expense items that are being applied for through this grant program. Through the provision of the current year's budgeted cost and the anticipated budget cost, any significant changes can be identified. Only include eligible expenses.

Section Four identifies the financial capacity of the organization including fundraising activities, and identification of other municipal grants currently being accessed. This is to ensure there is no duplication of either operating or staffing dollars provided to the organization through two different municipal grant programs (ie. Outside Agency Grant and FCSS program funding). The provision of funding through this grant program is that of support only. Organizations need to clearly demonstrate other sources of funding to support the delivery of their programs and activities.

Section Five contains the summary worksheet. The total staffing costs (of those positions being applied for through this grant), as well as the total cost of the operating expenses being applied for are entered into the worksheet. The amounts are multiplied by the percentages as indicated in the applicable category descriptions and the resulting maximum grant amount that the organization can apply for is then calculated. Funding that is not expended as per the details of the application shall be returned to the City.

Section Six contains the Declaration which the organization must sign as part of their application. Each organization **must** also submit the following documents as part of their overall submission:

- Most recent organization Financial Statements
- Organization Proposed Operating Budget for 2022
- **Detailed Fundraising Strategy**, identifying at minimal a 3-year plan to raise revenues with the intent of covering expenses.

Grant Installments and Reporting

Once Council has approved the grant funding for the upcoming calendar year, the organization will be requested to sign a “Grant Agreement” form which will itemize the positions and operating expenses approved for support. The organization will be provided 40% of the total approved grant in January.

There will be an interim reporting required by July 15 which will cover expenses incurred between January 1 and June 30, and then a second interim reporting required by November 15 which will cover expenses incurred between July 1 and September 30. If the organization is on track to require the full 100% of the approved funding, 40% will be provided after the July reporting, and the final 20% of the approved grant will be provided by mid December. The organization will be provided a template to complete for both the Interim Reporting requirements. The organization will be required to provide copies of receipts and/or payroll which clearly show expenses have been paid.

A final report will be required by February 15 for the previous grant year. This report will be similar to the Interim Reports but will include organization impact and will cover the full calendar granting year.

As per Policy C-CS-22 Outside Agency Operating Grant Program, if the financial information discloses an annual surplus for the respective granting year, the organization shall repay any surplus in excess of 5% or \$5,000, whichever is less.

Critical Dates

Although some of the specific dates may change, the following provides details of critical dates for this grant program. These dates are reflective of the 2022 granting cycle.

Outside Agency Operating Grant Application Due	September 30, 2021 (5pm)
CSAC Interviews	October 26, 2021
Community Living Standing Committee (CLSC) Reviews CSAC Recommendations	November 2021
City Council provides Final Approval	December 2021
2022 Grant Agreement Signed & 40% Funding Provided	January 2022
2022 Interim Accounting Reporting #1 Due	July 15, 2022
2022 40% Funding Provided	July/August, 2022
2022 Interim Accounting Reporting #2 Due	November 15, 2022
20% Holdback Released (2022 funding)	November/December, 2022
Final 2022 Accounting Report Due	February 15, 2023

Questions? Clarifications?

All questions should be directed to the following:

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