

OUTSIDE AGENCY OPERATING GRANT

PROGRAM GUIDELINES

Purpose of Program

To provide a source of funds for eligible community groups in the form of an operating grant to assist with facility operating costs and/or staffing. Civic funding support is provided to assist the recipient in achieving a net zero balance on their operations budget, not to experience a net profit.

Grant Categories

Eligible not-for-profit organizations will be categorized as providing either a “Core” Community Support Service or an “Additional” Community Support Services.

A “Core” Community Support Service applicant refers to an applicant that provides support services related to basic needs for survival: food, shelter, water, clothing, or personal safety.

An “Additional” Community Support Service applicant refers to an applicant that provides the support needed to help vulnerable residents be successful in the community including within their housing, recreation, culture, and social environments.

Note: Applicants must confirm with the Grant Administrator which category their organization falls under prior to applying for this grant program.

Review and Approval Level

The Outside Agency Operating Grant program is assigned as level 3 (*Policy C-CC-23 Civic Granting*) for review and approval of funding allocations.

Review/Recommendation: Community Services Advisory Committee

Final Allocation Approval: City Council

Grant Intake Date(s)

Annual intake occurs mid October.

Eligible Applicants

St. Albert based not-for-profit organization registered in good standing either federally or provincially with Corporate Registries for a minimum period of two years.

Non-City based organizations providing a service within or outside of the city to St. Albert residents may receive funding consideration if a similar service is not offered in St. Albert.

In order to qualify for funding, at least 80% of the applicant's clientele and membership must be residents of St. Albert.

Applicants with less than 80% of clientele being St. Albert residents may be considered for funding if a similar service is not already being offered in St. Albert.

Applicant must be up to date on all required reporting from previously allocated civic grants.

Eligible Expenses

Facility Operating Expenses

Expenses related to general operations and maintenance of the facility and include heat, water, electrical, garbage, security, rent, custodial, building/tenant insurance, internet, phones, pest control, snow removal, and general maintenance and repair. Costs are based on actual bills received. Additional administrative overhead charges are ineligible.

Staffing Expenses

Wages for permanent full-time and part-time employees as well as contracted staff for specialized operational functions, such as accounting or IT assistance. Staffing costs do not include casual program instructional staff.

Note: Municipal dollars from two separate funding programs shall not be used to fund any portion of the same operational component, including, but not limited to, staffing costs incurred by the applicant.

Funding

Eligible not-for-profit organizations will be categorized as providing either “Core” Community Support Services or “Additional” Community Support Services. Within each category, different funding opportunities are available as follows:

Category 1 - Core Community Support Services

1. Facility Operating Costs:
    - Up to 40% of costs can be applied for if leasing a City-owned space. Up to 75% of costs can be applied for if leasing/renting from a separate entity other than the City.
2. Staffing Costs:
    - Up to 50% of the staffing costs (excluding benefits) can be applied for.

Category 2 - Additional Community Support Services

1. Facility Operating Costs:
    - Up to 30% of costs can be applied for if leasing a City-owned space. Up to 50% can be requested if leasing/renting from a separate entity other than the City.
2. Staffing Costs:
    - Up to 25% of the staffing costs (excluding benefits) can be applied for.

Allocation decisions will not be bound by precedent.

Once approved, funding will be distributed via electronic funds transfer in three installments:

- Installment 1 (40%) – January
- Installment 2 (40%) – July/August after reporting has been received and reviewed
- Installment 3 (20%) – November after reporting has been received and reviewed

Reporting

Grant recipients shall complete two interim reports and one final report. Reporting will include financial documentation supporting that grant funding was expended as approved.

If the grant recipient's financial information discloses an annual surplus in the fiscal year in which the City has rendered a grant, the grant recipient shall repay any surplus in excess of 5% of the approved grant or $5,000, whichever is less, within 90 days of the City's demand.

Grant Acknowledgement

The eligible not-for-profit organization shall acknowledge receipt of the Outside Agency Operating Grant funding in event promotion and advertising where possible.

Additional Requirements

New applicants must meet with the Grant Administrator of this program prior to applying, contact Supervisor, Grants & Business Partnerships at civicgrants@stalbert.ca.