City of Cold Lake

Cold Lake and District FCSS Special Project Grant Policy

POLICY NUMBER: 250-FC-26

Approval Date: October 13, 2026	Revise Date:
Motion Number: CRM20261013.1010	Repeal Date:
Supersedes:	Review Date:

1.0 Policy Intent

Cold Lake and District FCSS is committed to providing assistance to eligible community non-profit organizations that promote and enhance the well-being of individuals and families in the community. Grants are intended to create, enhance, or strengthen existing social infrastructure that individuals, families, groups and communities in meeting their potential and enhancing community well-being.

2.0 Purpose

The purpose of the Cold Lake and District FCSS Special Project Grant Policy is to provide guidelines and a transparent process for administering grant funding to eligible community organizations for eligible projects that strengthen protective factors and build the capacity of individuals and families to address challenges before they become crises.

3.0 Policy Statement

3.1 Cold Lake and District FCSS shall establish the Cold Lake and District Special Project Grant Program to support social infrastructure and social inclusion-focused projects undertaken by eligible community organizations within the City of Cold Lake.

3.2 A standardized annual application process 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 projects;

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 project's goals.

4.0 Managerial Guidelines

4.1 Eligibility Criteria for Community Organizations

4.1.1 In order for an organization to be deemed eligible to apply for the grant, the organization must meet the following criteria:

4.1.1.1 be a registered not-for-profit or registered charitable organization;

4.1.1.2 provide services or programming that primarily benefits residents within the geographic service area of Cold Lake and District FCSS, including Wards 5 and 6 of the M.D. of Bonnyville.

4.2 Eligibility Criteria for Projects

4.2.1 The project must utilize at least one of the following prevention strategies known to enhance protective factors:

4.2.1.1 Promote community engagement;

4.2.1.2 Foster a sense of belonging;

4.2.1.3 Promote social inclusion;

4.2.1.4 Develop healthy relationships;

4.2.1.5 Enhance social supports;

4.2.1.6 Build resilience.

4.2.2 The project must address one of the provinces identified provincial prevention priorities:

4.2.2.1 Homelessness and housing insecurity;

4.2.2.2 Mental health and addictions;

4.2.2.3 Employment;

4.2.2.4 Family and sexual violence;

4.2.2.5 Aging well in community.

4.2.3 Qualifying projects must collaborate with fellow social, civic service partners to achieve the project's goals (a variety of combinations of social, civic, and stakeholder relationships may be considered).

4.2.4 Applicants must identify knowledge of, and the ability to mitigate the barriers to, the requirements necessary to achieve the success of the proposed project.

4.2.5 Project expenditures that do not qualify include, but are not limited to, the following:

4.2.5.1 Purchase of land or buildings;

4.2.5.2 Construction or renovation of a building;

4.2.5.3 The purchase of motor vehicles;

4.2.5.4 Any operational costs required to sustain an organization that does not relate to the direct service, including but not limited to:

4.2.5.4.1 Salaries;

4.2.5.4.2 Rent;

4.2.5.4.3 Travel;

4.2.5.4.4 Telephone;

4.2.5.4.5 Utilities.

4.2.5.5 Municipal property tax or levies;

4.2.5.6 Payments to a member of a committee.

4.2.6 The project must not:

4.2.6.1 Duplicate existing services;

4.2.6.2 Work independently without collaboration with other community service partners;

4.2.6.3 Be primarily for the recreation needs and leisure time pursuits of individuals.

4.3 Application Process

4.3.1 Interested community organizations must submit a completed application package to the attention of the Cold Lake and District FCSS Manager. Applications are accepted continuously throughout the year.

4.3.2 The application package shall include:

4.3.2.1 Completed application form.

4.3.3 Applications will be reviewed by the Cold Lake and District FCSS Advisory Committee for consideration at the Advisory Committee meeting following submission.

4.3.4 The Cold Lake and District FCSS Advisory Committee shall review eligible applications and make a funding recommendation to the Chief Administrative Officer (CAO), or designate, for final approval.

4.3.5 Prior to receiving the grant funding, the grant recipient must sign a Cold Lake and District FCSS Special Project Grant Funding Agreement with the City of Cold Lake, authorized in accordance with the City of Cold Lake's established signing authority.

4.4 Application Evaluation Criteria

4.4.1 The Cold Lake and District FCSS Advisory Committee may only consider providing funding to applicants that meet the following criteria:

4.4.1.1 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy.

4.4.1.2 The application must be for social infrastructure that meets all eligibility criteria for social inclusion programming pursuant to this policy.

4.4.2 The Cold Lake and District FCSS Advisory Committee may consider the extent to which the initiative will potentially impact the community by considering the following:

4.4.2.1 The demographics of the community who will be served by the project;

4.4.2.2 The accessibility of the project and the number of community members who may potentially benefit from the project;

4.4.2.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;

4.4.2.4 The potential longevity of the project;

4.4.2.5 How the project will benefit the community;

4.4.2.6 The applicant's demonstration of community service within Cold Lake;

4.4.2.7 The extent to which the project compliments, rather than unnecessarily duplicates, existing programs or services available in the community.

4.4.3 The Cold Lake and District FCSS Advisory Committee shall also consider the availability of funding within the approved budget. Meeting the eligibility and evaluation criteria does not guarantee funding, and applications may be recommended for full or partial funding.

4.5 **Funding Conditions & Parameters**

4.5.1 The applicant is responsible for all development and operational requirements of the project and must ensure all permits and approvals are obtained as required.

4.5.2 The maximum level of funding for any one project shall be two thousand dollars ($2,000.00).

4.5.3 If the actual costs of the project are less than the approved project costs the eligible grant amount may be revised accordingly and any unexpended funds shall be returned to the City of Cold Lake.

4.6 **Reporting Requirements**

4.6.1 The Recipient must submit a final report by February 15th of the year following the grant award, in a form prescribed by the City of Cold Lake including, but not limited to:

4.6.1.1 A final project report outlining activities and outcomes;

4.6.1.2 A final project financial statement.

4.6.2 The Recipient must submit a report detailing any changes to the project. If a grant recipient's project is cancelled, or not completed by December 31st of the grant year, 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.

4.6.3 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.

4.6.4 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.

4.7 **Grant Fund**

4.7.1 Funding for the Cold Lake and District FCSS Special Project Grant Program shall be subject to funds approved by City Council through the annual municipal budget process. The availability of funding in any year does not create an obligation for the City to provide funding in subsequent years.

5.0 References

5.1 *Family and Community Support Services Act*, RSA 2000, c F-3.

5.2 *Family and Community Support Services Regulation*, Alta Reg 218/1994.

5.3 City of Cold Lake applicable bylaws, policies and administrative procedures.

6.0 Persons Affected

6.1 Cold Lake City Council;

6.2 Chief Administrative Officer;

6.3 City Administration;

6.4 Cold Lake FCSS Advisory Committee;

6.5 Special Project Grant Applicants and Recipients.

7.0 Revision/Review History

Oct. 19, 2026
Date

Chief Administrative Officer

Oct 20/2026
Date

CITY OF COLD LAKE CORPORATE SEAL

Mayor