



Community Grant Program – Domestic Violence Grant

2024 Grant Information & Guide

INTRODUCTION

Building strong families and communities is a key priority for the City of Spruce Grove. The Domestic Violence Grant is part of the City of Spruce Grove's commitment to supporting organizations that provide programs, services, and initiatives to address domestic violence and therefore support the City of Spruce Grove's Social Sustainability Plan. Definitions for terms used within this guide can be found on page 5.

PURPOSE AND GRANT OBJECTIVES

The primary objectives of the Domestic Violence Grant are to support organizations that:

- Provide supports and resources to individuals experiencing domestic violence including safety planning, crisis intervention, and connection to community resources.
- Offer counselling services that focus on emotional healing, empowerment, and the development of coping strategies for victims of domestic violence and their children.
- Offer group programs that focus on prevention, intervention, rehabilitation, and empowerment for both victims and offenders.
- Create initiatives that aim to prevent domestic violence through community education, awareness, outreach, and collaboration among different community partners to address domestic violence comprehensively through a holistic approach.

BUDGET

The Community Grant – Domestic Violence is awarded annually. Applicants can request a maximum of \$30,000 per year from a total fund of \$30,000. Grant recipients have the opportunity to secure either a portion or the entire funding amount.

Emphasizing accessibility to our residents, in-kind support may be offered to organizations initiating programs in Spruce Grove, enhancing their ability to provide valuable services within the community.

ELIGIBILITY

Eligible Programs

Priority will be given to programs and services provided within Spruce Grove. If programs and services are located outside of Spruce Grove, they must demonstrate how they will serve and increase accessibility for residents of Spruce Grove.

Applicants will be evaluated on their ability to demonstrate:

1. How closely the proposed activities align with grant objectives and support the goals outlined in the City of Spruce Grove [Social Sustainability Plan Refresh 2023](#).
2. The extent to which outcomes align with the specific objectives outlined in the funding proposal, are measurable and realistic, address the needs of the target population, employ innovative and evidence-based approaches, and reflect a commitment to achieving the highest possible impact.
3. A clear and transparent allocation of funds, ensuring that each budget category is justified and directly contributes to the success of the project.
4. The degree to which supports, services, programs, and initiatives are inclusive, equitable, and foster a sense of belonging, ensuring accessibility, cultural relevance, appropriateness, and adherence to accepted best practices in domestic violence treatment.
5. The efforts to implement proposed activities within the community of Spruce Grove.

Evaluation Criteria

Category	Weight
Proposed Activities	25%
Anticipated Outcomes	25%
Budget	20%
Considerations for Diversity, Inclusion, Equity, and Belonging.	15%
Activities offered within Spruce Grove.	15%

Applicant Requirements

Organizations applying must:

- be registered as a non-profit or charitable organization
- be in good standing with Corporate Registries
- be in operation for a minimum of 1 year
- maintain a valid certificate of insurance

Ineligible Activities

1. Activities that do not have a domestic violence focus.
2. Offender treatment programs that are not government approved.
3. Activities that focus on anger management.
4. Activities offered by any organization/group that is not a registered non-profit.

Eligible Expenses

Applicants must indicate the amount of funding they are requesting from the City of Spruce Grove and provide a detailed breakdown of the proposed project costs, outlining expense types and estimated costs. Applicants must also list other sources of funding, including the monetary value of in-kind contributions, if applicable.

Expenses eligible under this grant include:

- Human Resources: this includes salaries and contracts of individuals in the development and delivery of programs and services directly related to the proposed project.
- Administrative Expenses: utilities, office space, program materials, mileage, training/ conferences, and insurance.
- Start-up costs: to implement proposed activities within the community of Spruce Grove.

All administrative expenses listed in this grant application must demonstrate a clear connection to the programs and services being proposed in your grant application.

OBLIGATIONS OF GRANT RECIPIENTS

Recipients must:

1. Ensure approved activities and expenditures occur within the grant period: January 1st – December 31st, 2024.
2. Use grant funding for the purposes awarded unless approval is received in writing by the City of Spruce Grove.
3. Acknowledge the support of the City of Spruce Grove in all print and publicity material related to the program(s) and services within the grant agreement.
4. Submit a six-month report focusing on programs completed to-date (June 14, 2024) and program and spending projections for the remainder of 2024.
5. Submit a final report which will include the following:
 - Introduction: An introduction providing context about the agency, its mission, the purpose of the grant, and the specific goals or objectives outlined in the grant proposal.
 - Description of Activities: Detailed information about the supports, services, programs, and initiatives implemented using the grant funds. This section should cover what was done, how it was done, the target audience, and the resources utilized.
 - Achievements and Outcomes: Clear documentation of the impact and results of the funded activities. This can include quantitative data (such as the number of participants, number of Spruce Grove residents served, events held, etc.) and qualitative information (like testimonials, success stories, feedback, etc.).
 - Lessons Learned: Reflections on what worked well and what could be improved, along with insights gained from the implementation process. This section may include recommendations for future projects or initiatives.
 - Financial Report (signed): Detailed information on how the grant funds were utilized, including a breakdown of expenses incurred and how the allocated budget was managed.
 - Compliance and Accountability: Demonstration of compliance with the terms and conditions of the grant, including any reporting requirements and how the agency ensured accountability and transparency in using the funds.
 - Future Plans: Discussion of any future plans, continuation of programs, sustainability strategies, or potential follow-up actions based on the outcomes and lessons learned.

- Supporting Documentation: Any supporting materials such as promotional material, testimonials, program evaluations, surveys, photos, or additional data that substantiate the report's content.

APPLICATION PROCESS

This grant opportunity will be advertised on the City of Spruce Grove website. The application deadline is **4:30 pm on Friday, December 8, 2023**. Late and/or incomplete applications will not be considered. An acknowledgement of receipt of application will be provided within 2 business days of submission. All applications will be reviewed the week of December 11, 2023, by an administration review committee. Applicants will be notified by January 5, 2024, of award decisions. Grant recipients will be required to submit their certificate of insurance within 30 days of execution of grant agreement.

To apply, complete the Community Grant application form and submit via email to:

City of Spruce Grove, Community Social Development
Email: csd@sprucegrove.org

Use the following title format to submit an application:
Community Grant – Domestic Violence – [ORGANIZATION NAME] – [date]

Submission Checklist:

- Completed Application Form
- Completed Budget Request Sheet
- Signed audited financial statements
- Additional Information (1 page)
- Optional letters of support

KEY DATES AND TIMELINES

Call for applications – November 15, 2023

Application deadline – December 8, 2022

Grant Award Notifications – January 5, 2024

Grant distribution – within 30 days of receiving signed grant agreements and proof of insurance

Mid-year report – June 28, 2024

Final report – January 31, 2025

DEFINITIONS

Applicant: a non-profit society registered under the Societies Act that applies for this grant opportunity.

Belonging: Belonging refers to the feeling of being accepted, respected, and valued within a group or community. It is about creating a sense of connection and acceptance, so individuals feel like they are an integral part of the group and can be their authentic selves.

Diversity: refers to the presence of a variety of different individuals or elements within a group or community. It encompasses differences in characteristics such as race, gender, age, background, abilities, and more.

Domestic Violence: any use of physical or sexual force, actual or threatened, in an intimate relationship. It may include a single act of violence, or a number of acts forming a pattern of abuse through the use of assaultive and controlling behavior. The pattern of abuse may include physical abuse, emotional abuse, psychological abuse, sexual abuse, criminal harassment, and threats to harm children, other family members, pets, and property. Family members exposed to, but not the direct target of, abuse in the home are also impacted by domestic violence. (Alberta Justice and Solicitor General, 2014; R.C.M.P., 2019)

Equity: Equity involves the fair treatment of individuals, taking into account their unique needs and circumstances. It seeks to address disparities and provide resources and support to ensure that everyone has a level playing field, regardless of their background or characteristics.

Inclusion: Inclusion is the practice of ensuring that all individuals, regardless of their differences, are welcomed, respected, and actively involved in a group or community. It aims to create an environment where everyone feels valued and has equal opportunities to participate.

Outputs: direct products of the program/ service such as number of programs provided, number of participants. Outputs can support outcomes but do not directly result in outcomes.

Outcomes: measurable changes or effects on people or an issues as a result of program efforts.

Recipient: successful grant applicant(s) who receives funding from the Municipality.

Treatment Services: rehabilitative programs which address specific needs of individuals. Domestic violence treatment programs are targeted to offenders through court mandate, agency referral or self-referral.