SOCIAL CONNECTION OPPORTUNITIES

SUBMISSION REQUIREMENTS:

Applicants may apply for this funding at any time. Applications are reviewed on the 10th of each month with notification of grant approval by the 20th of the same month. All submissions must include the following requirements:

o   Applications must involve 3 or more households interested in participating in project. The same Primary Contact may only apply for one grant per calendar year.

o   Projects must be feasible and ready to begin within 1-2 months from notification.

o   Projects must begin after notification; projects are not funded retroactively.

o   All applications must include an equal matching portion of contributions from the community (volunteer time, cash, donated professional services, donated materials and supplies are eligible for community matching).

o   Projects must be offered at no cost to participants (ticketed events are not allowed) and cannot support fundraisers.

Once the funding has been exhausted for the year, applications will be no longer be accepted until new funding is available. Project budget requests are allowed up to $1,000. Allowable/not allowable expenses are listed below.

Allowable	Not Allowable
• Project supplies (food, art supplies, printing, etc.) • Space rental or permit fees • Travel or other volunteer expenses • Equipment (e.g. laptops to connect seniors or youth) - purchases must be owned by organization not individuals • Honoraria for volunteers (elders, child-minding, entertainment, etc.), as appropriate for the project	• Recreation/leisure programming • Facility Renovations • Basic Needs (financial support, food hampers, housing subsidies, etc.) • Rehabilitation • Ongoing programs or staffing salaries • Capital costs (any permanent, non-moveable structures)

CRITERIA: (check applicable criteria)

☐   **Building Relationships** - Create opportunities for neighbours to connect, especially neighbours who are new or you have not interacted with in the past. Examples: block parties, clean-up parties.

☐   **Social Offerings** - Share residents' skills and knowledge within the community.
Examples: free yoga session, community kitchen.

☐   **Build a Sense of Ownership and Pride** – Examples: historical tour of neighbourhood, community clean-up of invasive species in a local greenspace.

☐   **Respect and Celebrate Diversity** – Examples: multicultural fashion show, storytelling project that involves seniors and youth, cost-free acrylic workshop open to all ages and skill levels.

SUBMISSION:

Please submit your completed Spark Grant Application Form, along with all signatures, to be considered for funding.

- **E-MAIL** to fcss@reddeer.ca; or
- **HAND-DELIVER IN A SEALED ENVELOPE** to the Culture Services Building at 5205 48 Ave Red Deer AB, T4N 6X3, ATTN: FCSS Sparks Grant, City of Red Deer Community Development

PART A | Project Details

Project Name (*Think of a creative name that will inspire people to get involved*)**:** _____

Project Neighbourhood: _____

Project Start Date (mm/dd/yyyy): _____   **Project End Date** (mm/dd/yyyy): _____

Primary Contact Information

Full Name: _____

Mailing Address: _____   Postal Code: _____

Email Address: _____

Phone Number: _____

Participating Households

Household #2 Contact Name: _____   Phone Number: _____

Household #3 Contact Name: _____   Phone Number: _____

1. Please describe your project. What will you do? Where? When? Who will you reach? If you need more space for your responses than provided in the text fields, feel free to attach questions and your responses in a word document.

2. How many people to you think will participate in the project? _____

3. What difference do you hope your project will make in your community?

4. How will you let people know about your project? How will you reach and welcome those who are new to your neighbourhood/community or that you haven't connected with before?

5. Please complete the Project Budget table below.

The Spark grant requires a matching contribution in which the total Spark grant must be matched equally in contributions from the community, such as through cash, volunteer time, donated professional services, donated materials, and supplies.

Project Budget

Item/Activity Examples: Decorations, food, facility rental	Total Cost of Item/Activity
Total Project Costs	

Item/Activity Examples: Volunteer time, cash donations, donated time/materials/supplies/space	Total Value of Item/Activity
Total Matching Contributions	

Total Amount (Project Cost + Matching Contributions): _____

50% of Total Amount: _____

Total amount of Spark Grant request: _____

(Up to 50% of total project costs, and up to a maximum of $1,000)

SPARK GRANT APPLICATION FORM

6. Who will help you with your project? What will they contribute? What will they do?

SPARK GRANT APPLICATION FORM

PART B | Agreement

By signing and submitting this application, you are agreeing to the following terms and conditions:

1. The applicant must expend the funds received in accordance with their application.

2. The applicant must complete the reports identified in the Application Guide by deadlines.

3. Municipal staff must be notified if any change occurs that may result in inability of the applicant to deliver the project identified in the application.

4. Any unspent funds allocated through this program to the successful project will be returned to Red Deer & District FCSS c/o Community Development, City of Red Deer, 5205 48 Ave, Red Deer, AB T4N 6X3.

5. Red Deer & District FCSS and/or the City of Red Deer reserves the right to cancel the Spark grant funding with reasonable cause and will provide 30 days' written notice.

PART C | Authorization

This application must be signed by the primary contact and participating households who are involved with this project.

By signing below, I confirm that all information submitted within this application, including Part A and Part B, is true, complete, and accurate to the best of my knowledge.

Primary Contact

Full Name _____   Signature _____   Date _____
                                                                                mm/dd/yyyy

fcss
Red Deer & District
Family and Community
Support Services