

## Grant Overview

The City of Edmonton Community Investment Operating Grant (CIOG) program provides operating assistance to Edmonton's not-for-profit organizations working towards increasing social inclusion and equitable access to participation in social services and active recreation/amateur sport.

## Grant Priorities

Organizations' primary mandate must be one of the following:

### Social Services

- Social programs and activities that help Edmontonians to strengthen personal or community life.

### Active Recreation/Amateur Sport

- Active Recreation - All physical activities that an individual chooses to do for fun, social interaction, fitness and relaxation.
- Amateur Sport - Organized physical activities that result in a contest between 2 or more people participating individually or as a team, governed by rules, regulations and officiating.

Organizations demonstrate how they are currently, or how they are working towards, increasing social inclusion and/or equitable access to their programs and services. Supporting inclusion and equitable access means that programs offered are targeted to ensure that barriers to participation are removed for individuals or groups that may not otherwise be involved.

## Eligibility

### Applicant:

To be eligible for the Grant, the applicant must:

- Be a not-for-profit organization registered for at least one year and in good standing with the incorporating body (Alberta Society, Non-profit Private Company, Non-Profit Public Company, Extra-Provincial Non-profit Company);
- Demonstrate alignment to the CIOG priorities through their programs and services;
- Have eligible operating expenses under \$500,000;
- Have a minimum of 75% of its participants living in Edmonton;
- Demonstrate sound board and financial governance practices;
- Demonstrate initiative and success in generating diverse sources of funding
- Accomplish an adequate level of activity to merit a grant;
- Have an open membership except for valid program factors (for example - age);
- Be in good standing with the City in terms of reporting requirements and outstanding payments;

- Be a member of the Sport Edmonton, if your mandate is active recreation and amateur sport. (Membership information can be found here: <https://sportedmonton.com/membership/>)

Organizations may receive 1 operating grant per year funded by the City of Edmonton. These include operating grant programs for community leagues and seniors' centres, as well as operating grant programs administered by the **Edmonton Arts Council** and **Edmonton Heritage Council**

Organizations that have 2 years or more of unrestricted cash reserves or restricted but available for operating expenses, may not be considered for an operating grant

### Ineligible Expenses

- Capital projects (including: significant maintenance or repairs to buildings such as an addition or a new roof.
- Fundraising expenses (e.g. Bingos and casinos).
- Expenses associated with income-generating operations not directly associated with programs and services of the organization (e.g. public food sales/catering/banquet services, facility rental)
- Depreciation/amortization (Decreases the value of capital assets over time).
- Debt Repayment or Debt/Credit Interest - Expenses related to a line of credit, mortgage, credit card, overdraft or other debt, or the principal and interest on any credit or debt.

### **Grant Assessment Criteria**

Applications are assessed and scored based on the following:

- Organizational eligibility
- Alignment to grant priorities
- Eligible operating expenses
- Most recent year-end financial statements

Grant awards are determined by a formula based on the above criteria and the number of eligible applications. Awards amounts for the grant are a minimum of \$500 and a maximum of \$15,000.

### **Grant Timelines**

(The timelines below are subject to change)

January 29, 2025 - Application deadline

January 29 - March 10 - Review applications

By end of March 2025 - Applicants will be notified of funding decisions

### **Final Reporting**

Successful applicants will be responsible for reporting on how operating dollars supported them in advancing their mandate, and the:

- Number and types of program activities;
- Number of participants across programs/services;
- Number of volunteers and volunteer hours;
- Participant outcome data; and

- Progress made on social inclusion and equitable access to programs/services.

Financial reporting is required in the form of financial statements. These will be included in the application for the grant.

### **Application Deadline**

**Applications will be accepted until Wednesday, January 29, 2025, 11:59 pm.**

**No late or incomplete submissions will be accepted.**

The following required documents must be attached to the online Application.

- Financial Information Form (link in application)
- Most recent audited year-end financial statements, signed by 2 Board members **OR**
- Most recent internally generated financial statements (those that are not presented either as a notice to reader, a review or an audit) signed by 2 Board members and must include a bank reconciliation and bank statement as at the fiscal year-end
- Board minutes approving funds saved for a specific purpose, if applicable

For more information about the Grant contact: [Grants@edmonton.ca](mailto:Grants@edmonton.ca)