

Chestermere City Grants:
United Way Mid Size Grant Information Package



UNITED WAY/CHESTERMERE PARTNERSHIP

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Introduction

The Chestermere City Grants program is funded through multiple streams to help enhance the social fabric of Chestermere. Its purpose is to support residents and organizations to facilitate local activities, programs, services or events that promote the social well-being of the residents of Chestermere. The City of Chestermere offers multiple grant programs to support initiatives that strengthen community wellbeing, connection, and quality of life. While application formats and questions may appear similar, each funding stream serves a distinct purpose and has different requirements.

Through the support of the Grant Adjudication Committee, the Community Grants, Family Community Support Services (FCSS), and United Way Partnership Grant (UW) streams go through intensive deliberation to support applicants in their project ventures. This information package will provide a comprehensive understanding of [United Way Mid Size Grant](#).

Several reference documents will be incorporated including the most recent Council Strategic Plan, Social Wellbeing Framework, and the City of Chestermere Grant Adjudication Committee Policy.

Overview

1. Please read ALL of the information carefully prior to completing your submission.
2. INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED.
3. LATE PROPOSALS WILL NOT BE ACCEPTED.
4. All applications should be made out to:

City of Chestermere
105 Marina Road
Chestermere, AB T1X 1V7
PH: (403) 207-7050

E-mail: grants@chestermere.ca

5. Service Providers may be required to make a presentation on their proposal.
6. Proposals will be reviewed as quickly as possible, and all Service Providers will be contacted once funding decisions have been made.
7. Information Sessions will be made available for Q&As regarding each grant stream.
8. Successful Service Providers will be required to sign either a Memorandum of Understanding or a Letter of Agreement with the City of Chestermere. This agreement will include details of payment, financial and program reporting, along with other funding conditions.

Contact Information

For inquiries on Community Grants, FCSS, UW Grant, or Vitality Grants, please connect with:

Grants Liaison

Phone: (403) 207-7050 ext.7063

E-mail: grants@chestermere.ca

United Way Mid Size Grant

Purpose

The United Way Partnership and Grant Funding Adjudication Committee oversees the allocation of United Way Partnership funding in Chestermere and is guided by the desired results for communities identified by the United Way of Alberta. These desired results target the most critical needs in communities and will make a significant difference in changing the lives of people experiencing poverty in our community, and the many others at risk. Proposals must be in line with the United Way Mandate.

- [Socioeconomic Well-being](#) – improving people’s financial and living situations
- [Mental Health](#) – supporting people’s mental health and well-being
- [Social Inclusion](#) – creating a sense of belonging and equality for everyone
- [Healthy Relationships](#) – encouraging positive and supportive relationships

All final funding decisions are further subject to change based on confirmed Provincial and Regional funding.

Eligibility

Eligible Applicants	Ineligible Applicants
Eligible Service Providers: • Registered Not-for-Profit organizations • Registered Charities • Not duplicate existing project/program/service/event within the community.	• Individuals • Hospitals • Political Parties • Religious activities. • Government or Government Agency.

Ineligible Expenses:

- Annual operating deficits
- Any project/program/service/event which furthers a for-profit venture
- Endowment funds
- Activities related to election campaigning
- Activities that primarily benefit one individual only
- Reimbursement of volunteer hours

- Expenses incurred prior to the award of the grant
- Alcoholic beverages
- Donations
- Out-of-town activities and travel
- The purchase of land or buildings,
- The construction or renovation of a building,
- The purchase of motor vehicles,
- Any costs required to sustain an organization that do not relate to direct service delivery under the program (i.e. rent),
- Municipal property taxes or levies
- Capital expenditure or projects

Evaluation

The Grant Adjudication Committee will score each application based on its alignment with United Way Guidelines, Council Strategic Plan and Social Wellbeing Framework.

Grant Adjudication Committee Evaluation Considerations – each subcategory is weighted as (1) – the more questions under a section, the more weight that section has in evaluation.

Criteria		Ranking Scale
Effectiveness and Feasibility Consider clarity of objectives, activities and outcomes.		
Part B, Q1	The program is well-defined, with clear goals, objectives, and a logical plan of action that are aligned with the organization.	1 - 10
Part B, Q2-3	There are specific, measurable outcomes and performance indicators to assess the program's success.	1 - 10
Alignment with Community Needs Consider demonstrated need and alignment with strategic priorities.		
Part C, Q1-2, 5	The proposed program or project addresses a local community need with clear evidence referenced through at least one municipal social strategic document.	1 - 10
Part C, Q3-4	The proposed program aligns with United Way Mandate Priorities.	1 - 10
Safety, Equity and Inclusion Consider specific actions to remove barriers, target populations, and accessibility measures.		
Part D, Q1	The program actively promotes inclusivity, ensuring broad access and removing barriers for marginalized or underrepresented groups.	1 - 10
Part D, Q2	Proposed project has listed clear safety practices in place for clients, personnel and volunteers.	1 - 10
Community Engagement and Empowerment Consider quality of partnerships, volunteers, and level of participation.		
Part E, Q1-2	The program encourages community ownership, volunteer involvement, that displays forms of active engagement.	1 - 10
Organizational Capacity and Accountability Consider quality of partnerships, volunteers, and level of active participation.		
Part A, Q1	The organization has a clear mandate, vision and direction for overall programming goals and services.	1 - 10
Part F	The organization demonstrates fiscal responsibility, including a clear, realistic budget to display a plan for tracking expenses.	1 - 10

General Guidelines

- The grant is non-transferable and must not be used for any purpose other than the approved project/program/service/event.
- Project/program/service/event must reflect the best general interest of the community of Chestermere and should not promote any ideas or opinions that could be deemed as discriminatory or offensive in nature.
- All applications must include current financial statements, audited if available. Organizations shall maintain proper financial records for the project.
- This grant will not pay for expenditures or financial commitments made before the organization's grant application is approved and within the grant cycle year.
- Equipment purchased through the grant will become property of the City of Chestermere upon the dissolution of the group.
- The Service Provider shall comply with the Occupational Health and Safety Act, SA 2020, c. O-2.2, the Occupational Health and Safety Regulation, and the Occupational Health and Safety Code, as amended from time to time. The Service Provider shall ensure that all workers, contractors, equipment, and work practices meet the requirements of this legislation, including but not limited to provisions related to workplace violence prevention, harassment, and working alone.
- The selected Service Provider(s) will provide all services and will not subcontract or otherwise assign any of the work awarded through the Agreement without formal, written consent from the City. If subcontracting is permitted, the above standards for Insurance and Licensing is also applicable to those providers.

Media and Recognition

As part of your organization's partnership with United Way, we request that you recognize United Way publicly in the following ways:

- Place United Way messaging as appropriate inside your Grantee with high public visibility. United Way campaign resources are updated annually and can be found online at <http://www.calgaryunitedway.org>. You are welcome to download and print United Way marketing materials.
- Include United Way logo and/or acknowledge United Way on internal and external publications and any other publications related to the Funded Initiatives United Way funds (including any of your organization marketing materials, i.e. brochures, website, etc). United Way's logo and brand standards can be downloaded from <http://www.calgaryunitedway.org>
- Place United Way marketing materials and/or visual acknowledgement at Grantee display as appropriate. United Way often shares updates and invitations

to Grantees on social media. If your Grantee is on social media, follow United Way on Facebook at facebook.com/CalgaryUnitedWay

United Way can provide you with appropriate marketing materials (such as posters) if you are not able to print them. Your use of these materials is an important part of building public awareness for both United Way and its relationship with you. As such, your efforts to follow these guidelines will be reviewed during Grantee assessments.

Funding Duration

The contract duration will begin on January 1, 2027 and end on December 31, 2027.

Licensing and Insurance

- The Service Provider is responsible to ensure that all the licenses that are required by any and all regulatory bodies are applied for, approved and maintained in compliance with the appropriate legislation.
- The Service Provider shall provide the following insurance, to be placed with a company and in a form as may be acceptable to the City. This insurance shall remain in force until the termination of the agreement, unless otherwise stipulated, and shall provide for THIRTY (30) days prior notice of cancellation, lapse or material change.
- Comprehensive General Liability Insurance protecting the Service Provider, their respective servants, agents or employees and to indemnify and save harmless the City of Chestermere from and against all claims, losses, demands, actions, payments, suits, recoveries, judgements, or settlements of any kind brought against or recovered from Chestermere in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part of any act, omission, fault, or negligence whether active or passive of the Agency or of anyone acting under its direction or control or on its behalf in connection with or incidental to carrying out the Programs. Such indemnification shall survive the termination of the Agreement.
- This insurance shall be for the amount of no less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence and shall include a standard form cross liability clause (naming the City as an additional insured on the policy).

Monitoring and Reporting

- Community organizations must complete a Year End Report no later than January 31 of the following year after completion of the project. If the report is not provided, future funding requests shall not be considered.
- Any unused funds must be returned to the City of Chestermere unless written permission from the City to redirect these funds is provided.

- As a continuation of practice, throughout the duration of this funding term the Grant Adjudication Committee will be provided with a record of each funded organization's reporting responses.
- To ensure best use of resources, funded organizations that fail to meet deadlines, attend required meetings, submit incomplete reporting or fail to report in the required templates may jeopardize their funding within the terms of the Funding Agreement.
- Municipal staff may visit the site to connect with organizers and see the project in action.

Confidentiality and Security

Authority

All proposals shall be signed by an authorized employee or Board member.

Use of Documentation

This document or any additional information may not be used for any purpose other than the submission of proposals.

Access to Documentation

Access to this document, and any additional information gained while completing the funding process must be strictly controlled to maintain the confidentiality of the information.

Confidentiality

Information pertaining to the City of Chestermere obtained by the Service Provider as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Chestermere.

Freedom of Information and Protection of Privacy Act

The personal information you provide on this form is being collected under the authority of Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

Application Process

1. Application must be submitted using the designated application form and must include all applicable documentation. The application is available through the city website here: <https://thecityofchestermere.ca/cityhall/united-way-mid-size-grant/> or can be made available via e-mail if requested.
2. Complete entire application. Failure to complete all application fields may make application subject to additional information request.
3. Submit the completed application, along with all related materials, via e-mail to grants@chestermere.ca no later than 4:00 p.m. MT on September 21, 2026. Please include “*UW Submission*” in the subject line of your e-mail.
4. All applications are reviewed to confirm that the proposed expenses do not fall within the above listed ineligible expenses and that the application meets the grant Purpose and Eligibility requirements.
5. All eligible applications are forwarded for review and decision by the Grant Adjudication Committee.
6. Funding decisions will be forwarded to City Council for information.
7. Grant recipients will be notified, in writing, of the grant amount approved.
8. Grants may be awarded with certain terms and conditions. The letter of award will state the restrictions, if any, that apply to the grant.
9. Successful applicants will be required to sign a Grant Funding agreement prior to receiving their funding.
10. The term of the grant shall be for one year only. Applicants are advised that grants may not be continued from year to year.
11. Renewals are not automatic nor is any increase in funds.
12. The city reserves the right to ask for supplemental or additional information during both the application and review process as well as during the project and reporting period.

Frequently Asked Questions (FAQs)

1. What are the timelines for this funding cycle?

Community Grant Funding

- Calls for Proposals – May 25, 2026
- Deadline for Proposals – July 27, 2026
- Notification of Awards Issued – November 2026
- Project Period – January 1, 2027 to December 31, 2027

FCSS Funding

- Calls for Proposals – June 1, 2026
- Deadline for Proposals – July 13, 2026
- Notification of Awards Issued – September 2026
- Project Period – January 1, 2027 to December 31, 2027

Vitality Grant (FCSS) Funding

- Calls for Proposals – June 1, 2026
- Deadline for Proposals – June 29, 2026
- Notification of Awards Issued – July 8, 2026
- Project Period – July 13, 2026 to December 31, 2026

United Way Funding

- Calls for Proposals – August 10, 2026
- Deadline for Proposals – September 21, 2026
- Notification of Awards Issued – October 2026
- Project Period – January 1, 2027 to December 31, 2027

Note: Dates are subject to change

2. Is the grant to be used to service Chestermere only?

The agency doesn't have to be established in Chestermere, but the project/program must serve the residents in Chestermere.

3. Can travel expenses outside of Chestermere be reimbursed?

Travel expenses incurred outside of Chestermere are considered ineligible expenses.

4. If we apply for a certain amount, could we get less than what we applied for?

Yes, you may receive partial funding. A revised budget sheet would be required in this situation.

5. Why do we need to provide financial statements, organizational charts and a list of Board of Directors?

These documents assist the Committee with determining your organizational capacity and fiscal accountability. Showcasing organizational experience and a clear staffing model for both proposed and existing or alternative programs will enhance the strength of your proposal.

6. How are proposals evaluated?

Community Support Services grant support staff review each proposal/application to determine if the application is eligible under the funding stream.

- If there are elements of a proposal/application which are not eligible for funding, these items are noted by staff. In this case, clarification may be requested.
- Committee members will review proposals line by line and utilize the weighted ranking system.
- Rankings from all Committee members are compiled and form the basis of discussion for final funding allocations.

7. What are the agency commitments if funding is awarded to their proposal?

If successful for either FCSS, United Way, or Community Grant funding an agency may anticipate the following activities as part of their agreement with the City of Chestermere:

- Mid-Year and Year End Reporting
- Mid-Point Presentation to the Committee

Vitality Grant recipients are required to submit a Final Report along with project receipts, for reimbursement.

8. Why was the SIF removed?

Due to the grant streams being separated, the Social Investment Framework (SIF) is no longer needed to bridge priorities. Instead, the priorities have been broken down into separate questions for clarity and reference.

Definitions

Term	Definition
# of Community Development Initiatives	Community development initiatives include, but are not limited to, community assessments, mobilization, and collaborative and/or advocacy initiatives. The desired outcomes are identified, with measurable indicators of progress reported. Initiatives reported are limited to those that are organized and led by your organization.
# of Community Development Clients	Participants who are actively engaged in the community development initiative. They are counted only once and are counted as Community Development Clients.
# of Information Referrals	The number of times contact information such as an organization's name, contact person, phone number, days and times of service, brochures, business cards, etc. are provided to a community member, client or program participant that connects them to a service in response to their request (unsolicited information your organization provides is counted as a promotional activity). Note that these clients may not be identifiable (e.g. information service, one-time phone conversation, email, etc. No demographic information about such persons is collected).
# of Volunteers	An individual who has provided support from which your project or service has benefited and who is willing to work on behalf of others without the expectation of pay or other tangible gain. Each individual volunteer is only counted once.
# of Volunteer Hours	The total number of hours all your volunteers have worked on behalf of your project during this reporting period.
# of Unique Individuals	Individuals who receive direct service through funded projects and services for whom there is a measurable impact. Each individual is counted only once in this reporting period (if service is provided to a family unit, all individuals for whom there is a direct measurable impact should be recorded as individuals).
Activities	What the project does to achieve its goal(s). Activities include the services provided or actions undertaken by the project.
Adults (19 to 64):	Individuals between the ages of 19 and 64 years (up to the 65th birthday) who receive direct service.
Administrative Expenditures:	Expenses incurred in controlling and directing an agency as a whole as opposed to expenses related to individual departments or programs. Eligible administrative expenditures include: management fee, salaries and benefits of positions where the individual is not participating in direct program service, bookkeeping/admin, audit fees, bank fees, general liability insurance, photocopying/printing, office supplies, other costs as approved by the funder. <i>Note: Where an employee performs both administrative and program functions, split the expenditures in ratio to match the division of duties between administrative and program delivery.</i>
Arts and Leisure	An activity or event that is primarily focused on the creation or delivery of art, creative skill or practice, and/or entertainment
Assets	A useful or valuable quality, person, or thing; an advantage or resource.

Broad Strategy	In general terms, how the project will address the specified community need.
Capital Projects	Include but are not limited to: A long-term, high-value investment focused on building, maintaining, or improving capital assets, such as infrastructure or buildings, including upgrades or property improvements, that are expected to provide benefits for a long period of time.
Children (0 to 5 years):	Individuals between their date of birth up to the day before their 6 th birthday who receive direct service.
Children/Youth (6 to 12 years):	Individuals between their 6 th birthday and up to the day before their 13 th birthday who receive direct service.
Client	Any community member or program participant receiving services from your organization as a result of the project.
Client Capacity	The total number of unique individuals that are expected to be served as a result of your project.
Community Assets	Community assets are the collective resources which individuals and communities have at their disposal; those which can be leveraged to develop effective solutions to promote social inclusion and improve the health and well-being of citizens. Assets include organisations, associations and individuals.
Community Development	Efforts made by professionals and community residents to: enhance the social bonds among community members; motivate citizens to self-enhance; develop responsible local leadership; and create or revitalize local institutions.
Direct Service	Engagement between staff members and clients.
Direct Delivery	Engagement between project staff/organizers/volunteers and participants/attendees.
Evaluation	How to determine how well a project has achieved its goal(s).
Endowment Fund	A financial asset, typically held by a non-profit organization, which contains the capital investments and related earnings leveraged by the non-profit organization to fund the overall mission.
Families	A family unit is self-defined and can contain multiple generations and configurations. This includes biological or adoptive parents, extended family members, other relatives who are providing direct care to children, etc. If families are your program's primary target population, then the individuals reported under families should not be counted under Unique Individuals. If families are not your program's primary target population, then families are treated as a subset of your Unique Individual count.
For-Profit Venture	Denoting a venture that is established, maintained or operated for the purpose of making a profit.
Formal Partnerships	Formal partnerships involve an exchange or sharing of resources, with both parties involved in the planning and delivery of the services provided through the partnership. A written agreement is in place outlining the roles and responsibilities of each partner.
Full Time Equivalent (FTE)	An FTE is the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered

	to be 2,080 hours, which is calculated as: 8 hours per day x 5 work days per week.
Funded Full Time Equivalent	The total number of FTE's that have wages/salaries being paid with the grant funding for the project.
Heritage/History	Anything relating to the ethnic, historic, cultural significance of the geographic area related to the City of Chestermere.
Informal Partnerships	Informal partnerships involve informal, unwritten agreements with other community services and agencies for sharing of space, services and/or resources.
Mission Statement	A statement that defines what an organization is, why it exists, its reason for being. At a minimum, a mission statement defines who the primary target populations are, the products and services produced, and describes the geographical location in which an organization operates.
Non-Profit Organizations	"Non-profit" and "Not-for-Profit" are often used interchangeably to refer to organizations that do not redistribute profits or funds to owners or shareholders. Non-profits usually carry out larger, more organized activities that focus on environmental, social, political, or economic missions.
Not-For-Profit Organizations	"Non-profit" and "Not-for-Profit" are often used interchangeably to refer to organizations that do not redistribute profits or funds to owners or shareholders. Not-for-Profits often carry out smaller group activities that focus on sports, hobbies, or special interests.
Operating Board	A group of designated individuals who does the work of the organization, manages as well as governs the organization. May also be referred to as a "Working Board"
Operating Deficit	Any excess of standard business operating expenses over standard business operating incomes.
Organizational Capacity:	Demonstrated organizational experience and staffing model required to support the proposed initiative, in addition to existing programs
Outcomes	The benefits or changes for individuals, families, communities or populations that result from participating in a program or project activities. For FCSS purposes, outcomes specifically relate to changes in knowledge, attitudes, values, skills, behaviour, condition, status or other attributes.
Outputs	The direct products of project activities. Outputs usually are measured in terms of the volume of work accomplished. For example, the numbers of classes taught, counselling sessions conducted, educational materials distributed, and participants served.
Primary Target Population	The population your project has been designed to serve directly and specifically, these individuals experience a measurable impact. This would be one of the following: children, adults, seniors or families. Other populations may be impacted by the program, but they are secondary, not the primary target population. For example, Youth programs may support the family, but youth are the identified target.

Primary Target:	Individuals who receive direct service through funded projects and experience a measurable impact. Each individual is counted only once in this reporting period. If service is provided to a family unit, all individuals for whom there is a direct, measurable impact should be recorded as individuals.
Project	A set of inputs and outputs required to achieve a particular goal.
Protective Factors	Protective factors are those qualities or situations that help alter or reverse expected negative outcomes. Stress-resistant or “invulnerable” individuals have common protective factors operating as two broad sets of developmental strengths: - external factors such as family, peers, school and community, and - internal factors or personality characteristics such as empowerment, self-control, cultural sensitivity, self-concept and social sensitivity.
Public Access	Accessible to the general public and may include private property that is not open to the public at large, but is intended for frequent use by many persons.
Recreation and Sports	Leisure activities including games, leagues and events that are in the realm of athletics and competition
Risk Factors	Risk factors are disabling, cultural, economic, or medical conditions that deny or minimize opportunities and resources for optimal human development. Risk factors can be internal (within the person) or external (involving the family, school/work, and community).
Seniors (65+)	Individuals over the age of 65 years who receive direct service
Social Well-Being	A sense of involvement with other people and with our communities. Many researchers believe that well-being is not just about being happy or content, but also about being actively engaged with life and with other people.
Unique Individuals	Individuals who receive direct service through funded projects and services for whom there is a measurable impact. Each individual is counted only once in this reporting period (if service is provided to a family unit, all individuals for whom there is a direct measurable impact should be recorded as individuals).
Vision Statement	An inspirational and aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action.
Volunteers:	An individual who has provided support from which your project has benefited and who is willing to work on behalf of others without the expectation of pay or other tangible gain. Each individual volunteer is only counted once.
Youth (13 to 18 years)	Individuals between their 13 th birthday up to the day before their 19 th birthday who receive direct service.

For additional information, contact:

grants@chestermere.ca

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