

**Chestermere City Grants:
Community Grants Information Package**



CHESTERMERE

Table of Contents

1. [Table of Contents](#)
2. [Introduction](#)
3. [Overview](#)
4. [Contact Information](#)
5. [Purpose](#)
6. [Eligibility](#)
7. [Evaluation](#)
8. [General Guidelines](#)
9. [Application Process](#)
10. [Frequently Asked Questions \(FAQ\)](#)
11. [Definitions](#)
12. [Appendices](#)
 - i. **Social Wellbeing Framework (2025)**
 - ii. **Council Strategic Priorities (2026-2029)**
 - iii. **Grant Adjudication Committee (GAC) Policy**
 - iv. **Social Needs Assessment (2023)**

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 social well-being of the residents of Chestermere. 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 [Community Grants](#).

Several reference documents will be incorporated including the most recent Council Strategic Plan, most recent Community Social Needs Assessment, 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. You must have completed a Statement of Intent (SOI) to be eligible to apply.
3. INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED.
4. LATE PROPOSALS WILL NOT BE ACCEPTED.
5. 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

6. Service Providers may be required to make a presentation on their proposal.
7. Proposals will be reviewed and all Service Providers will be contacted once funding decisions have been made.
8. Staff can be made available for Q&As regarding each grant stream.
9. 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

Community Grants

Purpose

Chestermere City Council allocates funding to local organizations through the Community Grants Program. The purpose of Community Grants is to support community organizations that facilitate local activities which enhance:

- Arts/Culture,
- History/Heritage,
- Sports/Recreation
- General Community Benefit

Funding is awarded annually for allocation from January 1, 2027 to December 31, 2027 and is subject to budget approval by Chestermere City Council.

Eligibility

Eligible Applicants	Ineligible Applicants
<p>Eligible Service Providers:</p> <ul style="list-style-type: none">• Not-for Profit organizations• Registered Charity/NFP• Established Community Groups <p>The project/program/service/event must:</p> <ul style="list-style-type: none">• Primarily serve Chestermere residents.• Be open to the public and/or allow reasonable public access.• Demonstrate the need for financial assistance and that adequate funding from other sources is not available.• Demonstrate active fundraising efforts.• Not duplicate existing project/program/service/event within the community.	<ul style="list-style-type: none">• Education, government or political institutions;• Organizations that are in arrears of payments with the City of Chestermere;• Organizations that have failed to report on previous City grant funding commitments.

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
- Property taxes or insurance
- Alcoholic beverages
- Donations
- Out-of-town activities and travel
- Activities that advance an explicitly religious activity

Evaluation

Applications are evaluated by the Grant Adjudication Committee against a number of criteria. Decisions are then presented to Council for information. Please refer to the evaluation criteria rubric below.

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

Community Grants

Committee Member Name

Please use the corresponding scale to assist with ranking the application

Poor: missing, unclear, or not credible	Adequate: basic but lacks depth or clarity	Strong: clear, detailed, and logical	Excellent: highly detailed, compelling, and well-
1 2 3	4 5 6	7 8	9 10

Criteria	Ranking Scale
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Effectiveness and Feasibility

Consider clarity of objectives, activities and outcomes.

Part B, Q2	The project is well-defined, with clear goals, objectives, and a logical plan of action that are aligned with the organization.	1 - 10
Part B, Q3, Q4, Q5	There are specific, measurable outcomes and performance indicators to assess the project's success.	1 - 10

Alignment with Community Needs

Consider demonstrated need and alignment with strategic priorities.

Part B, Q1	The project aligns with one of the listed categories (e.g., Arts/Culture, History/Heritage, Community Benefit, Sports/Recreation).	Yes/No
Part B, Q6	The proposed project addresses a demonstrated need within the community and shows alignment with Council Strategic Priorities and a recent Social Needs Assessment.	1 - 10

Safety, Equity and Inclusion

Consider specific actions to remove barriers, target populations, and accessibility measures.

Part C, Q1	The project actively promotes inclusivity through specific actions, ensuring broad access and removing barriers for marginalized or underrepresented groups.	1 - 10
Part C, 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 active participation.

Part D, Q1, Q2	The project encourages community and/or volunteer involvement, that displays forms of active engagement.	1 - 10
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Organizational Capacity and Accountability

Consider experience, staffing, and financial stability.

Part A	The organization has a clear mandate, vision and direction for overall programming goals and services.	1 - 10
Part E	The organization demonstrates fiscal responsibility, including a clear and realistic budget.	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 calendar year.
- Equipment purchased through the grant will become property of the City of Chestermere upon the dissolution of the group.
- Projects may only be proposed once through **a single** funding stream, FCSS, United Way or Community Grants. Subsequent duplicate applications to different streams will not be considered.

Funding Duration

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

Recognition of Funding

- The City of Chestermere will be recognized as a source of funding. Applicants must identify how recognition of the City will be promoted in the application.

Licensing and Insurance

- Applicants shall be responsible for obtaining all required licenses, permits, insurances, permissions and other authorizations, including for the use of any photographs, copyright materials, property, or other rights belonging to third parties that are used for the project. The City of Chestermere shall not be held liable for any failure to acquire necessary permissions, or for any components or actions of organization.

Monitoring and Reporting

- Community organizations must complete a Final Report, that includes financials and receipts, no later than three (3) months after completion of the project. If the financial report is not provided, future funding requests shall not be considered.
- Receipts are to be attached and included with the Final Report.

- Any unused funds must be returned to the City of Chestermere unless written permission from the City to redirect these funds is provided.
- 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. A Statement of Intent (SOI) must be completed prior to the submission of an application. A project that is significantly different than what was initially proposed during the SOI period may be subject to ineligibility.
2. 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/community-grants/> or can be made available via e-mail if requested.
3. Complete entire application. Failure to complete all application fields may make application subject to additional information request or may be considered ineligible to continue with the process.
4. 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 **Monday, July 27, 2026**. Please include “*Community Grant Submission*” in the subject line of your e-mail.
5. 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.
6. Every eligible application is forwarded for review to the Grant Adjudication Committee. The committee makes their decision on awarding of funds.
7. Funding decisions will be forwarded to City Council for information.
8. Grant recipients will be notified, in writing, of the grant amount approved.
9. Grants may be awarded with certain terms and conditions. The letter of award will state the restrictions, if any, that apply to the grant.
10. Successful applicants will be required to sign a Community Grant Funding agreement prior to receiving their funding.
11. The term of the grant shall be for one year only. Applicants are advised that grants may not be continued from year to year.
12. Renewals are not automatic nor is any increase in funds.
13. 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 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:	<p>Expenses incurred in controlling and directing an agency as a whole as opposed to expenses related to individual departments or programs.</p> <p>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.</p> <p><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></p>
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: <ul style="list-style-type: none"> · 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 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

Appendices

- I.** [Social Wellbeing Framework \(2025\)](#)
- II.** [Council Strategic Priorities \(2026-2029\)](#)
- III.** [Grant Adjudication Committee \(GAC\) Policy](#)
- IV.** [2023 Social Needs Assessment](#)