
Supporting Food Security for Albertans

2023-24 Food Security Grant Application Guidelines



Alberta

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Supporting Food Security for Albertans

2023-24 Food Security Grant Guidelines

Purpose and Objectives

As the price of groceries continues to be a challenge for many, Alberta's government is ensuring food banks have the resources to help Albertans. To increase food security for Albertans, \$10 million is being provided to food banks and community organizations across the province to ensure Alberta families can put nutritious food on their tables.

Alberta's government provided \$20 million over two years for food banks and community organizations with food security programs. In 2022/23, \$10 million was distributed to support food security in Alberta. Of the remaining \$10 million, \$4.1 million is being allocated through the 2023/24 food security grant.

This document outlines the eligibility criteria and process for organizations to apply for this funding.

Food Security Grant Overview

Category	Overview
Eligible Organizations	Established organizations and projects operating in Alberta that: <ul style="list-style-type: none"> • Provide food at no cost directly to individuals and families in need, or • Provide food or subsidies to front line agencies that provide food or meals at no cost to individuals and families in need.
Eligible Expenses	<ul style="list-style-type: none"> • Food, household necessities • Gift cards for food • Transportation of food • Preparation of food • Front line staffing • Equipment • Vehicles • Administration (Not to exceed 10% of the total amount of the grant)
Funding Range	Maximum funding of \$50,000 per eligible organization.
Funding Term	Funding must be used by December 31, 2024.
Application Deadline	December 15, 2023 at 11:59 p.m. MST
Application Package	Apply on-line at: https://extranet.gov.ab.ca/opinio6//s?s=61024
Grant Agreement	A grant agreement will be offered to successful applicants by the Family and Community Support Services Association of Alberta (FCSSAA) upon approval of an application.
Reporting Requirements	A final report including financial statements, outputs, and outcomes of the project will be required.

Eligible Organizations

To be eligible for the Food Security Grant, an organization must have been operating in Alberta for a minimum of one year at the time of application and must be:

- a registered non-profit organization incorporated and under the *Societies Act* (Alberta) or other incorporating legislation in the Province of Alberta; or
- a municipality, Metis Settlement or First Nation; or
- federally incorporated and partnered with an eligible entity registered and operating in Alberta; or
- a food bank or related food security program operating within a post-secondary institution.

Eligible organizations or projects must also:

- act as a centralized warehouse or clearing house for the purpose of collecting, storing, and distributing food to front line agencies that provide supplemental food and meals to Albertans in need;
- provide food or meals directly to Albertans in need at no cost (e.g., food banks, soup kitchens, community meals); or
- be a provincial association that provides subsidy programs to food banks for the transportation or purchase of food.

Ineligible Organizations

The following organizations and projects are not eligible for the Food Security Grant:

- for-profit organizations
- established food banks that received funding as part of the Food Bank Grant in 2023/24
- homeless shelters that received funding as part of the Shelter Food Security Grant in 2023/24
- organizations that sell donated food
- organizations that sell or receive compensation for the food they provide
- organizations receiving other sources of government funding to provide meals to their clients/residents (e.g., group homes etc.)

- organizations that have overdue or incomplete reporting relating to any grant previously awarded by the FCSSAA

Eligible Expenses

The maximum amount of funding provided to any organization for the Food Security Grant will not exceed \$50,000. The actual amount of funding provided will depend upon the number of applications received, the number of individuals an organization serves and its service area.

Organizations may only use the grant funds for costs associated with:

- the purchase of food (includes food related gift cards)
- the purchase of personal hygiene items and household necessities
- the transportation of food
- food preparation
- front line staff (includes staff and volunteer training in Alberta)
- subsidies to food banks to either purchase and/or transport food
- operational costs including rent, utilities, and insurance
- capital assets including vehicles and commercial kitchen assets including freezers/ refrigerators, ovens and other kitchen appliances, et cetera
- facility improvements
- administration costs (maximum 10% of total budget) such as office operations, human resources, leadership, accounting, et cetera

Ineligible Expenses

Funding may not be used for:

- items associated with the growing or farming of food (e.g., seeds, fertilizers, etc.)
- any costs related to animals/livestock (food, medication etc.)
- start-up costs
- debt retirement or deficit reduction
- expenses incurred prior to the application deadline

Application Process

Applications and supporting documents need to be submitted using the online application form available at: <https://extranet.gov.ab.ca/opinio6/s?s=61024>.

Only applications submitted electronically using the online application form at: <https://extranet.gov.ab.ca/opinio6/s?s=61024> and received no later than 11:59 p.m. MST on December 15, 2023, will be considered for funding. No late applications will be accepted.

Please see Appendix A for a sample version of the application form suitable for drafting purposes only.

Submitting an application does not guarantee funding. Incomplete applications will not be considered.

Grant Agreement

Funding is being delivered through the FCSSAA on behalf of the Government of Alberta. Successful grant applicants will enter into a grant agreement with the FCSSAA. Funding will not be distributed directly by the Government of Alberta.

Reporting Requirements

Successful grant applicants will be required to submit a final report including financial statements, program outputs and the outcomes achieved.

Key Contacts

Family and Community Support Services Association of Alberta (FCSSAA)

Email: fbgrants@fcssaa.org

Phone: 780-422-0133

Additional Information

Visit <https://www.alberta.ca/food-security> for more information on how Alberta's government is supporting food security for Albertans.

Appendix A

Alberta Food Security Grant Application Form

A. Overview

Please ensure you have read and understood the Food Security Grant Guidelines before completing the funding application.

This form provides a sample of the application for the 2023-24 Food Security Grant.

Completed applications and supporting documentation must be submitted online no later than **11:59 p.m. MST on December 15, 2023**, to be considered for funding.

The Family and Community Support Services Association of Alberta (FCSSAA) will notify successful applicants of their eligibility for funding by email on or before February 2, 2024.

Successful applicants will be required to submit:

- Proof of Commercial General Liability insurance in an amount not less than \$2,000,000 inclusive limit for any one occurrence; and
- Direct deposit information

Please contact the FCSSAA by email at fbgrants@fcssaa.org or by telephone at 780-422-0133 if you have any questions about how to apply for this grant.

B. Applicant Information

Legal Name of Organization:			
Address:			
City:		Postal Code:	
Constituency:			

Please select the organization's Act of incorporation:

<input type="checkbox"/> Societies Act (Alberta)	<input type="checkbox"/> Other (please identify):
Registration Number:	
Incorporation Date:	

Contact Information:

Primary Contact Name:	
Primary Contact Phone:	
Primary Contact Email:	

Secondary Contact Name:	
Secondary Contact Phone:	
Secondary Contact Email:	

Please indicate how the organization or project supports food security in Alberta (select all that apply):

<input type="checkbox"/>	Acts as a centralized warehouse or clearing house for the purpose of collecting, storing, and distributing food to front line agencies that provide supplemental food and meals at no cost to Albertans in need
<input type="checkbox"/>	Operates a food bank hamper/grocery program to Albertans that provides multiple days' worth of food for people in need to take home at no cost
<input type="checkbox"/>	Operates a meal or snack program, where people in need eat food on-site or are given prepared meals/snacks as take-away at no cost.
<input type="checkbox"/>	Is a provincial association that provides subsidy programs to food banks for the transportation or purchase of food

Is the organization's primary mandate food security?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please describe the organization's food security project and how it is supporting food security:

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How many years has the organization been in operation?

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C. Project Information

What geographic location(s) will be served through this funding?	
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Briefly describe how the funding will be used and how it will result in increased access or availability of food for Albertans:

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Complete if the organization provides a food bank hamper/grocery program:	
Estimated number of hampers/grocery visits that will be provided through this funding?	
Estimated number of individuals* that will be provided a hamper/grocery visit through this funding?	

*Each individual that will be served per visit. Each person in a household is counted as a separate individual served.

Complete if the organization provides a meal/snack program:	
Estimated number of meals/snacks that will be provided through this funding?	
Estimated number of individuals* that will be served a meal/snack through this funding?	

*Each individual that will be served per visit. Each person in a household is counted as a separate individual served.

Please select the expected outcome(s) and associated indicator(s) that your organization will report on:

Outcome	Indicator
<input type="checkbox"/> 1. Enable vulnerable Albertans to have increased access to food	<input type="checkbox"/> 1.1 Number of individuals* served through the Food Security Grant
	<input type="checkbox"/> 1.2 Number of hampers/grocery visits provided through the Food Security Grant
	<input type="checkbox"/> 1.3 Number of meals/snacks provided through the Food Security Grant
<input type="checkbox"/> 2. Increased capacity to provide more food to vulnerable Albertans.	<input type="checkbox"/> 2.1 Approximate percent or weight by which food provided to Albertans increased as a result of the Food Security Grant
	<input type="checkbox"/> 2.2 Percent or number of <u>additional</u> individuals* served through the Food Security Grant

*Each individual person that will be served per visit. Each person in a household is counted as a separate individual served.

D. Budget

Please provide a breakdown of estimated project costs.

Category	Description	Amount
Food	<input type="checkbox"/> Food Inventory	\$
	<input type="checkbox"/> Food related gift cards	\$
Personal hygiene and household necessities		\$
Transportation of food		\$
Food Preparation		\$
Operational Costs (Rent, utilities and insurance)		\$
Front line staff (Salary/wages (incl. benefits), staff and volunteer training)		\$

Subsidies to food banks	<input type="checkbox"/> To purchase food	\$
	<input type="checkbox"/> To transport food	\$
Capital assets (Vehicle and commercial kitchen assets including freezers/ refrigerators, ovens and other kitchen appliances)		\$
Facility improvements		\$
Administration (not to exceed 10% of budget) (e.g., office operations, human resources, leadership, accounting etc.)		\$
Other (please specify):		\$
Other (please specify):		\$
Other (please specify):		\$
Total Amount Requested *Total amount requested may not exceed \$50,000		\$

E. Declaration

I certify that the information contained in this application is true, accurate, and complete and that I am a representative with designated signing authority/decision-making authority in our organization.

Name	Position
Signature	Date