
Supporting Food Security for Albertans

Grant Application Guidelines 2023



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(Supporting Food Security for Albertans| Seniors, Community and Social Services
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Supporting Food Security for Albertans – Grant Guidelines

Purpose and Objectives

The rising cost of living is making it harder for Albertans to put food on their tables, with an increasing number turning to food banks for help. To address this, the Government of Alberta is providing \$20 million in funding over the next two years to help improve food security for Albertans. The first \$10 million in funding will be distributed in 2022-23 as follows:

- **Food Bank Grant**¹ - \$3 million to established food banks in December 2022 to purchase and transport food, and help pay for front line staff.
- **Food Security Grant** - \$2 million to fund grants to organizations that support food security.
- **Donation Matching Grant** - \$5 million to match donations received by food banks and related civil society organizations from December 1 to December 31, 2022.

This document outlines the eligibility criteria and process for organizations to apply for the Food Security Grant and Donation Matching Grant.

¹ Established food banks eligible for the first year of the Food Bank Grant received funding in December 2022.

Food Security Grant Overview

Category	Overview
Eligible Organizations	Established organizations and projects operating in Alberta that: <ul style="list-style-type: none"> • Provide food or subsidies to front line agencies that provide supplemental food or meals to individuals and families in need; or • Provide food directly to individuals and families in need.
Eligible Expenses	<ul style="list-style-type: none"> • Food and household necessities • Transportation of food • Preparation of food • Front line staffing
Funding Range	Maximum funding of \$50,000 per eligible organization.
Funding Term	Funding must be used by July 31, 2023.
Application Deadline	January 31, 2023
Application Package	Apply on-line at https://extranet.gov.ab.ca/opinio6//s?s=59378
Grant Agreement	Formal grant agreement between successful proponents and Family and Community Support Services Association of Alberta (FCSSAA) will be completed upon approval of the application.
Reporting Requirements	A final report including financial statements, outputs, and outcomes of the project will be required no later than September 30, 2023.

Eligible Organizations

To be eligible for the Food Security Grant, organizations must be:

- Operating in Alberta; and
- A registered non-profit organization incorporated under the *Societies Act* (Alberta) or other incorporation legislation in the Province of Alberta.

The organization and project must have been in operation for a minimum of 12 months at the time of applying for funding; and

- 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 provide subsidy programs to food banks for the transportation for, or purchase of, food.

Ineligible Organizations

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

- Organizations that received funding as part of the Food Bank Grant in December 2022
- Organizations that sell donated food
- For-profit organizations
- Organizations receiving government funding to provide meals to their clients/residents (e.g. group homes)
- Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the Government of Alberta or the Family and Community Support Services Association of Alberta (FCSSAA)

Eligible Expenses

The maximum amount of funding provided to any organization 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 and household necessities
- Transportation of food
- Preparation of food
- Front line staff

Ineligible Expenses

Funding may not be used for:

- Items associated with the growing or farming of food (e.g. seeds, animal feed, fertilizers, etc.)
- Any costs required to sustain an organization (rent, utilities, administration, etc.)
- The purchase of capital assets
- Expenses incurred prior to application deadline

Donation Matching Grant Overview

Category	Overview
Eligible Organizations	Established organizations and projects operating in Alberta that: <ul style="list-style-type: none"> • Provide food or subsidies to front line agencies that provide supplemental food or meals to individuals and families in need; or • Provide food directly to individuals and families in need.
Eligible Expenses	<ul style="list-style-type: none"> • Operational costs including, but not limited to the purchase or transportation of food and household necessities, food preparation, front line staff, staff and volunteer training in Alberta, rent, utilities, and insurance. • Capital assets including equipment and vehicles • Facility improvements • Capacity building projects
Funding Range	A maximum of \$50,000 in donations will be matched per eligible organization. The actual amount matched depends upon the number of organizations applying and the total donations received.
Funding Term	Funding must be used by December 31, 2023.
Eligible Expenses	Matching funds may be used for: <ul style="list-style-type: none"> • Operational costs • Capital assets • Capacity building projects intended to strengthen Alberta's network of food banks
Donation Period	Only donations made and received in December 2022 are eligible to be matched.
Application Deadline	January 31, 2023
Application Package	Apply on-line at https://extranet.gov.ab.ca/opinio6//s?s=59378
Grant Agreement	Formal grant agreement between successful proponents and Family and Community Support Services Association of Alberta (FCSSAA) will be completed upon approval of the application.
Reporting Requirements	A final report including financial statements, outputs, and outcomes of the project will be required no later than February 29, 2024.

Eligible Organizations

To be eligible for the Donation Matching Program Grant, organizations must be:

- Operating in Alberta; and
- Incorporated under the *Societies Act* (Alberta) or other incorporation legislation in the Province of Alberta.

The organization and project must:

- Have been in operation for a minimum of 12 months at the time of applying for funding; and
 - 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; or
 - Provide food directly to people in need; or
 - Provide subsidy programs to food banks for the transportation or purchase of food

Ineligible Organizations

The following organizations and projects are not eligible for the Donation Matching Program:

- Organizations that sell donated food
- For-profit organizations

- Organizations receiving government funding to provide meals to their clients/residents (e.g. group homes)
- Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the Government of Alberta or the Family and Community Support Services Association of Alberta (FCSSAA)

Eligible Expenses

- Operational costs including, but not limited to the purchase or transportation of food and household necessities, food preparation, front line staff, staff and volunteer training in Alberta, rent, utilities, and insurance
- Capital assets including equipment and vehicles
- Facility improvements
- Projects to strengthen organizational capacity (e.g. data systems, evaluation capacity, network or partnership development, etc.)

Ineligible Expenses

- Start-up costs
- Debt retirement or deficit reduction
- Expenses incurred prior to the application deadline

Eligible Donations

Only personal cash donations received from individual Albertans between December 1 and December 31, 2022 will be eligible for matching. Corporate donations, in-kind donations, food, gaming proceeds and volunteer activity are not eligible for donation matching.

A maximum of \$50,000 will be matched per organization. The actual amount matched per organization will depend upon the number of organizations applying and the total amount of funds raised.

Organizations will be required to substantiate donations with the following information:

- Date of donation
- Amount of donation
- Method of payment (e.g. cash, cheque, credit card, 3rd party website (e.g. Canada Helps))

No personal donor information will be reported.

Eligible organizations with a primary mandate other than food security that operate a food security program or project must provide proof of donations toward a designated fund for the food security program or project.

Application Process

Applicants may apply for the Food Security Grant and/or the Donation Matching Program using the same application.

Applications and supporting documents should be submitted using the online application <https://extranet.gov.ab.ca/opinio6//s?s=59378>

Please see Appendix A for a PDF version of the application suitable for drafting purposes. No handwritten or type filled PDF applications will be accepted.

Only applications submitted electronically at <https://extranet.gov.ab.ca/opinio6//s?s=59378> and received no later than 4:30pm MST on January 31, 2023 will be considered for funding. No late applications will be accepted.

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

Grant Agreement

Funding is being delivered through the Family and Community Support Services Association of Alberta (FCSSAA). Successful proponents will enter into a grant agreement with the FCSSAA. Funding will not be distributed directly from the Alberta Government.

Reporting Requirements

Successful applicants will be required to submit a final report including financial statements, outputs, and outcomes of the project.

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/affordability-action-plan.aspx> for the most up-to-date information on this and other Government of Alberta programs to help Albertans struggling with the rising cost of living.

Appendix

Supporting Food Security for Albertans Funding Request Form

A. Overview

Please ensure you have read and understood the [Supporting Food Security for Alberta Guidelines](#) before completing this funding application.

This form supports applications for the **Food Security Grant** and the **Donation Matching Grant**, each with its own eligibility criteria. Eligible organizations may apply for one or both of two funding streams.

This form is for drafting purposes only. Please submit the application online at <https://extranet.gov.ab.ca/opinio6//s?s=59378>

Completed application forms and supporting documentation must be submitted online no later than 4:30 pm MST on January 31, 2023 to be considered for funding.

Please contact the FCSSAA at fbgrants@fcssaa.org if you have any questions about how to apply for this grant.

B. Applicant Information

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

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 to Albertans in need
<input type="checkbox"/>	Provides food or meals directly to Albertans in need at no cost (e.g. food banks, soup kitchens, community meals)
<input type="checkbox"/>	Is a provincial association that provides subsidy programs to food banks for the transportation or purchase of food
<input type="checkbox"/>	Other (Please describe)

Is the organization's primary mandate food security?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If no, please describe the project and how it currently supports food security:				

How many years has the organization or project been in operation?	
--	--

Which grant(s) is the organization applying for?

<input type="checkbox"/>	Food Security Grant Only (Please complete section C and E)
<input type="checkbox"/>	Donation Matching Grant Only (Please complete section D and E)
<input type="checkbox"/>	Both the Food Security Grant and the Donation Matching Grant (Please complete all sections)

C. Food Security Grant

Project Information

Please complete this section if the organization is applying for the Food Security Grant.

Please note established food banks that received Food Bank Grant funding in December 2022 are **not** eligible to apply for the Food Security Grant.

Total amount of funding requested (maximum \$50,000):	\$
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What geographic location(s) will be served through this funding?	
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Briefly describe how the funding will be used to support increased access to food:	
How many individuals does the organization expect to be served through this funding?	

Budget

Please provide a breakdown of estimated project costs.

Item	Budget
Food & Household Necessities	\$
Food delivery	\$
Food preparation	\$
Front Line Staff	\$
Subsides to food banks to purchase food or household necessities	\$
Subsides to food banks to transport food	\$
Total	\$

D. Donation Matching Grant Project Information

Please complete this section if the organization is applying for the Donation Matching Grant.

Donation Information

Total amount of matching funds requested for donations raised December 1 – 31, 2022 (maximum \$50,000)	\$
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Please list (or attach a list of) donations including the following details. Please do not include any personal donor information.

If the organization's primary mandate is not food security, please include proof of designated fund.

Date donation received	Method of payment (e.g. cash, cheque, credit card, 3 rd party website)	Amount of donation
		\$
		\$
Total Donations		\$

Project Information

What geographic location(s) will be served through this funding?	
--	--

Briefly describe how the funding will be used to increase food security to assist vulnerable Albertans and their families in need:

How many individuals does the organization expect to be served through this funding?	
--	--

Please describe the expected outcome(s) and associated indicator(s)

Outcome	Indicator

Budget

Please provide a breakdown of estimated project costs.

Item	Budget
	\$
	\$
	\$
Total	\$

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