

2016 Emerging Immigrant and Refugee Community Grant

GUIDE

Program Delivery Partnership Grant

The Program Delivery Partnership Grant supports partnerships between established service providers and community organizations from within emerging immigrant or refugee communities. By working together, these partnerships will increase the inclusion of immigrants and refugees and provide opportunities for all partners to learn from one another.

The grant provides one time funding to the partner organization identified as the fiscal agent. The fiscal agent will distribute to other partners if applicable and as indicated in the approved budget. The fiscal agent may include an administration fee of up to 12% of the budget. The fiscal agent is responsible to report back to the City of Edmonton on the total grant received.

Priority will be given to Partnerships that:

- Address barriers that keep immigrant and/or refugee children and/or families from accessing existing community programs and services
- Engage in innovative approaches for partners to learn from one another
- Apply the skills and experience of each partner organization towards initiatives that promote inclusion of immigrant and refugee families
- Have a plan for sustainability should the project be of an ongoing nature

Eligibility:

Partnerships will include at least one organization who is:

- Registered not for profit or public organization that has delivered programs or services in the community for at least 8 years
- Financially sustainable with a variety of funding sources
- Recognized in the broader community for their credibility and expertise
- Sound governance practices including annual general meeting documentation, year end financial statements that follow generally accepted accounting procedures, proof of annual filing with Corporate Registry.

And at least one partner who is:

- Registered not for profit organization for 2 to 7 years from within an emerging immigrant or refugee community
- Sound governance practices including annual general meeting documentation, year end financial statements that follow generally accepted accounting principles, proof of annual filing with Corporate Registry
- Positive grant history with the City of Edmonton

Ineligible Activities and Expenses:

- Purchase of alcohol and other restricted materials
- Travel expenses
- Programs delivered outside Edmonton
- Capital expenses, mortgage payments, debt repayment
- Programs or services of a political or religious nature

Applications will be processed twice in 2016

NOTE: Applicant must speak with a Grant Coordinator about the partnership idea prior to submitting a letter of intent.

Timeline:

	Round 1 Timeline	Round 2 Timeline
Deadline for letter of intent	April 1	September 9
Review of Letters of Intent	April 4 - 8	September 12 – 16
Presentation of partnership/project to Review Committee	April 18 - 22	September 26 – 30
Partnerships invited to submit an application by:	May 6	October 14
Review Committee adjudicates applications and presents administration with recommendations for funding	May 9 - 13	October 17 - 21
Recommended grant awards are presented for approval to Community Services Advisory Board	May 24	October 25
Funding Agreements signed and grants awarded	June - July	November - December

Final Report:

A final report is due within 60 days of the project end.

Partnerships may be required to share the results of their collaboration at a community event.