

## Introduction

The [Community Assisted Snow Removal Grant](#) (the “Grant”) is designed to empower community leagues to foster a spirit of mutual aid during the winter months. The grant provides funding to support three types of initiatives: an incentive reward program, winter kickoff activities, and year-end appreciation event.

## Funding

Applicant community leagues that choose this funding stream must complete the Funding Award Letter and identify one or more snow removal initiatives to promote a collaborative winter community. If funding remains, an additional round of applications will be opened for further grant funding for the winter season.

Community snow initiatives include:

- **Winter Helping Hands Incentive:** Do you want to create a Community Snow Removal Initiative but have no time and limited resources? We offer you a kit with all the necessary materials to develop an incentive program for your community. The funds allocated to this initiative can be used to provide incentives for volunteers (gift cards, prizes) and any other material related to promoting community snow removal. \*The Community League is not responsible for coordinating, assigning, or managing any volunteers\*
  - *Need a Shovel? Have a Shovel! Campaign:* Community leagues wanting to participate in the program will receive up to 25 shovels to distribute among residents. They will also be given a set of 20 signs to distribute to residents who want to express their need for snow removal by placing them in their windows or front yards. Along with the shovels, the City will distribute an informational pamphlet about the importance of snow removal for Edmontonians.

Community leagues applying to the “Need a Shovel? Have a Shovel!” should submit the [Google Form](#). Once the application is approved, the shovels can

be picked up at no cost at the Edmonton Federation of Community Leagues.

- *Snow Angels:* Our Winter Helping Hands Incentive can be used to engage the general public to become a [Snow Angel](#) to help neighbours in need of snow removal assistance.

Our package includes:

- Instructions to Participate in the Snow Angels
  - Snow Angel's Certificate
  - Front Yard/Window signs for residents in need of snow removal support
- *Youth Snow Removal Incentive: Snow Heroes Challenge*

Kids can also participate in the "Snow Heroes Shoveling Challenge," our Youth Snow Removal Incentive, where children and youth can learn the importance of snow-shoveling, supporting neighbours and clearing snow.

To encourage participants to shovel the sidewalk/pathway/driveway for their own household or a neighbour in need, we will provide a kit which includes:

- Instructions for Challenge Participants
- Snow Heroes Shovelling Challenge Certificate
- Snow Removal Chart and Stickers
- Snow Heroes Team's Characters Buttons

\*Limited quantities available.

- **Winter Kickoff Party with Educational Campaign**

- Start the snow removal season with events dedicated to teaching the community about winter safety and the importance of clearing snow! Host a winter kick-off party featuring activities like hot chocolate stations, snowman-building contests, snow shovelling challenges, honouring traditional Indigenous winter practices and experiences, and information booths with safe snow removal practices where residents can pick up posters to indicate they need assistance shovelling. What about celebrating the Winter Solstice on December 21?
- If your community league chooses to participate in the Snow Heroes Shovelling Challenge, the Winter Kick-Off event can be used to distribute program kits to participants. You can also organize family-friendly events

related to snow shovelling (i.e. snow-clearing races) or emphasize the importance of helping your neighbours. The event can also encourage community members to pledge their participation as Snow Angels during the event.

- This option offers community leagues an opportunity to invite newcomer families in their neighbourhoods who want to learn more about winter in Edmonton and provide them with free shovels through the “Need a Shovel? Have a Shovel!” campaign.

- **Year-End Thank You Event**

- What better way to wrap up winter and move into spring than with a party to show appreciation to community volunteers who supported neighbours through the winter season? Community leagues can use this community initiative to recognize the outstanding efforts of their Snow Angels and Snow Heroes by presenting them with certificates or small awards for their contribution. The event can include fun activities like a scavenger hunt, snowball fight, or sledding!
- Applicant community leagues can participate in one or more snow removal initiatives to promote a collaborative winter community and partner with other organizations to reach larger audiences and support a larger community.

The funding amount for any applicant will not exceed \$1,000 and is dependent on the project scope and criteria.

Grant funding for the Community Assisted Snow Removal Grant is provided on a reimbursement basis. The grant coordinator must approve any change in the approved Initiative.

### **Eligibility Criteria**

The Grant is offered to Edmonton’s community leagues. Community leagues receiving the Grant are responsible for planning and managing the initiatives and managing the Grant. This includes ensuring that any initiative is conducted safely and responsibly, obtaining private property permissions, and any additional permits or licenses that may be required.

## Eligible and Ineligible Expenses

### Eligible Expenses

- Projects, initiatives, and events open to the public and free or low-cost (cost recovery only).
- Expenses directly tied to the planning, implementation, or evaluation of outcomes.
- Honorariums for persons or groups where fees are not legally or traditionally required (for example: indigenous elders, presenters, non-vendor licensed service providers). *\*Honorariums are limited to \$200/person*
- Gifts for Indigenous protocol, knowledge keepers and Elders.
- Consumable expenses such as craft/program/event supplies.
- Gift cards, gratuities and prizes.
- Fees for performers or other service providers.
- Food and non-alcoholic beverages for volunteers or event attendees.
- Types of eligible projects or events may include but are not limited to [neighbourhood events](#), neighbourhood art, and social, cultural or recreational activities.
- Projects, events or initiatives which serve the specific geographic neighbourhood or community associated with the community league.

### Ineligible Expenses

- Private projects, initiatives and events or that charge entrance fees to generate revenue. *\*unless it is a cost-recovery model.*
- Projects that conflict with the **City Plan Intentions, ConnectEdmonton Strategy**, or do not meet at least one of the City Plan Outcomes, See Appendix.
- Capital / infrastructure project expenditures to improve City-owned assets or facilities on City land, privately-owned assets on City land or privately-owned assets or facilities on private property (for example: design, contractor costs, construction materials and supplies, furniture, computer equipment).
- Ongoing operating expenses (for example: staff salaries, insurance, legal/accounting fees, facility operating expenses, facility maintenance).
- Payment for preparation of funding application.
- Payment or costs associated with contracted snow removal services.
- Completed projects or retroactive expenses incurred **prior** to the application submission date. *\*Note: reimbursement for expenses incurred prior to receiving notice of grant approval cannot be guaranteed.*

- Projects, events or initiatives deemed to be a high risk for illegal activity or are illegal in nature by virtue of the planned activities or programming.
- Alcohol, cannabis, tobacco or associated items.
- Food and non-alcoholic beverages for City staff or paid employees of the lead community league supporting the initiative.
- Non-consumable expenses for commercial use, rented out or private property.
- Facility rental expenses.
- Projects, events or initiatives that do not serve the specific geographic neighbourhood or community associated with the community league.
- Projects, events or initiatives with a start date outside of the winter season (November -March).

## Application Process

Applications open on November 1, 2024 and are open until February 28, 2025 or until the program is fully subscribed. An [online form](#) will be available.

Funding is limited, and the City reserves the right to accept applications on a first-come, first-served basis. Applications can be refused on any basis that is considered reasonable by the Assisted Snow Grant Coordinator. Incomplete applications will not hold their place in the queue. Applications submitted without all of the requirements will receive one email notification requesting the missing information.

If you require assistance with your application, please contact [assistedsnowremovalprogram@edmonton.ca](mailto:assistedsnowremovalprogram@edmonton.ca).

## Review and Approval Process

Applicant community leagues accepted to move forward must sign and return the Funding Award Letter to the City of Edmonton. Once the funding award letter is completed, the applicant will be eligible to receive funds on a reimbursable basis.

The funding is contingent on the applicant community league meeting all the program requirements and providing the final report and documentation after the initiative receiving funding is over. The City's funding approval does not constitute approval of any event details or site maps. Community leagues must get additional approvals related to the event. Any changes requested to an application must be approved by the grant coordinator.

## Reporting Requirements

The [Final Summary](#) of the entire initiative shall include written reports outlining the key performance indicators and financial costs ( See Appendix 2). Final reporting is required to complete the grant requirements and receive reimbursement. This includes the Final Summary and copies of paid invoices for all eligible expenses. It is due one month after the event ends or no later than April 30, 2025.

## Right To Refuse Funding

In the event that the Applicant fails to comply with any of the requirements of the Grant to the City's satisfaction, the City reserves the right to refuse payment.

## Appendix 1

<b>ConnectEdmonton's Strategic Priority</b>	
Healthy Cities: Edmonton is a neighbourly city with community and personal wellness that embodies and promotes equity for all Edmontonians.	
<b>I want to BELONG and contribute</b>	
<b>Outcomes</b>	<b>Indicators</b>
Edmonton fosters wellness and mental health by providing opportunities for all people to engage in community life and supporting those who are isolated and marginalized.	<ul style="list-style-type: none"><li>• Promote personal and community wellness and connection through inclusive and welcoming places.</li><li>• Support and welcome newcomers to settle in Edmonton.</li><li>• Promote opportunity, equality, and personal safety for women, girls and gender minorities in Edmonton.</li><li>• Ensure seniors have the opportunity to access services and amenities that support a high quality of life.</li><li>• Increase Edmontonians awareness of mental health and suicide prevention.</li><li>• Train more community gatekeepers so they are able to effectively support individuals at risk of suicide.</li></ul>

<p>Edmontonians can connect, be active in their community and celebrate Edmonton’s heritage, diversity and unique identity.</p>	<ul style="list-style-type: none"> <li>● Promote active communities through the design of diverse, welcoming and playful public spaces.</li> <li>● Ensure vibrant and inclusive communities where children, youth and families can live, learn, and grow together.</li> <li>● Promote the unique histories, cultures and identifies that define Edmonton.</li> <li>● All sectors (public, private, non-profit) align to efficiently develop and support resources, facilities and programs for quality active living, active recreation and sport experiences for all Edmontonians.</li> <li>● Increase participation in active recreation and sport by targeted populations (ie., women and girls, children and youth, seniors, First Nations, person with disabilities, ethnocultural populations, new Canadians, economically disadvantaged).</li> </ul>
<p>Edmonton’s city design fosters a sense of place by celebrating our unique attributes, diversity and opportunities within the region.</p>	<ul style="list-style-type: none"> <li>● Promote and celebrate the distinct communities that contribute to Edmonton, its quality of life and unique sense of place.</li> <li>● Support the elimination of poverty, its root causes and disparity in Edmonton's communities.</li> <li>● Support Edmonton's identity as a winter city through its infrastructure, design, events and economy.</li> </ul>
<p><b>I want to be able to CREATE and innovate.</b></p>	
<p>Edmonton fosters citizen leadership, capacity building and co-creation.</p>	<ul style="list-style-type: none"> <li>● Promote city-building solutions with communities through prototyping, partnerships and piloting.</li> <li>● Promote community-based placemaking to retrofit and redevelop open spaces and public facilities.</li> <li>● Educational and communications strategies and initiatives encourage, inform and motivate Edmontonians to develop physical literacy through all stages of life.</li> <li>● All Edmontonians, regardless of age, ability, background or income level are empowered to participate in an active living, active recreation and sport activities.</li> </ul>
<p>Edmonton is where creative spaces emerge and arts, design and culture flourish.</p>	<ul style="list-style-type: none"> <li>● Promote the integration of art, design and culture into the fabric of the city and its communities.</li> <li>● Promote a well connected, attractive and delightful city through beautiful architecture, animation and urban design excellence.</li> </ul>

\* [City Plan. VII. Planning for People.](#) \* [Connect\(Ed\)Monton: Healthy Cities](#)

## Appendix 2

<b>Final Report Criteria</b>
Community League Identification
List of Community Initiatives the Community League participated in.
Event/Initiative details <ul style="list-style-type: none"><li>• Number of participants in each initiative</li><li>• Number of participants attended each event</li><li>• Demographics of the event</li><li>• Funding amount spent</li></ul>
Overall success, challenges and feedback of the initiative(s)