



ASSISTANCE TO COMMUNITY GROUPS - CASH GRANTS

ENVIRONMENTAL COMPONENT

2012 APPLICATION

For activities taking place

March 2012 - February 2013

Application deadline – March 15, 2012 at 4:45 p.m.

For more information contact:

Environmental Services Branch - 975-2487

environmental.services@saskatoon.ca

For an electronic version of this application, check the City's web site:

www.saskatoon.ca

(Search under 'G' for Grants)

INTRODUCTION

Objective

To support activities that enhance the quality of life in Saskatoon by allocating cash grants to community groups for protection of the environment, conservation of natural resources, environmental communications and education, and environmental research.

The City of Saskatoon Environmental Policy (C02-036) addresses the City's role and responsibilities in managing its impact on the environment. This policy commits the City to becoming an environmentally sustainable community.

Environmental Sustainability

Maintaining qualities that are valued in the natural environment by living within the Earth's limits through:

- *Energy efficiency and reliance on renewable energy sources;*
- *Preventing waste;*
- *Transportation and land-use patterns that protect the environment;*
- *Maintaining the capacity of the environment to sustain living conditions for people and other species.*

The City of Saskatoon Council Policy C03-018 governs the administration of cash grants available to community groups in the areas of social services and environment. The Environmental Services Branch oversees the adjudication and award of cash grant applications for community groups whose work addresses the environment.

From this policy, (Section II – Environmental Component), eligible groups shall be classified or shall apply for projects under the following categories:

- protection of the environment;
- conservation of natural resources;
- environmental communications, education, and research.

The City of Saskatoon has adopted several plans outlining its approach to environmental protection for the coming decades. The most important of these are the Saskatoon Waste and Recycling Plan and the Energy and Greenhouse Gas Management Plan. Applicants are encouraged strongly to review these plans while preparing their grant application package as the adjudication committee uses them to evaluate how an application supports the City's environmental goals.

The **Saskatoon Waste and Recycling Plan** (<http://tinyurl.com/SWRP2007>) provides a long-term planning cycle for improving how Saskatoon deals with solid waste. The Saskatoon Waste and Recycling Plan was developed through a comprehensive examination of current waste management programs in Saskatoon along with extensive research, consultation and input from the community. Born out of a comprehensive set of guiding principles for the City as an

organization and the community as a whole, the Waste and Recycling Plan emphasizes waste diversion and increased public awareness. It combines new and existing opportunities for Saskatoon to reduce significantly the amount of waste that is landfilled each year.

Guiding Principles outlined in the plan are

1. Education and Awareness Building
2. Continuous Improvement
3. Enable Waste Management Goals through Partnerships
4. Support for User Pay Philosophy
5. Leadership and Innovation
6. Improvement in Quality of Life for Citizens

Primary Goals outlined in the plan are

1. Adopt a zero waste goal
2. Support Product Stewardship Programs and Extended Producer Responsibility
3. The City of Saskatoon will “Walk the Talk”

The **Energy and Greenhouse Gas Management Plan** (<http://tinyurl.com/GHGPLAN2009>) provides a long-term planning cycle for addressing issues related to energy use, efficiency, and greenhouse gas production. The City of Saskatoon is committed to becoming a sustainable community and has developed the Energy and Greenhouse Gas Management Plan to improve the environmental performance of the community by identifying energy efficiency and renewable energy opportunities. This commitment is clearly articulated in the City’s Development Plan:

A sustainable community is one that meets its needs today without limiting the ability of future generations to meet their needs. This means a community that sustains its quality of life and accommodates growth and change by balancing long-term economic, environmental and social needs.

Goals outlined within the Energy and Greenhouse Gas Management Plan are

1. Build an Energy Aware Community
2. Create a Healthy Community
3. Achieve A Diverse and Environmentally Sustainable Energy System
4. Design and Build Green and Smart
5. Be Responsible Stewards of Our Resources
6. Lead by “Green” Example

ELIGIBILITY

WHO CAN APPLY?

To be eligible for support, your organization must:

- Be registered under one of the following and comply with its provisions:
 - the *Non-profit Corporations Act* of the Province of Saskatchewan
 - the *Co-operative Act* of the Province of Saskatchewan

- charitable status regulations of the Canada Revenue Agency
- Serve the needs of Saskatoon residents and have membership that resides within the geographical boundaries of the city. A national or provincial parent body of a local branch may qualify for funding provided the application relates to a program specifically targeted to Saskatoon’s environment.

(If your organization is the **Saskatoon chapter of a provincial or national organization** and is not incorporated in its own right, you can apply for funding if you include contact information for the provincial or national parent organization, including the incorporation number, so that the grant payment can be made out to the incorporated organization.)

- Have an independent, active governing body composed of volunteers. This board will be held responsible for the effectiveness of services provided and financial accountability for assistance received.
- Demonstrate administrative ability, fiscal accountability and reliable reporting procedures regarding past programs for which the organization received City of Saskatoon funding.

WHO CAN’T APPLY?

- Community groups that exist primarily for political or sectarian purposes.
- Organizations providing third-party funding that exist for the primary purpose of fundraising or providing assistance to other groups.

ELIGIBLE PROJECTS and EXPENSES

This program provides project funding (preferred) or operating funding to environmental organizations.

It supports:

- workshops, lectures, seminars
- special activities not normally undertaken, but still within the organization’s mandate
- publications
- the organization’s operations
- purchase of materials and equipment (except uniforms)

INELIGIBLE PROJECTS

Funding is *not* available for:

- capital projects (e.g., purchase or construction of new facilities, or renovations to existing facilities)
- third-party funding
- a duplication of services already provided

RESTRICTIONS ON GRANTS

- No more than 50% of any program, project, or operational budget will be funded.

- Groups that have received previous funding but have not submitted the required summary report are not eligible.
- Groups that have not previously received a grant under this program are encouraged to request project funding. The adjudicators do not usually grant operating funding to first-time participants based on Council Policy (C03-018) governing cash grants to community groups that establishes prioritization.
- A group will receive only one grant per year under this program. Groups are required to consolidate multiple project funding requests into one application.
- Assistance will not be provided to fund accumulated deficits or program shortfalls.
- The City will not replace financial assistance previously provided by senior levels of government.
- The activities funded must benefit residents of the City of Saskatoon.

EVALUATION CRITERIA

The adjudication committee uses the following **mandatory** criteria to determine whether an application meets the criteria set forth in the policy (C03-018). Please state how your project and / or organization will meet these criteria in your submission.

1. Priority is given to projects rather than operational funding. **Operational funding requests will only be adjudicated if insufficient project-based applications are received.**
2. Partnership projects that involve more than one group.
3. Projects that have a broad (e.g. city-wide) impact rather than a limited (e.g. neighbourhood) impact.
4. Projects that are completed in the year the funding is awarded.

The adjudication committee uses the following additional criteria to determine the merits of applications received and the levels of assistance to be awarded. Please state how your project and / or organization will meet these criteria in your submission.

5. **Support of the City's environmental goals** – as outlined in the Saskatoon Waste and Recycling Plan (<http://tinyurl.com/SWRP2007>) and Energy and Greenhouse Gas Management Plan (<http://tinyurl.com/GHGPLAN2009>). Applicants are encouraged to review these plans prior to submitting their application.
6. **Funding Sources** – ability to generate funds from other sources (government, private donations, self-generated revenue).
7. **Management Capability** – organization's ability to manage projects, and demonstrated accountability.
8. **Volunteer Involvement** – community groups with a large degree of community volunteer involvement within their last fiscal year shall be given priority over those with little or none.
9. **Public Awareness** – capacity of the program, project or on-going operations of organization to increase public understanding of an environmental issue.

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the City of Saskatoon. (See the information booklet *Funding Programs 2011*, page 6, for details.)

PAYMENT and REPORTING ON PREVIOUS GRANTS

Upon notification of award a cheque in the full amount of the grant is issued to the organization by the City of Saskatoon.

- Recipients of **project funding** are **required to submit a final report** at the conclusion of the project or before their next application to the program, whichever comes first, on the activities financed by the grant, the project's results, and how the funds were spent. The report should be no longer than one page.

If your organization has previously received funds from the program, **you must provide a report on the completed activities financed by the grant in order to have your current application considered.** If the activities have not been completed, please let us know.

- Recipients of **operating funding** are not required to submit a report. Their operating budget and financial statements will be used to evaluate their efficiency and their performance.

SUPPORT MATERIAL

Please do *not* provide additional support materials beyond what is requested. The material will *not* be circulated to the adjudication committee members.

Please submit one (1) signed application either hard copy or via email by **4:45 P.M. on March 15, 2012** to:

Environmental Services Branch
City of Saskatoon
330 – 350 3rd Avenue North
Saskatoon, Sk.
S7K 6G7
environmental.services@saskatoon.ca

Late applications will not be accepted. The adjudication committee will not consider applications that do not include all required documentation.

	<p>ASSISTANCE TO COMMUNITY GROUPS - CASH GRANTS Environment</p> <p>APPLICATION FORM 2012</p>
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FORM 1

Name of organization:	
Address:	
Postal Code:	Web Address:
Contact Person:	Phone Number:
E-mail Address:	Fax Number:
Alternate contact for your organization	
Alternate Name:	
Address:	Phone Number:
Postal Code:	Fax Number:
Email :	

Year of last Cash Grant Received:	<input type="checkbox"/> None received
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Mandate of the Organization:

<p>Organization's annual revenue: \$ _____</p> <p>Grant amount requested: \$ _____</p> <p>Percent of total budget for activity: _____%</p> <p><small>(Note: Must be no more than 50% of program, project, or operational budget)</small></p>

Type of activity to be funded	<input type="checkbox"/> Extension of current services	<input type="checkbox"/> Special one-time project
	<input type="checkbox"/> Pilot project	<input type="checkbox"/> Operations
	<input type="checkbox"/> Other (describe):	

Project Application (complete if you are applying for a pilot project or special one-time project)	Project Title:
	Duration - Start Date: _____ Completion Date: _____

<p>Corporate Status (check)</p> <p><input type="checkbox"/> Non-Profit Corporation, Saskatchewan</p> <p><input type="checkbox"/> Non-Profit Corporation, Canada</p> <p><input type="checkbox"/> Co-operative, Saskatchewan</p> <p><input type="checkbox"/> Registered Charity, Canada</p>	<p>Registration Number:</p> <p>(Attach appropriate documentation, e.g., Corporate Registry Profile Report)</p>
<p>Certification of the information</p> <p>I hereby certify that the information contained in this application is accurate and complete.</p> <p>_____</p> <p>Authorized Signature (Board Member, Executive Director, or Project Director)</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Title</p>	

Note: Groups that have not previously received a grant under this program are encouraged to request project funding. The adjudicators do not usually grant operating funding to first-time participants because the Council Policy (C03-018) that governs cash grants to community groups sets forth this prioritization.

FORM 2

Please outline how your application meets the following requirements. You may attach additional sheets if required.

Support of the City of Saskatoon’s environmental goals – Describe the project and how it supports the objectives of the Saskatoon Waste and Recycling Plan and/or the Energy and Greenhouse Gas Management Plan.

Funding Sources - funding from other sources (government, private donations, self-generated revenue).

Management Capability – Organization’s demonstrated ability to manage projects and be accountable.

<p>Volunteer Involvement – community groups with a large degree of community volunteer involvement within their last fiscal year shall be given priority over those with little or none. Please include estimates for number of volunteers, volunteer roles, and hours.</p>	
<p>Public Awareness – describe the capacity of the program, project or on-going operations of organization to increase public understanding of an environmental issue.</p>	
<p>Reporting - describe how activities will be assessed, analyzed, and reported. This element is the basis for the summary report that is submitted upon completion of the activities, which is required to obtain grants in future years.</p>	
<p>Year the organization was founded:</p>	
<p>What is your annual operating budget (total of expenses) for the year of the grant? \$</p>	
<p>Number of Staff Members: Full-time:</p>	<p>Part-time:</p>
<p>What was your budgetary surplus or deficit for the last completed financial year? \$</p>	

DOCUMENTATION

*Please make sure that you have **included** one copy of the following:*

All Applicants

- documentation of your registration as a non-profit corporation, a co-operative or a charity
- Form 1 and Form 2

Applicants for Project Funding

- a project budget summary
- a report on activities previously funded, if you have received a cash grant for a project in the past

Applicants for Operating Funding

- most recently completed financial statements

*Please make sure that you have **done** the following:*

All Applicants

- had the original form signed by an officer of the organization or the project director
- sent the signed application to the Environmental Services Branch, City of Saskatoon, along with one the documentation requested
- kept a copy for your records

Project Budget Summary – Cash Grant Environment

Applicants for Project Funding must also complete and submit this Project Budget Summary.

(Keep a copy of the completed form to use in your final report.)

Organization:

Project Title:

Income	Amount	Follow-up Actual
City of Saskatoon Cash Grant	\$	\$
Other grants	\$	\$
Fundraising	\$	\$
Cash donations/sponsorships	\$	\$
In-kind contributions (non-cash – please list)		
1.	\$	\$
2.	\$	\$
Other sources (please list)	\$	\$
1.	\$	\$
2.	\$	\$
Total Income	\$	\$

Expenditures (identify in-kind with an asterisk *)	Amount	Follow-up Actual
Facilities	\$	\$
Equipment costs	\$	\$
Travel costs	\$	\$
Staff salaries	\$	\$
Fees	\$	\$
Training/Development costs	\$	\$
Other directly related expenditures (please list)		
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
Total Expenditures	\$	\$
Surplus/deficit	\$	\$

SAMPLE APPLICATION FORM 2

Support of the City's environmental goals – Description of the project and how it supports the objectives of the Saskatoon Waste and Recycling Plan and/or the Energy and Greenhouse Gas Management Plan.

...through community engagement, builds awareness of the environmental, social and economic benefits of sustainable practices and mobilizes a multi-sector network of community leaders committed to a sustainable Saskatoon. Our work is primarily directed at the reduction of greenhouse gas emissions from all sectors of the community, to slow down climate change and make the local ecology and economy more sustainable.

Funding Sources - ability to generate funds from other sources (government, private donations, self-generated revenue).

Additional funding is raised annually via our annual fundraiser and membership drives. Funding is also provided by the Provincial government but only when successfully awarded.

There is no on-going federal funding source.

Management Capability – Organization's demonstrated ability to manage projects and be accountable.

...has a board of 12 persons and 1 staff person to carry out and manage activities. Through this management, ...has gained support in the community, and has successfully completed a series of projects over the past several years.

One member has training in Active Transportation facilitation; one has extensive experience in managing community-based social marketing campaigns. The previous year's project achieved incredible success, and has been requested by many Saskatoon festivals to return this year.

Volunteer Involvement – community groups with a large degree of community volunteer involvement within their last fiscal year shall be given priority over those with little or none. Please include estimates for number of volunteers, volunteer roles, and hours.

Our organization includes a volunteer base of X individuals. Volunteers are involved in a variety of roles within our organization ranging from clerical to project support. Specifically, volunteers are regularly called upon to perform photocopying work, research, community engagement/outreach, event ambassadors, tour guides, and clean-up/recycling crews. Total volunteer hours over our last fiscal year of operations totalled X hrs.

Public Awareness – describe the capacity of the program, project or on-going operations of organization to increase public understanding of an environmental issue.

Public awareness will be achieved through a number of activities. Volunteers will be present at the event handing out leaflets to attendees. Also, a social media campaign will be conducted, beginning with our membership lists – members will be asked to ‘tweet’ the event to their personal contact lists or post on their own facebook pages if they have one. This activity will be repeated with increasing frequency as the date of the event draws near.

In addition, two visits have been scheduled to elementary schools that are local to the area. These visits will include a 15 minute talk followed by learning-based activities for students that outline the goal of the project, and introductory information to the environmental issue of X as presented in the X Plan of the City of Saskatoon.

Reporting - describe how activities will be assessed, analyzed, and reported.

A number of factors will be used by project staff attendants to evaluate this project to assess its success. Qualitative surveys, participant interviews and estimated kilometres travelled will be used to determine increased awareness for active transportation modes (bicycle travel). Change in attitudes toward active transportation will be included in the assessment.

These results will be presented in a report that summarizes our activities, methodologies, alignment with the goals of the City of Saskatoon’s environmental plans, and measured successes as compared to the outlined goals of the project. Specifically, the goals X, X, and X contained within Saskatoon’s X Plan will be addressed.