

Saskatoon Collaborative Funding Partnership Application Guide (Version 4.6 – August 30, 2011)

November 2011

Saskatoon Collaborative Funding Partnership

The Saskatoon Collaborative Funding Partnership is a collaboration of several Saskatoon and area funding organizations. Its members all use the same application form in order to make it easier and simpler for community groups to apply for grants.

Use the Partnership's online application form to apply for the following grants:

- City of Saskatoon – Social Services Grant
- Saskatoon Urban Aboriginal Strategy (UAS)
- United Way of Saskatoon and Area – Community Initiatives Fund

You do not need to specify which of these grants you are applying for. Your application will be reviewed by representatives of all three grant programs. Your application could be funded by one or more of these grant programs, based on individual funder's priorities and criteria.

The application form that accompanies this application guide is a general form. Individual funders may request additional information that reflects the requirements of their grant programs. A summary of the priorities of individual funders is provided in this application guide.

For more information on the funding priorities and criteria of each funder contact the funder directly. Contact information is included with this guide.

Note: Submit your application online. Paper applications will not be accepted. Please see page 2 of this application guide for information about submitting your application. The application deadline is noon, Wednesday, November 30, 2011.

Organization Identification Number

All applicants for funding from the members of the Saskatoon Collaborative Funding Partnership must have an organization identification number.

First time applicants to the program are required to attend a workshop conducted by the Saskatoon Collaborative Funding Partnership. At the workshop you will be given information about the funding process and assistance completing the application form, in addition to being assigned an organization identification number.

Purpose of This Application Guide

This guide will assist you to complete the online application form for funding through the Saskatoon Collaborative Funding Partnership. **Please read both this application guide and the application form through from beginning to end before you begin filling out the application form.**

Deadline

The deadline for receipt of applications is noon, Wednesday, November 30, 2011.

General Guidelines

Please follow the instructions in this application guide. If you do not follow instructions your application form may not be reviewed or considered for funding.

- Submit your application form online. Paper applications will not be accepted.
- Do not send any brochures or supplemental materials regarding your application to the Saskatoon Collaborative Funding Partnership. Such materials will not be accepted.
- The Partnership may contact you by phone or e-mail to request additional information about your application.

Filling Out the Application Form

- 1. Identify a need in your community** – All grant applications should respond to a need in the community. You must be able to demonstrate that your project/program/service/ initiative responds to a need or fills a gap in the community.
- 2. Ensure your organization and project are eligible** – Be sure that your organization and the project/program/service/initiative you propose meets the eligibility criteria of at least one of the three funders participating in the Partnership. These criteria are provided in the next section of this application guide ‘Funders’ Priorities.
- 3. Attend a workshop** – The Saskatoon Collaborative Funding Partnership will be holding a series of free workshops for organizations that are interested in applying to this grant program. If your organization is new to this grant program you must send at least one representative to a workshop, if you wish to be considered for a grant. At the workshop you will be given an organization identification number and oriented to the new online application process.
- 4. Plan your project/program/service/initiative** – Plan your project in detail before you start filling out the application form. Allow enough time to plan thoroughly. Consider organizing a small planning committee to think through and plan for all aspects of the project.

When you are planning ask yourselves:

- What community need are we responding to?
- What are our objectives?
- Who will do the work?
- How much will it cost?
- Where will all the funds come from?
- What are the timelines?
- How will we evaluate to determine whether we have met our objectives?
- Does our project/program/service/initiative meet the eligibility requirements of at least one of the Partnership funders?
- Does our organization have the capacity to successfully initiate, implement and complete this project?

Planning is important – If you plan your project in detail, your application is more likely to be successful.

- 5. Ensure that you are authorized by your board of directors to submit applications for your organization** – The Partnership may check with your board to ensure that you are authorized to submit applications.
- 6. Fill out the application form.**
- 7. Review your application** – Before you submit your application, read it over carefully. Does it say what you want it to say? Do all the budget figures add up? Are the timelines realistic? Have you provided all the information required? An incomplete or inaccurate application reduces your potential to receive a grant. Read the guide one more time, referring to your application as you read, to be sure you have not missed anything.

It may be appropriate to ask another person to review your application, because **you will be unable to change it after you click “Submit”**.
- 8. Print a copy of your completed application for your records** – Keep the printed copy in your file and use it as a roadmap to implement your project, if your application for funding is successful.

Funders' Priorities

The funding priorities of the Saskatoon agencies using this common application form are summarized on this page and the two that follow. This is a general description only. For detailed information about the funding priorities and eligibility requirements of each organization, contact the organizations directly.

City of Saskatoon – Social Services Grant

To be eligible for the City of Saskatoon Social Services Grant, an organization must be registered as a non-profit organization under *The Non-Profit Corporations Act* of Saskatchewan or under *The Co-operative Act of Saskatchewan* or registered as a charitable organization with the Canada Revenue Agency.

Objective

- To support human service groups in activities that are of general benefit to Saskatoon citizens and enhances their quality of life, especially in relation to the family. Focus is on supports and services to vulnerable populations within our community.
- The major overall criteria by which applicants shall be judged is the degree to which the proposed program meets a demonstrated community need that is supported by the City.
- Assistance shall not be provided for programs which are considered to be a duplication of services already provided.

Priority shall be given to those projects and groups which:

- work in a cooperative and collaborative fashion in the delivery of human services
- provide direct services, either pro-active or remedial, that enhance the quality of life for vulnerable citizens of Saskatoon
- work with a community development focus to meet demonstrated areas of current and urgent need
- demonstrate “client group” involvement demonstrate, by the nature of their activities, the maintenance of a stable community

This program will not fund sport, culture or recreation initiatives, economic development or capital expenditures.

For additional information about this funding program please contact Joanne Wheler at (306) 975-3383 or visit the City of Saskatoon website at www.Saskatoon.ca and click on **g** for grants.

United Way of Saskatoon and Area – Community Initiatives Fund

To be eligible for a grant from the United Way of Saskatoon and Area’s Community Initiatives Fund an organization must be registered as a charitable organization with the Canada Revenue Agency (CRA) and must provide the CRA charitable registration number in the Application for funding, Section #8 “*Information about your Organization*”.

The focus of this program is to meet vital or emerging community needs that are not addressed by United Way funded agencies. Funding priorities are based upon current priorities as set by the Board of Directors. They are:

1. **Addressing the root causes of poverty and alleviating its impact**
 - Addressing hunger
 - Addressing the growing gap between rich and poor
 - Housing
 - Unemployment
 - Health disparities
 - Child poverty
2. **Creating a community where everyone can participate fully** regardless of ability/disability, age, race, where you live
 - Accessibility
 - Engagement of youth
 - Recognition of the important role of the arts and recreation in quality of life
 - Respect and appreciation for cultural diversity, addresses racism, particularly towards Aboriginal people
3. **Supporting access to literacy and skills training** and creating opportunities for people to learn from each other
 - Working with kids in schools
 - More access to education
4. **Creating a community where families feel safe**
 - The police and the community work together
 - Drug and alcohol problems are addressed
 - Youth are valued and accepted
 - Crime reduction

For additional information, contact the United Way of Saskatoon and Area at (306) 975-7700 or visit their website www.unitedwaysaskatoon.ca

Saskatoon Urban Aboriginal Strategy (UAS)

The Saskatoon Urban Aboriginal Strategy funds non-profit organizations and may also fund for-profit businesses when the proposed project benefits the Aboriginal community. The UAS does not fund registered lobbyists.

The UAS has both Saskatoon priorities and national priorities.

Saskatoon UAS priorities: health, economic development, youth, effects of poverty.

Health

1. Increased access to mental health services specifically for FAS/FAE
2. Increased support for families raising children (e.g., mentorship programs)
3. Reduce the number of teen pregnancies
4. Reduce addictions
5. Shared information, resources and research
6. Increase diabetes initiatives
7. Develop partnerships with Aboriginal organizations, community organizations and health agencies to encourage healthy lifestyles to reduce life-threatening diseases

Economic Development

8. Increased labour force participation of urban Aboriginal residents – focus on individual capacity, # in training, # in apprenticeship, job retention increased
9. Number of jobs created where Aboriginal core residents proportion increases
10. Wealth creation in core neighbourhoods – income/homeownership/increased tax revenues
11. Jobs no longer outsourced/subcontracted from out of province
12. Increased Aboriginal business formation and self-employment
13. Increased linkages between five levels of Government and Crown Corporations in business formation and job creation

Youth

14. Create and/or enhance accessible, appropriate, and affordable opportunities for youth to engage in healthy activities
15. Create grassroots, youth-driven initiatives that promote youth ownership in wellness and healing, economic development, social action
16. Support leadership and mentorship development opportunities for youth by youth
17. Commitment to genuinely engage youth in activities and initiatives tailored to youth
18. Support systemic and institutional changes to remove disincentives for youth
19. Increase opportunities in sports, culture and recreational programming

Effects of Poverty

20. Decrease in number of people using food banks
21. Decreased reliance on social assistance
22. Increased volunteerism
23. Increased level of confidence, hope and optimism
24. Increased participation in school/committees, community, work/jobs
25. Fewer visits to health professionals – doctors, facilities, emergency
26. Less absenteeism at school and work
27. Change in buying patterns
28. Increased participation in recreation/cultural activities

National UAS priorities:

Improving life skills: by working closely with partners (provinces, municipalities, school boards, Aboriginal communities and service providers and others) to encourage Aboriginal youth to stay in school, to facilitate the integration of Aboriginal learners who have relocated from other communities into urban schools, and to encourage learning enrichment initiatives outside of the formal educational system. Examples of activities include: mentorship programs, summer camps, transitional services for students and families, and leadership programs.

Promoting job training, skills and entrepreneurship: by bringing federal, provincial and municipal partners together, including Aboriginal Human Resource Development Agreement holders; filling gaps in programming; and removing barriers preventing an individual's access to quality, lasting employment. Examples of possible activities include: building on provinces' expertise in developing tools and training in areas like literacy and essential skills; building better linkages between Aboriginal service providers with municipalities and increasing the representation of Aboriginal employees at the city level.

Supporting Aboriginal women, children and families: by working in partnership with key stakeholders including the National Crime Prevention Centre: to reduce the number of families that are living in poverty; to provide transitional support to families that have moved into the city for whatever reason; and to prevent women, children and families from being victims of crime or from entering a life of crime. Examples of activities include: counseling services for Aboriginal women to rebuild self-esteem, encourage positive life choices through culture, education, and life skills training; and healing approaches to eliminate sexual exploitation.

For additional information from the UAS please contact OFI Program Development Officer 373-0528 or UAS Coordinator 975-2091.

Organization Number

Please give the identification number assigned to your organization by the Saskatoon Collaborative Funding Partnership.

Information About Your Organization

In this section of the application form we are requesting information about your organization.

1. **Legal/Registered Name of Organization** – Give the name that appears on legal documents or provincial or federal government registrations. If your organization is commonly known by a shorter name or an alternative name, give the common name in brackets.
2. **Address** – Please give the street address or mailing address for your organization that appears on legal documents or provincial or federal government registrations.
3. **Contact Information** – Please give the phone number, fax number and e-mail address of your organization. Use the same contact information that appears on legal documents or provincial or federal government registrations.
4. **Contact Person for Your Organization** – The contact person is the formal head of your organization. It might be the board chair, the chief, the president, the executive director, or the CEO. In the case of a for-profit business, it might be the owner.
5. **Organizational Purpose** – Describe the **primary purpose or mission** of your organization in 100 words or less. Descriptions which exceed 100 words will be cut off at the 100 word mark.
6. **Similar Organizations** – Please indicate whether other organizations in Saskatoon and area offer **services similar to those offered by your organization**. If two or more organizations offer similar services or have a similar purpose, there is an expectation they will work together or amalgamate their organizations in order to achieve efficiencies and reduce duplication of services.
7. **Type of Organization** – Check only those boxes that most precisely describe your organization. If you check numerous boxes your application may not be reviewed or considered for funding.
8. **Corporate Status** – Some organizations will have one or more of these types of **incorporation**. Other organizations will not be incorporated. If your organization has one or more of these types of incorporation, please provide the registration or incorporation number.
9. **Lobbyist** – Please indicate whether your organization is a **registered lobbyist** as per the *Lobbyist Registration Act* administered by Industry Canada. If your organization is a registered lobbyist please give the registration number.

Lobbyists may register online with Industry Canada (<http://strategis.ic.gc.ca>) free of charge. For more information, please contact 1-800-328-6189.
10. **Property Taxes** – Please indicate whether your organization pays **property taxes** to the City of Saskatoon. (This is a requirement for some community-based organizations that own buildings or other property.)
11. **Financial Statements**
 - If your organization has an **audited** financial statement, please attach a copy of the most recent.
 - If your organization has an **unaudited** financial statement, please attach a copy of the most recent.
 - If your organization does not have a financial statement of any type, please attach an explanation of the reasons why.
12. **Budget to Actual** – Please attach a copy of your organization's most recent financial statement along with a comparison to budget for the same time period (**budget to actual**). This provides funding organizations with information about the effectiveness of your budget process. If your organization is provincial or national in scope, please provide a summary of revenue and expenses for the Saskatoon office.

Information About Your Organization (Continued)

13. **Board of Directors** – This question asks for information about your **board of directors**. The board of directors may be a traditional board of directors, chief and council, school board, school community council, town or city council, reeve and council, or other body that is legally responsible for the operation of your organization. Many businesses do not have a board of directors.
14. **Outstanding Reports** – This question asks if your organization has any **outstanding financial or follow-up reports** required by other funders. Most funders require that you submit financial, program and/or evaluation reports at specific points in a project. Are you late with any reports required by other funders? If you are, attach a list giving the name of the funder, the type of report outstanding, the date on which the report was due, and the reason for the delay in submitting.
15. **GST Number** – If your organization has a GST number, please provide the number in the space provided on the application form.
16. **General Liability Insurance** – Please indicate whether your organization carries general liability insurance.

Information About Your Project/Program/Service/Initiative

In this part of the application form, please tell us about the project/program/service/initiative your organization is proposing to deliver.

17. **Name of Project/Program/Service/Initiative** – Please choose a name that describes the project/program and tells what it is about.
18. **Request** – Give the **total amount of funds** you are requesting through the Saskatoon Collaborative Funding Partnership.
19. **Project Description** – Describe what you are going to do and how you are going to do it. Descriptions which exceed 300 words or 1,500 characters will be cut off at the 300-word mark.
20. **Type of Project/Program** – In this question you are asked to identify the type of project/program/service/initiative you are proposing to do. The following definitions will help you.
- **Pilot project** – a project that is planned as a test or trial to determine whether an ongoing or larger program is feasible
 - **One-time project/program** – a project or program that will occur only once and is not intended to lead to a larger or ongoing program
 - **Ongoing programs and services** – a new program that is intended to continue for a considerable length of time
 - **Extension of existing services** – continuation of an ongoing, existing program that has already demonstrated its value
 - **Capital funding** – funding to purchase or renovate a building or other facility
21. **Partners** – If you are **partnering** with one or more other organization(s), please provide the name of the organization(s), the name of the contact person(s) and the phone number(s) and e-mail address(es) of the contact person(s).
- Partnerships are not required for funding through the Saskatoon Collaborative Funding Partnership. However, there is an expectation that organizations that offer similar or complementary services will partner in order to provide maximum benefit to the community and make the best use of available money. In addition, partnerships can be a way of leveraging resources and/or contacting the target audience for a project or program.
22. **Target Population** – Who is the primary target population for your project/program/service/initiative? Please check only the boxes that most precisely describe the **target population** for your program/project/service/initiative. If your program is open to all, or the general population, leave the question blank.

Information About Your Project/Program/Service/Initiative (Continued)

23. **Number of Participants** – Please identify the **number of people** you expect to participate in your program/project/service/initiative.

If your project is an awareness campaign aimed at the general public, identify the number of people you expect to reach. In a public awareness campaign the number of people you will be able to reach depends on the methods you use. For example, posters in public places will reach one particular audience, ads in Aboriginal newspapers will reach another audience, and radio public service announcements will reach yet another audience. There will, of course, be some overlap between these audiences.

24. **Involvement of Target Population** – Check only those boxes which most precisely describe **how you intend to involve the target population** in the design, delivery and evaluation of your project/program/service/initiative.

When the target group is involved in the design, delivery and evaluation of a project or program that project or program has a much greater potential for acceptance and success. Thus, there is a strong expectation that the target group will be involved in a significant way in the design, delivery and/or evaluation of your project/program.

25. **Purpose/Outcomes** – Please indicate the **expected outcomes (results)** of your project/program/service/initiative. Check no more than two boxes. If none of the boxes accurately describe the outcomes you expect, write a short description in the “other” box. If you check more than two boxes, your application may not be reviewed or considered for funding.

26. **Focus** – In this question you are asked to provide information about the **focus of your project/program/service/initiative**.

Please check a maximum of two boxes. If none of the boxes accurately describe the focus of your project, write a short description in the “other” box. If you check more than two boxes, your application may not be reviewed or considered for funding.

Explanation of the possible areas of focus is as follows:

- **The arts** – activities relating to music, drama, dance, literature and other expressive art forms
- **Community safety** – all types of activities that promote community safety ranging from crime prevention, to cleaning up broken glass, to installing stop signs, to clearing sidewalks of ice, to reducing vandalism
- **Crime prevention** – activities that prevent crime from occurring, such as locking doors, using anti-theft devices on cars, recreation activities to keep high-risk kids productively occupied
- **Crime reduction** – measures to help people who have previously been involved in crime lead productive, law-abiding lives
- **Cultural development** – activities that encourage individuals, families and communities to learn about, value and express their cultural heritage, and/or encourage society as a whole to value the cultural heritages of its members
- **Education/upgrading/skill development** – activities for people of any age that improve their education or develop their skills. Skills are useful or marketable skills such as the ability to read, cook, weld, operate equipment, lead groups, etc.
- **Family violence** – activities to address the root causes of family violence and prevent its occurrence
- **Healthy child development** – activities for pregnant women and young children and their families to foster the growth and development of happy, healthy children and strong families
- **Homelessness** – activities to address the root causes of homelessness and to provide both crisis and long-term housing for homeless people
- **Housing** – ensuring safe, adequate housing for people of all ages and income levels – can include activities that teach or help people look after their homes
- **Infrastructure – development and/or maintenance** – activities that support streets, roads, water supply, public buildings and other aspects of a community’s infrastructure
- **Physical/mental well-being of individuals/groups** – activities that improve people’s quality of life and help people better manage their daily lives
- **Poverty** – actions to address the root causes of poverty and to reduce its occurrence
- **Racism/discrimination** – actions to address the root causes of racism and discrimination and to prevent its occurrence

Information About Your Project/Program/Service/Initiative (Continued)

26. ... focus of your project/program/service/initiative (continued)

- **Recreational facilities – operation and/or development** – activities to support the operation and/or development of facilities for sports, cultural activities, arts activities and other types of recreational activities
- **Social action** – activities to influence government policy makers and the public regarding important issues
- **Sport and recreation** – includes all types of sport and recreation opportunities for people of all ages (including seniors) – can include organized clubs and leagues, sports clinics, lessons and practice opportunities
- **Wellness/health promotion** – activities that encourage people to look after their own health and provide information about actions people can take to attain and maintain good health

27. **Location** – Please identify the **geographic area** where the services offered through your project/program/service/ initiative will be delivered. This information is important because the partners in the Saskatoon Collaborative Funding Partnership have different geographic boundaries. It will help us match your application to an appropriate funder.

28. **Delivery Methods** – Please indicate the **methods you will be using to deliver services**. Check only the primary methods that will be used. If you check most of the boxes in this question, your application may not be reviewed or considered for funding.

29. **Awareness Methods** – Please indicate the **methods you will be using to make the target audience aware** of your project/program/service/ initiative. Check only the primary methods that will be used. If you check many boxes in this question, your application form may not be reviewed or considered for funding.

Different methods are suitable for different purposes. For example, if you are targeting a specific group such as teen moms or frail seniors, you would use a different approach than if you are targeting the general public. Each method is suitable for reaching particular audiences. The various methods differ in cost. For example, newspaper and TV ads can be very expensive, while word of mouth and community meetings are usually inexpensive.

30. **Start and End Dates** – Please tell us when your project/program will **start and end**. If your project is ongoing and does not have a projected end date, write “ongoing” on the line labeled “End”.

Results of Your Project/Program/Service/Initiative

When you are planning a project or program it is important to identify the results you want to achieve and to develop strategies to measure and report on results. For this part of the application form we ask you to describe how you will evaluate your project/program/service/initiative and report on the results.

31. Evaluation Methods

Evaluation is an extremely important part of your project. You should be planning your evaluation at the same time you are planning your project, so that you can collect relevant information during the course of the project. The methods you use to determine the results of your project should be closely linked to the anticipated outcomes for your project (identified in Question 24). It is important to select evaluation methods that will help you determine the extent to which the desired outcomes have been achieved.

- a) Describe in 300 words or less what you hope to achieve through this project? Include the proposed impact or change that you are intending to see as a result of this project/program/service/initiative.
- b) Describe in 300 words or less how you will know if you have achieved your desired results? Include any indicators or measures, both qualitative and quantitative, that you will utilize to determine if your project/program/service/initiative has been successful.
- c) This question asks about the **methods you will use to evaluate your project/program** – to measure the results. Check only those methods that are most relevant. If you check numerous boxes your application may not be reviewed or considered for funding.

32. **Reporting** – To whom will you **report the results** of program/project/service/initiative? Funding agencies usually want an evaluation report, although the reporting requirements may vary from one funder to another. In many cases, it is appropriate to report to program participants and to professionals who are working with program participants, because it gives them a greater sense of connection to the program/project and a greater sense of ownership.

33. **Sustainability** – Some projects/programs/services/initiatives are intended to be ongoing over time. Others are designed to be single events – to start and finish within a specific time period and not to be repeated in the future. If your project/program is intended to be ongoing over time, please describe in 100 words or less **how it will be sustained**. Describe funding, staffing and any other program elements that are necessary for long-term sustainability. Descriptions that exceed 100 words will be cut off at the 100-word mark.

Budget

This section of the application form asks for information about in-kind contributions and budget for the project/program/service/initiative you are proposing.

34. **In-Kind Contributions** – This question asks about **non-cash, in-kind contributions** that will be provided to your project. An in-kind contribution is any non-cash input which can be given a cash value. Use the following numbers when calculating the cost of in-kind contributions.

- **Volunteer labour** – \$10.00/hr.
- **Office or meeting space** – \$ 10.00 per square foot per year.
- **Contributions of books, paper, furniture, office equipment, toys, etc.** – Fair market value, “What would you pay if it was not donated?” For new items, fair market value can be determined by looking at suppliers’ catalogues or flyers or by checking prices in stores. For used items, fair market value can be determined by looking at “for sale” ads in the newspaper or prices at garage sales. Many used items (books, toys, clothing, furniture) may be useful but have little or no market value.
- **Transportation** – An individual or organization may volunteer to provide transportation for program participants or staff.
 - If the transportation is in a private vehicle, 40¢/km.
 - If the transportation is by public transit (e.g., city bus) fair market value is the actual cost of bus tickets used or bus passes issued.

35. **Budget** – Please provide the **budget** for your project/program/service/initiative. The budget must be balanced – income must equal expenditures.

If your budget is too complex to fit into the template provided, attach a more detailed budget. If your budget includes large single line items (ie staffing, program supplies, equipment, etc), please ensure to include a detailed breakdown which indicates how many staff, how many hours, what type of equipment, etc.

36. **Other Sources of Income** – This question asks whether **you have also applied to other agencies for funding for this project**. Please list all the other agencies to which you have applied. If it is confirmed that you will be receiving funding from another source, indicate the amount of confirmed funding.

If you are still waiting for confirmation about funding from other sources, leave the “\$ amount confirmed” column blank.

Certification

All applicants must complete this certification.

37. **Permission** – When you submit the application form, you are giving **permission for the information you provide to be shared** among all members of the Saskatoon Collaborative Funding Partnership. You are also certifying that all the information in the form is accurate and complete.

38. **Name of person responsible for the application** – Enter the name of the person who is submitting the application and is responsible for it. If several people have worked on the application, enter the name of the person who has overall responsibility for it.

Authorization – The application form must be submitted by a person who has been delegated this responsibility by the board of directors (or comparable governing organization such as Chief and Council or school board). The Partnership may check with your board to ensure that you have authority to submit grant applications on its behalf.

Saskatoon Collaborative Funding Partnership Application for Funding

Saskatoon Collaborative Funding Partnership

The Saskatoon Collaborative Funding Partnership is a collaboration of several Saskatoon and area funding organizations. Its members all use the same application form in order to make it easier and simpler for community groups to apply for grants.

Use this form to apply for 2012 funding from the following grants:

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You do not need to specify which of these grants you are applying for. Your application will be reviewed by representatives of all three grant programs. Your application may be funded by one or more of these grant programs, based on individual funder's priorities and criteria. Please see the application guide for more detail on funding priorities and criteria.

This is a general application form. Individual funders may request additional information that reflects the requirements of their grant programs.

Organization Identification Number

All applicants for funding from the members of the Saskatoon Collaborative Funding Partnership must have an organization identification number.

These numbers will be assigned at a series of workshops to be conducted by the Saskatoon Collaborative Funding Partnership. Your organization is required to send a representative to one of these workshops in order to be considered for funding.

At the workshop you will be given information about the funding process and assistance completing the application form, in addition to being assigned an organization identification number.

Please Read the Application Guide

An application guide accompanies this application form. The guide includes important information relating to some of the questions on this application form. **Please read both this application form and the accompanying application guide through from beginning to end before you begin filling out the application form.**

Filling Out This Application Form

Please follow the instructions in this application form and in the application guide. If you do not follow instructions your application may not be reviewed or considered for funding.

- When you are filling out the application form, use the space provided. **Do not include attachments unless specifically asked to do so.**
- Do not include any pamphlets, organizational material or other information about your organization.
- Organize your application so that it is one package of 8½” x 11” paper stapled in the corner. Do not include oversize paper, Cerlox bound materials, binders or paper clips.
- Keep a copy of your completed application for your records.
- Be sure the application form is signed by a person who has signing authority for your organization.

Reminder: Please attach the following items to your application.

Your organization’s most recent audited financial statement, **or**
Your organization’s most recent unaudited annual financial statement, **or**
An explanation as to why your organization does not have a financial statement. [Question 11]

A copy of your organization’s most recent financial statement with a comparison to your organization’s budget for the same time period (budget to actual). [Question 12]

A list of your organization’s board of directors giving name, street/ mailing address, phone number and e-mail address for each (if applicable). [Question 13]

A list of any outstanding financial and/or program follow-up reports your organization needs to provide to other funders (if applicable). [Question 14]

Contact information for other organizations you are partnering with. Give the name of each partner organization, name of the contact person, and the phone number and e-mail address of the contact person (if applicable). [Question 20]

A more detailed budget for the project/program/service/initiative you are proposing (if needed). [Questions 33-35]

Deadline

The deadline for applications is November 30, 2011. Please see the application guide for information about submitting your application.

Organization Number

Please give the identification number assigned to your organization by the Saskatoon Collaborative Funding Partnership. _____

Information About Your Organization

In this section of the application form please tell us about your organization.

1. Legal/Registered Name of Organization

2. Address – Street/Mailing Address

Postal code

3. Contact Information

Phone #

Fax #

E-mail address

4. Contact Person for Your Organization

Name

Title

Phone #

E-mail address

5. Organizational Purpose – What is the primary purpose or mission of your organization? (maximum 100 words)

6. Similar Organizations

Are other organizations in Saskatoon and area offering similar services?

Yes

No

If yes, have you had discussions about working together or amalgamating?

Yes

No

7. Type of Organization (check only those that most precisely describe your organization)

Aboriginal for-profit business

K-12 school

Aboriginal non-profit business

municipal government agency

Aboriginal community-based organization

post-secondary education institution

Aboriginal post-secondary institution

preschool/child development agency

business

service club

community-based organization

other _____

health agency

Information About Your Organization (Continued)

8. Corporate Status of Your Organization (check all that apply and provide registration/incorporation number)

Non-Profit Corporations

- non-profit membership corporation, Saskatchewan . . .

--	--	--	--	--	--	--	--	--	--
- non-profit charitable corporation, Saskatchewan

--	--	--	--	--	--
- non-profit corporation, Canada

--	--	--	--	--	--	--	--

 -

--

For-Profit Organizations

- for-profit corporation, Saskatchewan

--	--	--	--	--	--
- for-profit corporation, Canada # _____
- for-profit, non-incorporated sole proprietorship
- for-profit, non-incorporated partnership

Other

- cooperative, Saskatchewan

--	--	--	--	--	--	--	--
- registered charity, Canada

--	--	--	--	--	--

--	--	--	--	--	--

R	R	0	0	0	1
---	---	---	---	---	---
- none of the above

9. Lobbyist – Are you a registered lobbyist? Yes No

If yes, please give your registration number. _____

10. Property Taxes – Does your organization pay property taxes to the City of Saskatoon? Yes No

11. Financial Statements – Does your organization have **audited financial statements**? Yes No

If yes, please attach a copy of the most recent audited financial statement.

If no, please attach your most recent unaudited annual financial statement.

If your organization does not have a financial statement, please explain why (use an attachment).

12. Budget to Actual – Please attach a copy of your organization’s **most recent** financial statement with a comparison to your budget for the same time period (**budget to actual**). For provincial or national organizations, please provide a summary of revenue and expenses for the Saskatoon office.

13. Board of Directors – Does your organization have a **board of directors**? Yes No
(see application guide for more information)

If yes, please attach a list of members of the board giving name, street/ mailing address, phone number and e-mail address for each.

14. Outstanding Reports – Does your organization have any **outstanding financial and/or program follow-up reports** required by other funding agencies?

- Yes No

If yes, attach a list of reports that are outstanding.

15. GST Number – Does your organization have a **GST number**? Yes No

If yes, please provide

--	--	--	--	--	--	--	--	--	--

16. General Liability Insurance

Organization has general liability insurance Yes No

Amount \$ _____

Policy Number _____

Information About Your Project/Program/Service/Initiative

In this part of the application form, please tell us about the project/program/service/initiative you are proposing to deliver.

17. **Name of Project/Program/Service/Initiative**

18. **Request – Amount of money requested from Saskatoon Collaborative Funding Partnership**
\$ _____

19. **Project Description – Provide a brief narrative description of your project/program/service/initiative.** (maximum 300 words)

20. **Type of Project/Program/Service/Initiative** (check one)

pilot project

ongoing programs and services

one-time project/program

capital funding

other _____

21. **Partners – Are you partnering with other organizations in this project/program/service/initiative?**

Yes No

If yes, please provide contact information for purposes of verification. Give the name of each partner organization, the name of the contact person, and the phone number and e-mail address of the contact person. Attach a list if necessary.

Information About Your Project/Program/Service/Initiative (Continued)

22. Target Population – Who is the primary target population for your project/program/service/initiative?

(check only those that are the primary focus of your program)

Age Category

- preschool children (0-5)
- children (6-12)
- teens (13-18)
- young adults (19-29)
- adults (30-64)
- older adults (65+)
- all age categories

Gender

- female
- male

Cultural Focus

- non-Aboriginal
- First Nations
- Métis
- immigrant/refugee
- other _____

Family Focus

- single without children
- single with children
- married/common law without children
- married/common law with children
- extended family (relatives)
- other _____

- the general public (e.g., a public awareness campaign)

Life/Health Issues

- learning capacity
- cognitive ability
- blind or visual impairment
- deaf or hard of hearing
- speech and language
- mobility
- addictions
- chronic health condition
- pervasive developmental disorder (e.g. autism)
- other _____

23. Number of Participants – How many people do you expect to participate in your program/project/ service/initiative?

If your project is an awareness campaign aimed at the general public,
how many people do you expect to reach?

24. Involvement of Target Population – How will you involve the target population in the design, delivery and evaluation of your project/program/service/initiative? (check only those with the most relevance to your program)

- representatives will sit on advisory committee/board of directors
- community consultations/focus groups will be held
- members of the target population will assist with design, delivery and/or evaluation of the program
- informal contacts and conversations will be used
- other _____

25. Purpose/Outcomes – What are the anticipated outcomes of your project/program//service/initiative?

(check a maximum of two boxes)

- | | |
|--|---|
| <input type="checkbox"/> better health for individuals | <input type="checkbox"/> greater cooperation |
| <input type="checkbox"/> better health/well-being for entire communities | <input type="checkbox"/> higher standard of living in community |
| <input type="checkbox"/> safer community | <input type="checkbox"/> increased participation in community life |
| <input type="checkbox"/> more people with adequate housing | <input type="checkbox"/> increased participation in the economy |
| <input type="checkbox"/> reduction in alcohol/drug use | <input type="checkbox"/> greater self-reliance for individuals and families |
| <input type="checkbox"/> higher education levels | <input type="checkbox"/> improved service delivery |
| <input type="checkbox"/> increased skill levels | <input type="checkbox"/> other _____ |

Information About Your Project/Program/Service/Initiative (Continued)

26. **Focus – What is the focus of your project/program/service/initiative?** (check a maximum of two boxes)

- | | |
|--|--|
| <input type="checkbox"/> the arts | <input type="checkbox"/> infrastructure – development and/or maintenance |
| <input type="checkbox"/> community safety | <input type="checkbox"/> physical/mental well-being of individuals/groups |
| <input type="checkbox"/> crime prevention | <input type="checkbox"/> poverty |
| <input type="checkbox"/> crime reduction | <input type="checkbox"/> racism/discrimination |
| <input type="checkbox"/> cultural development | <input type="checkbox"/> recreational facilities – operations and/or development |
| <input type="checkbox"/> education/upgrading/skill development | <input type="checkbox"/> social action |
| <input type="checkbox"/> family violence | <input type="checkbox"/> sport and recreation |
| <input type="checkbox"/> healthy child development | <input type="checkbox"/> wellness/health promotion |
| <input type="checkbox"/> homelessness | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> housing | |

27. **Location – Where will the project/program/service/initiative be provided?**

- | | |
|--|--|
| <input type="checkbox"/> city of Saskatoon | <input type="checkbox"/> area around Saskatoon
(please indicate primary location) |
| <input type="checkbox"/> entire city | |
| <input type="checkbox"/> particular neighbourhoods
(please indicate neighbourhoods) | <input type="checkbox"/> other (please indicate) |

28. **Delivery Methods – What method will you be using to deliver services?** (check only the primary methods that will be used)

- | | |
|---|---|
| <input type="checkbox"/> counselling (one-on-one) | <input type="checkbox"/> demonstrations or displays |
| <input type="checkbox"/> counselling (group) | <input type="checkbox"/> club/league |
| <input type="checkbox"/> home visits | <input type="checkbox"/> one-time special event |
| <input type="checkbox"/> classroom instruction | <input type="checkbox"/> drop-in centre |
| <input type="checkbox"/> workshop/seminar | <input type="checkbox"/> self-help group |
| <input type="checkbox"/> printed materials (brochures, manuals, handouts) | <input type="checkbox"/> on-the-job training |
| <input type="checkbox"/> media production (film, video, etc.) | <input type="checkbox"/> toll-free telephone line |
| <input type="checkbox"/> online communication (blog, Internet, etc.) | <input type="checkbox"/> needs assessment |
| <input type="checkbox"/> computer programs | <input type="checkbox"/> other _____ |

29. **Awareness Methods – What method will you be using to deliver services?** (check only the primary methods that will be used)

- | | |
|--|--|
| <input type="checkbox"/> newspaper ads | <input type="checkbox"/> online communications |
| <input type="checkbox"/> TV ads | <input type="checkbox"/> community meetings |
| <input type="checkbox"/> radio ads | <input type="checkbox"/> word of mouth |
| <input type="checkbox"/> required program for all students or other population | |
| <input type="checkbox"/> posters in areas/buildings where target population goes | |
| <input type="checkbox"/> referral from professionals (e.g., social workers, community workers, doctors, counsellors, etc.) | |
| <input type="checkbox"/> brochures distributed to target population by schools, community workers, doctors offices, etc.) | |
| <input type="checkbox"/> other _____ | |

30. **Start and End Dates – Estimated start and end dates** of the project/program/service/initiative

Start _____
End _____

Results of Your Project/Program/Service/Initiative

In this part of the application form, please tell us how you intend to evaluate or measure the results of your project/program/service/initiative.

31. Evaluation Methods

What do you hope to achieve through this project/program/service/initiative?

(Maximum 300 words)

How will you know if you have achieved your desired results?

(Maximum 300 words)

What method will you use to measure the results of your project/program/service/initiative?

(check only those that are most relevant) Please be sure the information you provide below relates back to question 25 about anticipated outcomes for your project.

- written survey of program participants
- telephone survey of program participants
- focus groups with program participants
- written survey of professionals (teachers, social workers, community workers, etc.) working with program participants
- interviews with professionals (teachers, social workers, community workers, etc.) working with program participants
- counting – number of people participating in program; incidents of crime, vandalism, family violence; number of falls by seniors, etc.
- measuring – birth weight of babies, growth of infants and toddlers, etc.
- other method _____

32. **Reporting – To whom will you report the results of your project/program?** (check all that apply)

Saskatoon Collaborative Funding Partnership professionals who work with program participants

other funders the general public

program participants other _____

33. **Sustainability – How will your project/program/service/initiative be sustained over the long-term?**
(if applicable) (maximum 100 words)

Budget

In the questions below please provide information about in-kind contributions and budget for the project/program/service/initiative you are proposing.

34. **In-Kind Contributions** – What non-cash, in-kind contributions will be available to this project? For example, in-kind contributions include use of office or meeting space, transportation services, use of office equipment, access to secretarial and administrative support, and volunteer time. (Refer to application guide for more information about in-kind contributions.)

In-Kind Contributions	Source	Approximate Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Budget (Continued)

35. **Budget** – The budget must be balanced – income must be equal to expenditures. Attach a more detailed budget if necessary.

Income	Amount
Request from Saskatoon Collaborative Funding Partnership	\$
Cash donations/fundraising	\$
Grants from other sources (list and describe in question 35)	\$
Revenue (e.g. fees)	
Other (list and describe in question 35)	\$
Total Income	\$

Expenses	Cost
Staff salaries	\$
Staff benefits	\$
Honorariums	\$
Program expenses (e.g., food, paper, books, sports equipment)	\$
Equipment (e.g., computers, fridges, stoves)	\$
Transportation	\$
Promotion/publicity	\$
Evaluation expenses	\$
Building rent	\$
Other expenses	\$
Total Expenses	\$

36. **Other Sources of Income** – Have you applied for funding from other agencies for this project/program/service/initiative?

Yes No

If yes, please provide contact information for every other funder to which you have applied for purposes of verification.

Funder Name	Contact Person	Phone # and e-mail	\$ Amount Requested	\$ Amount Confirmed

Certification

All applicants must complete this certification.

37. **Signature** – I give **permission for the information in this application to be shared** with all members of the Saskatoon Collaborative Funding Partnership.

I hereby certify that the information contained in this application is accurate and complete.

Signature of official signing authority _____

Please print name _____ Date _____

Note: This certification must be signed by someone who has legal signing authority for money matters for your organization. Depending on the type of organization this might be the executive director, board chair, chief, business owner or CEO.

38. **Board Approval** – Has your **board of directors seen and approved** this application?

Yes No not applicable

Thank You For Your Application