



Community Grant Program

Funding Provided by
Saskatchewan Lotteries Trust Fund for
Sport, Culture, and Recreation
and
City of Saskatoon

2012

APPLICATION GUIDELINES

For projects taking place
April 1, 2012 - March 31, 2013

Application deadline – 12:00 noon, January 16, 2012

Late applications will not be accepted.
Applications submitted by email or fax will also not be accepted.

Objective

The objective of the *Community Grant Program* is to involve the residents of Saskatoon in sport, culture, and recreation activities by enabling communities to address their needs.

For more information or if you would like an electronic copy of this application call:

Grant Services Clerk - 975-3383

For a .pdf version, check the City's web site:

www.saskatoon.ca

**Community Services Department
Community Development**

The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.

PURPOSE OF THE GRANT

The purpose of this grant program is to assist in the development and provision of sport, culture and recreation programs by providing funds to non-profit community organizations.

The goals of this grant program are:

- To encourage participation in sport, culture and recreation programs and in particular, to encourage participation by economically disadvantaged people, new Canadians, older adults, persons with a disability, single parent families, or youth at risk.
- To support the development and maintenance of sport, culture, and recreation programs and activities.
- To increase the awareness of the benefits of participation in sport, culture and recreation programs as a way of improving individual health, well being and self-fulfillment.

ELIGIBILITY

WHO CAN APPLY?

To be eligible for support, your organization must:

- be a volunteer-based organization governed by a volunteer board.
- be registered as a non-profit corporation federally or with the Corporations branch, Saskatchewan Justice Department. (Your application must include documentation showing current non-profit status and your incorporation number. If registered provincially, you must submit a copy of a current **Corporate Registry Profile Report**, no more than 12 months old, which can be obtained by contacting the Corporations Branch of Saskatchewan Justice at 306-787-2962 or www.corporations.justice.gov.sk.ca)

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 and proof of current status, so that the grant payment can be made out to the incorporated organization.

- have been incorporated and in existence for a minimum of one year.
- be able to provide appropriate liability and participant insurance for each project.

The program is for organizations offering programs predominantly for Saskatoon residents.

Partnerships – Eligible organizations that form partnerships for the presentation of a joint project can make separate applications and pool the maximum grant amount available for each organization.

However, an organization applying for a joint project may not apply for another project in that same year.

WHO CAN'T APPLY?

- Individuals may not apply for funding assistance through this program. Health districts, libraries, private schools, government agencies, educational institutions, universities, preschools, and daycares are not eligible.
- Schools are not eligible to apply by themselves, but can apply in partnership with an eligible organization (such as a Community Association). Activities held in schools or organized by schools must be:
 - held outside of regular school hours
 - separate and distinct from the regular school curriculum
 - not just for the students of a particular school

- Organizations providing third-party funding, that exist for the primary purpose of fundraising or providing assistance to other groups are not eligible.
- Organizations unable to comply with program guidelines (i.e., who present late or incomplete applications or have outstanding follow-up reports) will not be considered for funding.

ELIGIBLE PROJECTS and PROGRAM PRIORITIES

- To be eligible for consideration, your project must focus on increasing participation in sport, recreation or culture activities.
- The majority of the participants must be Saskatoon residents.
- Priority will be given to projects serving economically disadvantaged people, new Canadians, older adults (65 & up), persons with a disability, single parent families, or youth at risk.
- If the majority of participants are Aboriginal people, you **must** apply for funding through the Urban Aboriginal Grant Program.

PROJECT INELIGIBILITY

- Program funding is not to be used for projects in family development, leadership, or other social service activities (e.g., parenting, family or personal counselling/development, board development).
- Organizations may not receive funding for the same project through any other City of Saskatoon grant program (i.e., Sports Participation Grant, Urban Aboriginal Grant, Social Services or Environmental Grant, etc.).

*If you are not sure whether your project meets the eligibility criteria, please call
975-3383 or 975-3391.*

AMOUNT AND NUMBER OF GRANTS

The minimum amount granted is \$500; the maximum is \$5,000.

Only **one** application per year will be considered from a given organization.

ELIGIBLE EXPENSES

- Expenditures must be directly related to the project activity, not to regular operations.
- Operating costs that are **directly** related to the program are allowed to a maximum of 25 % of the grant and a maximum dollar amount of \$500.
- Fees for instructors, leaders and mentors are eligible.
- Transportation for participants may be provided by taxi, bus or rented vehicle.
- All expenses for reimbursement must have receipts.

INELIGIBLE EXPENSES

The following types of expenditures are not eligible and will not be reimbursed:

- Honorarium payments
- Salaries and employment expenses for full-time employees
- Expenses for the general operation of the organization exceeding 25% of the project budget or \$500, whichever is less
- Construction, renovation, retrofit, and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.)

- Food or food-related costs (this includes catering supplies, coffee pots, coffee, BBQs, etc.)
- Alcoholic beverages
- Membership fees in other lottery-funded organizations
- Prizes, including cash, gifts (free admission tickets), awards, trophies, plaques, and badges
- Gift Certificates
- Donations
- Uniforms or personal items such as sweatbands and hats
- Out-of-province activities, travel for project participants and travel expenses to bring people in from out of province
- Subsidization of wages for full-time employees. Note: Eligible employment expenditures are less than 35 hours a week for no more than 90 days in a grant period (or 455 hours in a grant period);
- Property taxes and insurance

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the Saskatchewan Lotteries and City of Saskatoon.

REPORTING AND PAYMENT PROCEDURES

Upon completion of a project the organization must submit a *Follow-Up Report* to the Community Services Department using the *Follow-Up Report Form* and providing copies of receipts. **Your *Follow-Up Report* must reflect your original budget.**

One interim payment may be made upon the Department receiving copies of eligible receipts or invoices for eligible expenditures to date.

For part-time employment, photocopies of cheques paid to employees or copies of official invoices signed by the employees are required.

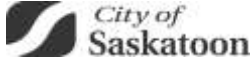
Changes to your project - The Community Development staff must be notified of any change in staffing, duration, programming, timing, budget or other aspects of the project *before* the change is made.

Follow-Up Reports are due within 60 days of completion of your project or no later than **April 30** of the year the grant ends, whichever comes first. Failure to meet this deadline may affect the committee's view of your status for future applications.

The completed application must be received in our office **by 12:00 noon January 16** at:

Community Services Department		
Leisure Services Branch 2 nd Floor, City Hall 222 – 3 rd Avenue North Saskatoon, SK S7K 0J5	OR	Community Development Branch 2 nd Floor, Cosmo Civic Centre 3130 Laurier Drive Saskatoon, SK S7L 5J7

**Late applications will not be accepted.
Applications submitted by email or fax will also not be accepted.**



Date Received by
City of Saskatoon

Time: _____

2012-2013 Community Grant Application Checklist

The City of Saskatoon requires the following in order to consider your application. If all information is not included, the application will be considered incomplete and deemed ineligible.

ORGANIZATION NAME: _____

Please initial beside each item enclosed with your application:

SENT (Applicant Initial)	ITEM (Forms included in Application Package)	RECEIVED (C of S Initial)
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_____ One original and three copies of the completed application form. _____

_____ Project Budget Summary Form has been completed on the form provided. _____

_____ The application form has been signed. _____

One Copy of the Following Documents:

_____ Proof of current registration as a non-profit corporation e.g., most recent Corporate Registry Profile Report, Saskatchewan Justice Corporations Branch. _____

_____ Most recently completed financial statements. _____

- Charitable non-profit corporations with revenues exceeding \$250,000 in the previous fiscal year, an audit is required; for those with annual revenues between \$25,000 and \$250,000 an audit may be waived but a review is required, for those with revenues less than \$25,000 financial statements approved by the board of directors is sufficient. **(one copy only)**
- Membership non-profit corporations are required to submit an audited financial statement unless a resolution not to appoint an auditor has been passed by two-thirds of the members voting on the resolution.

Other:

_____ You have retained one copy of the completed application form for your files.

1. Objectives

What do you wish to achieve with this project?

How will you accomplish the project objectives?

2. In what way does your project increase participation in sport, culture or recreation?

3. What format will be used for this project? (check all that apply)

- registered program
- drop-in program
- workshop
- performance
- special event
- other _____

4. a) Who is the program intended for?

b) Are any of the groups below being specifically targeted? (If yes, check ONE)

- economically disadvantaged
- new Canadians
- older Adults (65+ years)
- persons with a disability
- single-parent families
- youth at risk

How are you targeting this group?

c) Is there a fee to participate? Yes No Fee/Person \$ _____

OR

Is the program free for participants? Yes No

5. Estimate numbers, ages range and gender of participants.

Age Ranges	Number of Females	Number of Males	Total
For All Ages			
OR			
0-5 years (Preschool)			
6-12 years (Child)			
13-18 years (Teens)			
19-30 years (Young Adult)			
31-65 year (Adult)			
65 + years (Older Adult)			
Total			

6. How do you plan to involve your target population in planning, promoting, delivering and/or evaluating your program? (check all that apply)

- representatives will sit on the advisory committee
- community consultations/focus groups will be held
- members of the target group will assist with delivery of the program
- informal contacts and conversations will be used
- other _____

7. How will you make the target population aware of your project/program?

(check all that apply)

- newspaper ads
- TV ads
- radio ads
- posters in area/buildings where target population goes
- referral from professionals (e.g., social workers, seniors homes, schools, etc.)
- brochures distributed to target population
- other _____
- online communications
- community meetings
- word of mouth

8. How will you measure and evaluate that your program has achieved your objectives? (check all that apply)

- Number of Participants
- Quality of the project/event
- Other _____
- Participant Attendance (for ongoing programs)
- Value to the Participants

9. How many volunteers will be involved with this project? _____

What will they do?

10. What results and/or benefits will the participants receive from this project?

11. How will you publicly acknowledge Saskatchewan Lotteries and the City of Saskatoon as the sources of funding for your project? (check all that apply)

- Posters Newsletter Radio Newspaper
- Banners TV Website Word of Mouth
- Speeches Other _____

Information Certification

This application must be signed by two individuals; a minimum of one must be a member of the Board of Directors listed on the current Profile Report.

I hereby allow the City of Saskatoon to circulate the information contained in this application for the purposes of adjudication. I hereby certify that the information contained in this application is accurate and complete.

Signature	Print Name	Position with Organization	Date
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Signature	Print Name	Position with Organization	Date
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ONE ORIGINAL AND THREE COPIES of the completed application form must be received in our office by 12:00 noon on Monday, January 16, 2012 to:

Community Grant Program	
Community Development Branch Cosmo Civic Centre 3130 Laurier Dr. Saskatoon, SK S7L 5J7	OR
Leisure Services Branch 2nd Floor, Saskatoon City Hall 222 – 3rd Avenue North Saskatoon, SK S7K 0J5	

T – 975-3383 or 975-3391

Late applications will not be accepted.
Applications submitted by email or fax will also not be accepted.

Please ensure that you have included all the required materials.

PROJECT BUDGET SUMMARY

Organization: _____

Note: Show expenses and revenues for the entire project, not just those covered by the grant.
Do not complete grey areas until you are submitting your Follow-up Report.
Revenues and expenses MUST balance on your proposed budget.

Revenues	Amount	Follow-up Actual
Funding requested from this grant program		
Cash donations/fundraising		
Grants from other sources (complete chart at bottom of page)		
Other (complete chart at bottom of page)		
Total Revenues		

Expenses	Amount	Follow-up Actual	Receipts Enclosed
Facilities			
Equipment costs Provide a breakdown below			
1.			
2.			
3.			
Travel costs			
Staffing (Maximum 455 hours in a grant period) Provide a breakdown below (# of employees, hours of work, wages)			
1.			
2.			
3.			
Training/Development costs			
Other direct related expenditures Please list			
1.			
2.			
3.			
4.			
Total Expenses			

Other Sources of Income – Have you applied for funding from other agencies for this project?

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



Justice

Corporations

Saskatchewan
CORPORATIONS BRANCH
Corporate Registry
Profile Report

Entity No:

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Entity Name:

As of: /-2010

Entity Name:

Entity No:

Status as of Profile date: Active

Entity Type: NON-PROFIT CORPORATION

Entity Sub-Type: SASKATCHEWAN CHARITABLE CORPORATION

Incorporation Date:

Home Jurisdiction:

Annual Return/Renewal Date:

Fiscal Year End Date:

Financial Statement Due Date:

Nature of Activities:

NAIC Code:

Registered Office:

Name:

Address:

City/Province:

Country/Postal Code:

Mailing Address:

Name:

Address:

City/Province:

Country/Postal Code:

Attention:

Allowable Number of Directors: Min Max

Director Information:

Date Became:

Name:

Address:

City/Province:

Country/Postal Code:

Resident Canadian:

Director Information:

Date Became:

Name:

Address:

City/Province:

Country/Postal Code:

Resident Canadian:

Director Information:

Date Became:

Name:

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City/Province:

Country/Postal Code:

Resident Canadian:

Director Information:

Date Became:

Name:

Address:

City/Province:

Country/Postal Code:

Resident Canadian:

SAMPLE