

Jack Adilman Fund

Capital Grant for Amateur Sports Organizations 2011-2012

Application Guidelines

For projects occurring between
January 01, 2011 and December 31, 2012

Application deadline – November 15, 2010, 12:00 noon

The applicant(s) must be a recognized nonprofit amateur sports organization.

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

Objective

The objective of the Jack Adilman Fund is to support the advancement of amateur sports at a recreational level within Saskatoon, through one time capital projects.

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

Arts & Grants Consultant 975-3391

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

www.saskatoon.ca
(see "Grants" under "G")



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

Application deadline –November 15, 2010, 12:00 noon

Jack Adilman Fund

Jack Adilman, 1920-1992, prominent businessman, sportsman, and tireless supporter of amateur sports in Saskatoon has provided, through his estate, a bequest that will continue to support amateur sports organizations.

The Adilman name has been connected to a department store located on 20th Street from the early 1920's until 1974 when Jack retired and closed Adilman's Department Store. Nathan Adilman, Jack's father, and the rest of the family arrived in Saskatoon in 1919 to join Nathan's brothers in the retail trade. The family went on to operate one of Saskatoon's most successful department stores and played an integral part in the development of Saskatoon.

Jack's contribution to amateur sports was recognized through his induction in to the Saskatoon Sports Hall of Fame in 1991. He spent years coaching and sponsoring the Adilman Aces women's basketball team that won Saskatchewan's first national basketball championship in 1959. They became the first team ever to promote a Canadian nations-wide tournament. Jack agreed to pay all of the travelling expenses and hotel costs of the visiting teams. The Aces went on to represent Canada at the Pan American Games in Chicago in 1959.

Jack was known as a coach, manager, sponsor and all round athlete. As a young man Jack was interested in many sports. He played minor hockey, basketball with City Park, University of Saskatchewan Huskies, the Grads, YMCA Toilers and YMHA. He played softball with the Orphans, College Lads and managed the Osler Monarchs. He bowled on Saskatoon's Western Canada men's team in 1948 and also played tennis and golf.

In August 2007, the City of Saskatoon was identified as one of several beneficiaries of the Jack Adilman Estate. It was Jack Adilman's wish that the City of Saskatoon "apply the income from such investment for the advancement of amateur sports at a recreational level within the city of Saskatoon and for that purpose use the said income to purchase equipment, construct or maintain amateur sports facilities, or such other purposes as the City, in its discretion, deems advisable for the greater benefit and advancement of amateur sports and athletics within the city"

The Community Services Department, City of Saskatoon, is pleased to be able to administer the Jack Adilman Capital Grant for amateur sports.

Jack Adilman Fund: Capital Fund for Amateur Sports Organizations

Allocated funds are to be used for the advancement of amateur sports at a recreational level within Saskatoon, for projects that are not otherwise funded by the City. Projects may include:

1. capital expenditures e.g. facility upgrades, enhancements and new facilities
2. asset acquisition e.g. major equipment purchases;
3. onetime special circumstances grant to meet a significant need for the Saskatoon amateur sports community as a whole.

ELIGIBILITY

Who can apply?

Applicants must:

- Be a non-profit amateur sports organization whose primary mandate is to deliver amateur sports activities in Saskatoon.
- Be a non-profit corporation registered federally or with the Corporations Branch, Saskatchewan Justice Department, whose primary mandate is to deliver amateur sports activities in the city of Saskatoon. A Saskatoon chapter of a provincial or national organization not incorporated in its own right can apply for funding if contact information and documentation for the provincial or national parent organization is provided. Grant payment is made to the incorporated organization.
- Have been a registered non-profit for at least two years preceding the grant application.
- Be able to provide a current Corporate Registry Profile Report, no more than 12 months old. Charitable status is not acceptable on its own. Application must include incorporation number and documentation showing current non-profit status.
- Have appropriated liability and participant insurance.

Who can not apply?

Individuals, health districts, libraries, private schools, government agencies, educational institutions, universities and other non sporting organizations are not eligible to receive this grant.

Eligible Projects and Program Priorities

The grant must be used for the advancement of amateur sports at a recreational level within Saskatoon for projects that are not otherwise funded by the City. Eligible projects will be:

- Capital expenditures e.g. facility upgrades, enhancements and new facilities
- Asset acquisition e.g. major equipment purchases
- A onetime special circumstances grant to meet a significant and demonstrated need for the Saskatoon amateur sports community.

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The adjudication committee will assess applications using the following:

- Demonstrated community need;
- Community impact (e.g. numbers of people positively affected, how this will assist the organization to increase or improve participation in sports in Saskatoon, demographics of people using the facility or equipment);
- Quality and strength of the project;
- Partnership agreements where appropriate;
- Demonstrated community stakeholder support for the project and involvement in the project;
- Assessment of the business plan for the project that includes all funding sources, and expenses;
- Assessment of the project management plan that includes realistic work schedules, time lines, programming, research and evaluation.

Ineligible Expenses

- General operating, ongoing or core costs for the applicant organization
- Out of Province travel
- Computer and office equipment
- Routine maintenance
- Insurance costs
- Financing costs such as bank charges, interest and funding raising costs

Amount and Number of Grants

- Organizations may apply for one project per grant year.
- Successful applicants would not be eligible to apply again until all follow-up documents are submitted from previously approved projects through this program.
- Partnerships between sporting organizations are encouraged.

Minimum grant award is \$5,000. Maximum grant depends on funds available in the current grant run and number of applications. For 2011 the funding available for allocation(s) is up to \$190,000. The amount of future grant allocation is based on investment income from the Jack Adilman Estate, therefore will vary from year to year, with some years having no grant allocation.

Organizations will be required to find other sources of funding for a minimum contribution of 25% of the total cost of the project. This percentage could be made up of other fundraising, sponsorships, and in-kind donations. Thus, for a minimum Jack Adilman Fund Grant of \$5,000, the total budget would have to be \$6,667.

Sports organizations contemplating large scale projects are encouraged to discuss their funding requirements with the Arts and Grants Consultant.

ADJUDICATION

Adjudication will be carried by a committee consisting of:

- one representative designated by the Board of the YMCA
- one representative designated by the City of Saskatoon
- one representative designated by the Kinsmen Club of Saskatoon

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- one representative designated by the Lions Club of Saskatoon, and
- one representative designated by the Saskatoon Board of Trade (Greater Saskatoon Chamber of Commerce)

The committee is the final authority on whether an applicant is eligible and the amounts granted. The committee may also impose certain conditions for release or use of the funds. The results will be communicated by letter to the applicant. If no worthy projects are submitted no funds will be given out and the funds will be carried over to the next granting period.

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge the City of Saskatoon and the Jack Adilman Fund in promotional and other materials for the project. Further details will be supplied with letter of notification.

REPORTING AND PAYMENT SCHEDULES

A Follow-Up Report must be submitted within 60 days of the completion of the project. The form will be supplied with your letter of notification.

50% of the funds will be paid out upon approval of the grant. The balance amount will be paid once the City has received the Follow-Up Report on the form provided, accompanied by copies of receipts for eligible expenses.

The City of Saskatoon must be notified of any change in the project before the change is made.

Please return the completed application (one original and five copies)

by 12:00 noon on November 15, 2010 to:

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

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

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



JACK ADILMAN FUND GRANT APPLICATION

Please read the guidelines before completing the application.
The application is available in electronic form; however, a signed paper copy must be submitted.

NOTE: If this is a partnership project, involving more than one organization, page one information must be presented for each organization involved.

Applicants must submit one original application and five copies.

Name of Amateur Sports Organization:

Address:

Postal Code:

Contact Person:

Phone Number:

E-mail Address:

Fax Number:

Name of Alternate Contact for Organization:

E-mail Address:

Phone Number:

Non-profit Incorporation Number (Attach Corporate Registry Profile Report):

How many years has your organization been registered?

Name of Insurance Company:

Policy # (your organization must have a minimum of \$2,000,000 in liability insurance):

Certification of Information

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.

Authorized signature (President of the Board, Treasurer, or Executive Director)

Date

Print Name Above

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Please check the category under which you are applying (you may apply for only one grant) and the amount of the grant you are applying for:

- Capital expenditures e.g. facility upgrades, enhancements and new facilities
- Asset acquisition e.g. major equipment purchase
- Onetime special circumstances grant to meet a significant need for the Saskatoon amateur sports community (e.g. multi-use score clock, van to transport youth to sporting events, etc.)

Amount of grant requested:

\$

Outline the purpose for which the grant will be used, In your outline be sure to include documentation of:

- demonstrated community need;
- the impact on the community e.g. numbers of people positively affected,
- how this will assist the organization to increase or improve participation in amateur sport in Saskatoon;
- demographics of people using the facility or equipment and/or benefiting from the project;
- partnerships with other organizations; where appropriate include the role of each partner and their contribution to the project;
- experience in managing similar projects.

Attachments (Must be included for a complete application):

- A brief (maximum two pages) profile of your organization(s) (e.g. board members, number of members, mission statement, description of programs and activities). Include a description that demonstrates your organizational capacity and skills needed to complete the project.
- A budget for the project for which you are requesting funds. Include all projected sources of income, including your Jack Adilman Fund request and other fundraising. Include all projected expenses. Your budget should balance. Organizations will be required to find other sources of funding for a minimum of 25% of the total cost of the project. This percentage could be made up of other fundraising, partnerships, sponsorships, and in-kind donations. Thus, for a minimum Jack Adilman Fund Grant of \$5,000, the total budget would have to be \$6,667. Note that if you are considering sponsorships, consult with City of Saskatoon staff to ensure compliance with the City Sponsorship Policy.
- Please identify expected operating costs as a result of your project and how they will be sustained.
- A copy of the organization's most recent financial statements. Non-profit corporations with budgets over \$250,000 must be audited. Those with annual revenue of \$25,000 to \$250,000 require a review. Those with annual revenues of less than \$25,000 can submit financial statements approved by the board of directors. Organizations must be able to demonstrate evidence of organizational financial sustainability.
- A project management plan that includes realistic work schedules, time lines, programming, research and evaluation.
- A minimum of two letters of support for your project. These may be from other amateur sport organizations who are in partnership for the project or recognize the benefits of the project, or from sponsors providing other funding or in-kind support for the project.



JACK ADILMAN FUND GRANT FOLLOW UP REPORT

Please review the grant guidelines and your organization's grant application before completing the Follow Up Report.

This form is available electronically; however, a signed paper copy must be submitted.

Name of Amateur Sports Organization:

Address:

Postal Code:

Contact Person:

Phone Number:

E-mail Address:

Fax Number:

Name of Alternate Contact for Organization:

E-mail Address:

Phone Number:

Certification of Information

I hereby allow the City of Saskatoon to circulate the information contained in this grant Follow Up Report, for the purposes of adjudication and follow-up. I hereby certify that the information contained in this Follow Up Report is accurate and complete.

Authorized signature (President of the Board, Treasurer, or Executive Director)

Date

Print Name Above

Please check the category under which you received the grant

- Capital expenditures e.g. facility upgrades, enhancements and new facilities
- Asset acquisition e.g. major equipment purchase
- Onetime special circumstances grant to meet a significant need for the Saskatoon amateur sports community as a whole

Amount of grant received: \$ _____

Describe how the grant was used. Include documentation of how is meeting a community need, the impact on the community (e.g. numbers of people positively affected, how this will assist the organization to increase or improve participation in sport in Saskatoon, demographics of people using the facility or equipment) and describe partnerships with other organizations where appropriate.

Attachments (Must be included for a complete Follow Up Report):

- Final financial statements for the project. Include all actual sources of income, including your Jack Adilman Fund allotment and other fundraising. Include all actual expenses.
 - Copies of receipts for expenditures for the total of the Jack Adilman Fund Capital Grant.
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