



**2012 - 2013
Urban Aboriginal Grant Program**
administered by
The City of Saskatoon

Guidelines & Application Package

APPLICATION DEADLINE:
Noon, January 16, 2012

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For more information or if you would like an electronic copy of this application contact:
Email: grants@saskatoon.ca
Phone: 975-3383

URBAN ABORIGINAL GRANT PROGRAM APPLICATION GUIDE FOR COMMUNITY ORGANIZATIONS

1. Purpose

The purpose of the Urban Aboriginal Grant Program is to assist in the development of sport, culture and recreation programs, and leadership opportunities in sport, culture and recreation for Aboriginal residents of Saskatoon through non-profit community organizations.

A component of each program that receives this funding should show evidence of fostering and incorporating *leadership development* through program structure that allows young people to acquire skills and knowledge that will be useful to them in the future through:

- participation in formal leadership training opportunities;
- involvement in the planning and implementation of the activities;
- providing mentoring or volunteer opportunities in sport, culture and recreation programs or special events;
- promoting or developing role models;
- facilitating opportunities for meaningful civic engagement; and
- other leadership initiatives or activities.

In addition, organizations should consider the following in project design and implementation:

- increasing the *physical activity levels* and fitness of Aboriginal people
- encouraging program and planning linkages and *involvement with local schools*;
- helping overcome *barriers* (i.e., registration fees or equipment cost, transportation, childcare expenses, low skill development) that may restrict participation;
- fostering *cultural awareness* and knowledge;
- identifying how the activity could become *self-sustaining* in the future;
- strive for gender equity, youth participation, and volunteer and parental involvement in identifying local priorities as well as project design and development;
- where appropriate, be integrated and coordinated with other community programs and services of a similar nature; and
- organizations may not receive funding for the same project through any other City of Saskatoon grant program (i.e., Sports Participation Grant, Community Grant, Social Services or Environmental Cash Grant, etc.).

This program is jointly funded and managed through the Community Initiatives Fund and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

2. Funding available

- The maximum funding per project per year is \$10,000.
- Organizations are permitted to apply for more than one project. However, a separate application per project is required. If an organization is submitting more than one project proposal, **these must be ranked in order of priority** for the consideration of the Urban Aboriginal Adjudication Committee. Do not provide duplicate copies of financial statements, profile report, or mandate.

3. Application process

- Only organizations and projects that meet the established eligibility criteria will be admitted to the program; only eligible costs will be funded.
- Applications must be received by the competition deadline of **Noon, January 16, 2012**.
- The program grant period is between April 1, 2012 - March 31, 2013. All activities must take place and eligible expenditures must be incurred within this period.

4. Eligibility

Eligible organizations

In order to be eligible, an organization must:

- provide services to Aboriginal people that reside in Saskatoon,
- be registered under the Saskatchewan Non-Profit Corporations Act of Saskatchewan Justice,
- have been incorporated and in existence for a minimum of one year,
- have appropriate levels of participants' insurance covering programs, events and activities it presents or co-presents.

Note: Community groups and/or not-for-profit organizations that are not registered under the Saskatchewan Non-Profit Corporations Act may partner with eligible organizations to apply for support and deliver activities that meet the objectives of the program.

Ineligible organizations

- Individuals may not apply for funding assistance through this program.
- Health districts, libraries, private schools, government agencies, educational institutions, and universities are not eligible.
- Provincial sport, culture and recreation organizations are not eligible to apply for funding through this program.
- 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
- If an organization has an outstanding or incomplete Follow-Up Report for any City of Saskatoon funding program the organization will not be eligible.

Eligible costs

- Wages for project staff must directly support project delivery (full-time staff are not eligible).
 - Payroll records must include the date of service, the person's name, address and phone number, how much and what they are being paid for.
 - Any payment to an Elder must be documented by showing the date of service, the person's name, address and phone number, and role of the Elder. A maximum of \$150 per day may be paid to an Elder and \$50 per day for elder helpers.
- Honorariums must include the date of service, the person's name, address and phone number, how much and what they are paid for;
- Direct project related costs, such as project materials, minor equipment;
- Overhead expenses that are directly related to the project (i.e. rent, utility bills, insurance) will be accepted to a maximum of 20% of the total grant. Receipts must be submitted to claim this amount.

- Administrative expenditures will be given a lower priority and may not be funded.
- Transportation for participants may be provided by taxi, bus or rented vehicle.
- Food purchases directly related to the project are eligible to a limit of 20% of the total grant. Food must be directly related to the project and not for resale. We will only accept food purchases that are healthy and nutritional according to Canada's Food Guide.

Ineligible costs

- Subsidization of wages for full-time staff;
- Programs targeting literacy, early childhood development, social development etc. are not eligible under the Urban Aboriginal Community Grant program and should be directed to the Community Grant program offered by CIF.
- Organizations may not receive funding for the same project through any other City of Saskatoon grant program (i.e., Sports Participation Grant, Community Grant, Social Services or Environmental Cash Grant, etc.);
- Construction, renovation, retrofit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- Property taxes or insurance;
- Alcoholic beverages;
- Donations;
- Prizes, cash, gifts, awards, trophies, plaques, badges and promotional items;
- Food purchases that do not relate directly to a project, and food items for resale;
- Out-of-province activities and travel;
- Gaming systems/components, promotional items, printers, computers, laptops, and furniture;
- Personal items such as footwear, jackets and hats (uniforms are eligible if they remain the property of the organization);
- Federal or provincial government-delivered programs and services; and,
- Salaries or expenses for any federal, provincial or local government employees.

5. How will the applications be assessed?

- Applications will be reviewed by the municipal fund administrator to ensure completeness of all required information, and then sent for review to the Urban Aboriginal Adjudication Committee.
- The adjudication of community projects strives for the following: equitable distribution of funding between culture, sport and recreation initiatives; a reasonable balance of opportunities for male and female participants; and sport/culture/recreation leadership opportunities, in particular aimed at youth.
- The ability of the organization to undertake, manage and complete the proposed activity, project or event will be reviewed.

6. Notification of results

- Each community organization will be notified, in writing, of the outcome of its request for funding.

7. Post Approval

a) Program Implementation

Community organizations must implement and manage the program as per the approved program description and budget.

b) Recognition

Organizations that are approved for funding must publicly acknowledge the CIF and Saskatchewan Lotteries within their activities. Logos are available upon request.

c) Initial Payment

If approved 75% of the funds will be forwarded to the eligible organization.

d) Follow-up Report

A copy of the Follow-up Report form will be enclosed with your letter of approval. This report must be submitted to the City of Saskatoon within 60 days of the completion of the program or by April 30, 2013, whichever occurs first. Failure to meet this deadline will jeopardize the final grant payment and future grant requests from the City of Saskatoon.

The follow-up report must include a list of expenditures verified with copies of receipts or supplier invoices and copies of payroll records or contracts to verify staff salaries and project expenditures.

e) Final Payment

The final 25% of the approved funding will be released after the organization has completed the program, submitted the Follow-up Report and support documentation, and the Report has been reviewed and approved.

f) Return of Funds

Unused funds **and** funds used for purposes other than what was approved must be returned to the City of Saskatoon.

Where to submit your application _____

One signed original and six copies of the completed application form and 1 copy of supporting documentation (financial statements, non-profit, mandate), must be received in our office:

Community Development Branch
Cosmo Civic Centre
3130 Laurier Drive
Saskatoon, SK S7L 5J7

OR

Community Services Department
2nd Floor, Saskatoon City Hall
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

by Noon p.m. on Monday, January 16, 2012.

If possible, please submit double-sided copies. The environment thanks you.



Date Received by
City of Saskatoon

Application Form for Community Organizations Urban Aboriginal Grant Program 2012 - 2013

Applicant Information

Name of organization:	
Address:	
Postal Code:	
Contact Person:	Phone Number:
Email Address:	Fax Number:
Alternate contact for your organization:	
Name:	
Address:	Phone Number:
Postal Code:	Fax Number:
Mandate of your organization Provide a short outline of your organization's mandate or goals.	

In which category would you put your project? (Check One)	<input type="checkbox"/> Sport <input type="checkbox"/> Culture <input type="checkbox"/> Recreation
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Grant amount requested: \$	(maximum \$10,000 per project)
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<p>Please provide a detailed project description. Title: _____</p> <p>(Describe what you are going to do and how you are going to do it.)</p>
--

Have you received grants for this activity in prior years?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, how do you plan to change this project to increase participation?			
Please answer the following.			
How many more people do you estimate will participate than previously? _____			
How did you determine that there is a continuing need for this program?			
Project length and duration			
Start Date		Completion Date	
Project Times		Number of weeks	
Project Dates			
Location(s)			
Source and amount of the organization's liability and participants insurance:			
Name of Insurance Company:			
Policy #			
You must have in a minimum of \$2,000,000 in liability insurance.			

1. Objectives

a) What do you wish to achieve with this project?

b) How will you accomplish the project objectives?

c) **Eligible programs must meet one or more of the following objectives. Check only those that apply.**

This project will:

- Strive for gender equity, youth participation, and volunteer and parental involvement.
- Increase the number of First Nations and Métis people involved in leadership capacities for sport culture and recreation initiatives.
- Assist in keeping Aboriginal youth in school and using school facilities as a centre for project activities.

d) Were Aboriginal people involved in the planning and development of this project? Yes No
If yes, how were they involved?

e) What organizations offer a similar program? How will you be partnering with them for this initiative?

f) Are you partnering with other organizations in the project?
Please list your partners and describe their involvement in the project.

2. Program Structure

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

- | | |
|---|--|
| <input type="checkbox"/> registered program | <input type="checkbox"/> drop-in program |
| <input type="checkbox"/> workshop | <input type="checkbox"/> performance |
| <input type="checkbox"/> special event | <input type="checkbox"/> other _____ |

b) Describe the types of leadership development initiatives that will occur through this activity. How will it occur and who will conduct it? Be as specific as possible, including at least who is involved, when it occurs, how many participating, instructors, coaches, coordinators, participant training, etc.

c) Clearly explain the role of Elders, if included in the program.

d) How many volunteers will be involved with this project?

- 0
 1-10
 11-25
 26-50
 Over 50

What will they do?

3. Estimate numbers, age 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 (Youth)			
19-29 years (Young Adult)			
30-64 years (Adult)			
65+ years (Older Adult)			
Total			

What percentage of these participants are Aboriginal residents residing in Saskatoon? _____%

4. Barriers

What are the key barrier(s) to participation you will address?

Barrier to Participation	Explain how this issue is addressed
<input type="checkbox"/> access to facilities/equipment	_____
<input type="checkbox"/> cost	_____
<input type="checkbox"/> disability	_____
<input type="checkbox"/> health and nutrition issues	_____
<input type="checkbox"/> lack of childcare support	_____
<input type="checkbox"/> lack of cultural sensitivity	_____
<input type="checkbox"/> lack of leaders and role models	_____
<input type="checkbox"/> don't have necessary skills	_____
<input type="checkbox"/> no one to go with	_____
<input type="checkbox"/> not aware of activity	_____
<input type="checkbox"/> transportation	_____

5. Planning Initiatives

Which of the following planning initiatives were key to determining this project as a priority initiative for Aboriginal people within the community?

- focusing on decreasing barriers to sport, culture and recreation activities and therefore improving the education, health and/or well-being of Aboriginal children, youth and families;
 - actively involving those to whom the programs and services were to be provided in the development, management and delivery of the programs;
 - addressing community-identified needs;
 - demonstrating cultural sensitivity, reflecting input of the community;
 - integrating and coordinating with other community programs and services of a similar nature.
 - Other: _____
-

6. Recruitment and Promotion

a) How will participants be told about the 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

b) Who can participate in the program? Are there any restrictions?

7. Evaluation

a) What key success indicators (outcomes) will be used to determine the success of the project?

b) How do you plan to include Aboriginal people in the evaluation of this project?

c) How will this program become sustainable in the future?

Budget – In-Kind Contributions

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.

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

PROJECT BUDGET SUMMARY

Organization: _____

Note: Show expenses and revenues for the entire project and include a detailed breakdown of all expenses.
Revenue and expenses MUST balance on your proposed budget.

Revenue	Budget Amount	Follow-up Actual Revenues
URBAN ABORIGINAL GRANT REQUEST		
Cash Donations/fundraising		
Grants from other sources (complete chart bottom of page)		
Other (complete chart at bottom of page)		
Total Revenue		

Expenses	Budget Amount	Show which expenses will be funded by the grant	Follow-up Actual Expenses	Receipts Enclosed (please check)
Facilities				
Equipment costs Provide a breakdown below				
1.				
2.				
3.				
Travel costs				
Project Staff (Specify number of employees, hours of work and wages)				
1.				
2.				
3.				
Leadership activity expenditures (explain)				
1.				
2.				
Other direct related expenditures Please list				
1.				
2.				
3.				
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

Application Deadline: 12 Noon, Monday, January 16, 2012

Information Certification

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 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.

APPLICATION CHECKLIST

- Have you submitted ONE signed original and SIX copies of the application form?**
- Have you submitted ONE copy of your Financial Statements?**
One signed copy of the organization's most recent audited financial statement as presented at your last Annual General Meeting, or a financial statement signed by appropriate Board authorities. If you have an accumulated surplus or deficit, please explain how it occurred and how you plan to eliminate the deficit or use the surplus.
- Have you submitted ONE copy of your Proof of Non-Profit Status?**
A copy of a letter from the Corporations Branch or a Corporate Registry Profile Report verifying **current** incorporation status for your organization.
- Have you kept a complete copy of the application form and information guidelines for your records?**

Your application must be received in our office by Noon on January 16, 2012 to:

Community Development Branch
Cosmo Civic Centre 2nd Floor,
3130 Laurier Drive
Saskatoon, SK S7L 5J7

OR

Community Services Department
Saskatoon City Hall
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

(If possible, please make double-sided copies. The environment thanks you.)

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