

## 2024 Sport Projects Grant Program

### Application Guidelines

Application deadline – 4:30 pm, February 15, 2024

### Objective

The objective of the *Sport Projects Grant* is to build capacity within the sports sector in Saskatoon for the well-being of the community. Project funding is provided to Saskatoon based sports organizations.

For more information or to discuss your application contact:

Kathy Allen

Arts and Grant Consultant

306-975-3391

[kathy.allen@saskatoon.ca](mailto:kathy.allen@saskatoon.ca)

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

### Who Can Apply?

To be eligible for support, your organization must:

- be a registered non-profit sports organization whose primary mandate is to deliver sports programming in Saskatoon and be overseen by a provincial or national governing sports organization;
- be registered as a non-profit corporation federally or with Information Services Corporation (ISC) in Saskatchewan. 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 incorporated and in existence for a minimum of one year;
- have appropriate liability and participant insurance for the proposed project; and
- be up-to-date and in good standing with any previous grant received from the City of Saskatoon.

### Who Can't Apply?

- Individuals; and,
- health districts, libraries, private schools, government agencies, educational institutions, universities, and other non-sporting organizations.

### Funding

The City of Saskatoon will provide funding of up to 75% of eligible project costs to successful applicants:

- The maximum grant amount is \$10,000

Eligible organizations may apply for only one project per deadline.

## Eligible Projects

- Equipment purchases (sports or office);
- facility upgrades;
- governance reviews;
- strategic planning;
- feasibility studies;
- website development; and,
- market research aimed at refocusing direction.

## Ineligible Projects

- Regular or routine maintenance and repair;
- training, conference, or travel projects;
- projects that are part of on-going, day-to-day operations;
- administrative costs not directly related to the project;
- projects not located in Saskatoon;
- projects that have been completed on or before the deadline date;
- projects that will not be completed within 24 months of receiving funds; and
- organizations may not receive funding for the same project through any other City of Saskatoon grant program (i.e., Jack Adilman Grant, Cash Grant – Social, Environmental Grant, etc.) or City of Saskatoon funding source.

## Assessment Process

Applications will be reviewed by a committee consisting of qualified peers. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

### 1. Merit of Project

- There is evidence of clear project goals and objectives that address an organizational need;
- There is evidence that the project strengthens the applicant's development; and,
- There is evidence of high professional standards in carrying out the project such as merit and expertise of service providers or quality of equipment.

### 2. Community Impact

- The project demonstrates clear, measurable benefits to the community;
- There is evidence of community support in the form of volunteer time, contributions from other organizations, cash or in-kind support from corporate sponsors and individual donors; and,
- There is evidence of support and/or partnerships from people who are knowledgeable about the sector, the community and/or the proposal.

### 3. Planning

- The applicant demonstrates a well-conceived strategic rationale for undertaking the project;

- The budget for the project is realistic and cost-effective; and,
- There is evidence of the project team's ability to manage the project and project financing effectively and efficiently.

## Notification

Applicants will be informed of the results of their application by May 1, 2024.

The City maintains the right to withdraw a grant award, upon notice to the grant recipient, in the following circumstances:

- There was a major and significant change to the grant project without the prior approval of the City;
- Funding for the grant program becomes unavailable; or,
- Any other time when the City so determines.

## Acknowledgement

Grant recipients are required to acknowledge support from the City of Saskatoon in promotional materials and other materials for the project. Logos may only be used for the year in which the funding is provided. City of Saskatoon Funding Recognition guidelines can be found here:

[https://www.saskatoon.ca/sites/default/files/documents/community-services/community-development/funding\\_recognition\\_guidelines.pdf](https://www.saskatoon.ca/sites/default/files/documents/community-services/community-development/funding_recognition_guidelines.pdf).

## Processing

The City of Saskatoon will only accept and process applications that are submitted online prior to the grant deadline. If you require assistance with the online application, please contact the Grants Clerk at 306-975-3383 or [grants@saskatoon.ca](mailto:grants@saskatoon.ca). The City of Saskatoon reserves the right to request additional information.

## Reporting and Payment Procedures

Successful applicants are required to submit a completed *Follow-Up Report*, along with copies of receipts for eligible expenses, to the Community Services Department within 60 days of the completion of their project.

Funds are released upon approval of the *Follow-Up Report*.

**Changes to your project:** please notify the Arts and Grants Consultant of any change in staffing, duration, programming, timing, budget, or other aspects of the project *before* the change is made.

## Application Process

Apply online: [https://cityofsaskatoon.smapply.io/prog/sport\\_projects\\_grant/](https://cityofsaskatoon.smapply.io/prog/sport_projects_grant/)

The application will ask for general information on your project and organization as well as the following:

- project description (maximum 5 pages):
  - Include information on the goals of the project, why the project is important, and the community impact of the project (please refer to the assessment criteria when completing the project description);
- information on the Project Team;
- project budget;
- letters of support from community stakeholders (maximum 3, minimum 1); and,

- support material:
  - If applicable: Email from the City indicating permission for projects in City facilities and/or on City land; plans/drawing, quotes on goods and services (required if purchasing goods or services), information on consultants, equipment, etc.

**Applications must be received by 4:30 pm, February 15, 2024**