

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C03-018*

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<b>POLICY TITLE</b> <i>Assistance to Community Groups</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>July 16, 2001</i>
<b>ORIGIN/AUTHORITY</b> <i>Legislation and Finance Committee Reports No. 46-1990, 49-1990, 22-1993, 3-1995 and 11-1995; City Commissioner's Report No. 26-1995; Administration and Finance Committee Reports No. 12-1997, 7-1999, 7-2000, 13-2000 and 9-2001</i>	<b>CITY FILE NO.</b> <i>CK. 1720-3-3, 1870-0, 1870-1, 1870-2, 1870-2-3, 1870-2-4, 1871-1, 1871-2, 1871-3, and 1871-5</i>	<b>PAGE NUMBER</b> <i>1 of 10</i>

## 1. PURPOSE

This policy involves the provision of assistance to community groups in the areas of, social services and environment.

The objectives of this policy are:

- a) To provide community groups with assistance to undertake activities which are of general benefit and serve to enhance the quality of life for Saskatoon residents; and
- b) To ensure that optimum benefit is received by allocating this assistance to those community groups which are best able to deliver services in an efficient and effective manner.

Advisory Groups, as defined in Section 2.3 of this Policy, will receive and review applications and forward recommendations to the City's Administration and Finance Committee. The Administration and Finance Committee will review recommendations submitted by the Advisory Groups and refer final recommendations, including the Advisory Groups recommendations, to City Council for consideration and approval.

## 2. DEFINITIONS

- 2.1 Assistance - shall be defined to mean cash grants. It does not, however, include payments made on a contractual basis for services which would otherwise be provided by a civic department.
- 2.2 Community Groups - are defined to include all groups, institutions and organizations which are eligible to apply for assistance under this policy.

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## 2.3 Advisory Groups - For the purpose of this policy:

The Social Services Advisory Subcommittee of the Administration and Finance Committee shall be the advisory group for the social services component.

## 3. POLICY

Community groups may receive assistance, subject to City Council approval, provided they meet the criteria and requirements outlined in this policy.

### 3.1 General Evaluation Criteria and Guidelines

The following general evaluation criteria and allocation guidelines shall be used to evaluate the merits of the applications received and to determine the level of assistance to be awarded.

- a) Eligibility - shall be limited to those community groups that are registered as a Non-Profit Corporation under the Non-Profit Corporations Act of Saskatchewan, under the Co-operative Act of Saskatchewan, or federally registered as a charity.
  - i) Community groups that exist primarily for political or sectarian purposes or for the purpose of providing funding to other groups are not eligible for assistance under this policy.
  - ii) To be considered eligible, community groups must serve the needs of Saskatoon residents and should therefore have membership that resides within the geographical boundaries of the City. A national or provincial parent body of a local branch may qualify for funding provided the application relates to a program specifically targeted to Saskatoon residents.
  - iii) The community group must have an independent active governing body composed of volunteers. This Board shall be held responsible for the effectiveness of services provided and financial accountability for assistance received.

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- b) Community Need
  - i) 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.
  - ii) Assistance shall not be provided for programs which are considered to be a duplication of services already provided.
- c) Impact/Effectiveness
  - i) Priority shall be given to those programs which impact on the largest number of people in the community.
  - ii) The community group's past performance in achieving program objectives shall be considered.
- d) Volunteers - Community groups with a large degree of community volunteer involvement within their last fiscal year shall be given priority over those with little or none.
- e) Other Funding Sources
  - i) The community group's ability to generate funds from other sources (such as senior levels of government, private donations or general charges or fees) shall be considered in the evaluation.
  - ii) All assistance received under other City of Saskatoon programs (i.e. provision of civic services, grants through the Saskatchewan Lotteries Community Grant Program, subsidized rental of recreation facilities, tax exemptions, rebates, etc.) shall be considered in the evaluation of an application.
- f) Jurisdictional Overlap - As a general guideline, the City shall not replace financial assistance that was previously provided to the community group by senior levels of government.

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- g) Management Capabilities
  - i) The community group must demonstrate that it is capable of efficient and effective administration of the assistance provided.
  - ii) A procedure should be established by the recipient to evaluate the effectiveness of the project in order that the results may be reported to the City.
- h) Restrictions on Level of Assistance
  - i) The value of all assistance provided by the City of Saskatoon (for example, cash grants, travel grants, donations-in-kind, property tax exemptions) to an organization shall not exceed 50 percent of the cost of eligible programs and activities.
  - ii) Assistance will not be provided to fund accumulated deficits or program shortfalls.
  - iii) Community groups will be required to consolidate all program and project funding requests into one application. No community group shall be awarded more than one grant under this program per year.
- i) Accountability - Upon completion of the program or activity, the community group must submit to the applicable advisory group a detailed account of how the assistance was used as well as an evaluation of the effectiveness of the program undertaken.
- j) Cash Disbursements - Complete grant payments shall be made by July 1 each year, unless otherwise specified by City Council.

## 3.2 Advisory Groups

- a) The advisory groups shall have the authority to define additional specific criteria that are consistent with the general criteria outlined in this policy. Such additional specific criteria are included in Appendix A of this policy.
- b) All members of the advisory groups shall declare any conflict of interest regarding applications and take no part in their evaluation.

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- c) Purchases or gifts shall not be accepted from members of the organization nor from anyone acting in a volunteer capacity.

### 3.3 Program Funding

The maximum global funding that will be available in each year will be \$2.00 per capita.

- a) For the purposes of calculating the maximum, the population of Saskatoon as at June 30 of the immediately preceding year and as estimated by the Saskatchewan Hospital Services Plan, shall be utilized.
- b) The distribution of annual funding amount will be determined by City Council and shall be made available to community groups in the following categories:
- Social Services
  - Environment
  - Contingency

The contingency amount shall be available for responding to unique or one-time special requirements in any of the three components. This will provide some flexibility to exceed, on a temporary basis, any of the proportions specified above.

The Environment Category will have \$5,000 in funding.

- c) The advisory groups shall, if they receive bona fide new requests or initiatives, set aside a minimum of 5% of the total grants for allocation to these new requests.
- d) It will be at City Council's discretion (subject to a recommendation of the Administration and Finance Committee) as to whether the maximum funding shall be allocated among the applications received in accordance with the application deadlines or whether further applications will be considered at another time during the year for any remaining unallocated funding.

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- 3.4 Conditions of Approval - City Council may, as required, attach conditions to the approval of assistance under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project or activity receiving civic support.
- 3.5 Appeals - Appeals shall not be heard until after City Council has received and considered the recommendations for assistance submitted by the Administration and Finance Committee. All appeals must be made to City Council.
- 3.6 Administrative Authority - The Administration shall have the authority to establish the format of application forms, the minimum documentation required to be submitted by the applicant, and application deadlines.

#### 4. RESPONSIBILITIES

- 4.1 Administration - shall provide an administrative support person to each advisory group to act as a liaison between the administration and the advisory group and to perform such duties as may be required with regard to this policy.
- 4.2 Advisory Groups
- a) Develop specific criteria for evaluation of requests in accordance with the intent and general criteria outlined in this policy.
  - b) Receive and process applications for assistance.
  - c) Review and evaluate each application to ensure that objectives of the policy are met.
  - d) Conduct interviews with applicants (when necessary) to obtain or provide any additional information that may be required.
  - e) Present recommendations for assistance to the Administration and Finance Committee for consideration.
  - f) Monitor and evaluate effectiveness of those programs which were approved under this policy.

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- g) Recommend to the Administration and Finance Committee any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

#### 4.3 Administration and Finance Committee

- a) Review recommendations submitted by the advisory groups, inform the advisory groups of any amendments, and refer the final recommendations, as well as the advisory groups recommendations, to City Council for approval.
- b) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

#### 4.4 City Council - shall approve applications for assistance based on recommendations from the Administration and Finance Committee.

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## "APPENDIX A"

### SPECIFIC EVALUATION CRITERIA OF ADVISORY GROUPS

#### I. SOCIAL SERVICES COMPONENT

##### 1. Categories

For the purposes of evaluating and recommending allocation of grants in the social services component, eligible community groups (as defined in Section 3.1(a) of Policy C03-018) shall be classified under the following categories:

- Services to Families (including youth and children).
- Services to Seniors.
- Health and Rehabilitation Services.

New initiatives shall be applied against the appropriate category.

##### 2. Applications

The Social Services Advisory Subcommittee underscores the following administrative policies with regard to applications:

- Incomplete or inaccurate applications shall be rejected.
- Applications must be received for review on or before March 1 of each year.
- Late applications will not be considered for funding.

##### 3. Evaluation Criteria

- a) Applications from eligible groups shall be reviewed annually in light of current social and economic circumstances. Funding should not be anticipated by community groups as "on-going".
- b) The Social Services Advisory Subcommittee emphasizes its intention to comply with the policy's general evaluation criteria requiring consideration of the community group's ability to generate funds from other sources.



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- c) Proposed projects must fall within the stated mission or mandate of the organization.
- d) High priority shall be given to those projects and programs which:
- Provide direct services, either pro-active or remedial, to enhance the quality of life for Saskatoon residents especially as they relate to the family.
  - Meet demonstrated areas of current and urgent "need".
  - Demonstrate "consumer group" involvement (i.e. where individuals with special needs are involved).
  - Demonstrate, by the nature of their activities, the maintenance of a stable community.
  - Interface with existing City services.
- e) After high priority applications have been met, priority shall be given to:
- Projects which enhance the convenience of accessing service (e.g. computerization).
  - "Research" and other studies.
  - "Recognition" or thank you activities (e.g. citations, plaques, honour or appreciation functions).
  - Support for fund-raising events.
  - "Promotional" and/or advertising materials, activities, etc.
- f) Funding shall not be made available for:
- Capital expenditures (e.g. facilities, equipment, etc.).
  - Deficits.
  - Programs and services where the beneficiaries are not demonstrably "in need". Such activities may best be referred to the culture and/or recreation components of this policy.

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## II. ENVIRONMENTAL COMPONENT

### 1. Categories

For the purposes of evaluating and recommending allocation of grants in the environmental component, eligible groups (as defined in Section 3.1a) of this Policy) shall be classified or shall apply for projects under the following categories:

- protection of the environment
- conservation of natural resources
- environmental communications, research and education

### 2. Applications

- Incomplete or inaccurate application will be rejected.
- Late applications will not be considered for funding.

### 3. Evaluation Criteria

Applications must comply with the Policy's General Evaluation Criteria and Guidelines. Priority will be given to the following:

- a) projects rather than operational funding
- b) partnership projects that involve more than one group
- c) projects that have a broad (e.g. city-wide) impact rather than a limited (e.g. neighbourhood) impact
- d) projects that are completed in the year the funding is awarded.