

Saskatoon Collaborative Funders Partnership

Application Guide

Saskatoon Collaborative Funders Partnership

The Saskatoon Collaborative Funding Partnership is a collaboration of several Saskatoon and area funding organizations. Two of the members all use the same application form in order to make it easier and simpler for community groups to apply for grants.

Use the Partnership's online application form to apply for the following grants:

- City of Saskatoon – Social Services Grant
- United Way of Saskatoon and Area – Community Initiatives Fund

You do not need to specify which of these grants you are applying for. Your application will be reviewed by representatives of all two grant programs. Your application could be funded by one or more of these grant programs, based on individual funder's priorities and criteria.

The application form that accompanies this application guide is a general form. Individual funders may request additional information that reflects the requirements of their grant programs. A summary of the priorities of individual funders is provided in this application guide.

For more information on the funding priorities and criteria of each funder contact the funder directly. Contact information is included with this guide.

Note: Submit your application online. Paper applications will not be accepted. Please see page 2 of this application guide for information about submitting your application.

Purpose of This Application Guide

This guide will assist you to complete the online application form for funding through the Saskatoon Collaborative Funding Partnership. **Please read both this application guide and the application form through from beginning to end before you begin filling out the application form.**

Deadline

The deadline for receipt of applications is NOON Wednesday, February 28, 2018.

General Guidelines

Please follow the instructions in this application guide. If you do not follow instructions your application form may not be reviewed or considered for funding.

- Submit your application form online. Paper applications will not be accepted.
- Do not send any brochures or supplemental materials regarding your application to the Saskatoon Collaborative Funding Partnership. Such materials will not be accepted.
- The Partnership may contact you by phone or e-mail to request additional information about your application.

Filling Out the Application Form

- 1. Identify a need in your community** – All grant applications should respond to a need in the community. You must be able to demonstrate that your project/program/service/ initiative responds to a need or fills a gap in the community.
- 2. Ensure your organization and project are eligible** – Be sure that your organization and the project/program/service/initiative you propose meets the eligibility criteria of at least one of the three funders participating in the Partnership. These criteria are provided in the next section of this application guide ‘Funders’ Priorities.
- 3. Attend a workshop** – The Saskatoon Collaborative Funding Partnership will be holding a series of free workshops for organizations that are interested in applying to this grant program. If your organization is new to this grant program you must send at least one representative to a workshop, if you wish to be considered for a grant. At the workshop you will be given an organization identification number and oriented to the new online application process.
- 4. Plan your project/program/service/initiative** – Plan your project in detail before you start filling out the application form. Allow enough time to plan thoroughly. Consider organizing a small planning committee to think through and plan for all aspects of the project.

When you are planning ask yourselves:

- What community need are we responding to?
- What are our objectives?
- Who will do the work?
- How much will it cost?
- Where will all the funds come from?
- What are the timelines?
- How will we evaluate to determine whether we have met our objectives?
- Does our project/program/service/initiative meet the eligibility requirements of at least one of the Partnership funders?
- Does our organization have the capacity to successfully initiate, implement and complete this project?

Planning is important – If you plan your project in detail, your application is more likely to be successful.

- 5. Ensure that you are authorized by your board of directors to submit applications for your organization** – The Partnership may check with your board to ensure that you are authorized to submit applications.
- 6. Fill out the application form.**
- 7. Review your application** – Before you submit your application, read it over carefully. Does it say what you want it to say? Do all the budget figures add up? Are the timelines realistic? Have you provided all the information required? An incomplete or inaccurate application reduces your potential to receive a grant. Read the guide one more time, referring to your application as you read, to be sure you have not missed anything.
It may be appropriate to ask another person to review your application, because **you will be unable to change it after you click “Submit”**.
- 8. Print a copy of your completed application for your records** – Keep the printed copy in your file and use it as a roadmap to implement your project, if your application for funding is successful.

Funders' Priorities

The funding priorities of the Saskatoon agencies using this common application form are summarized on this page and the two that follow. This is a general description only. For detailed information about the funding priorities and eligibility requirements of each organization, contact the organizations directly.

City of Saskatoon – Social Services Grant

Eligibility: To be eligible for the City of Saskatoon Social Services Grant, an organization must be registered as a non-profit organization under *The Non-Profit Corporations Act* of Saskatchewan or under *The Co-operative Act of Saskatchewan* or registered as a charitable organization with the Canada Revenue Agency.

- 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.

Objectives: To support human service organizations in the provision of activities that are of general benefit to vulnerable citizens/populations within Saskatoon and enhances their quality of life, especially in relation to the family. This program will not fund sport, culture or recreation initiatives, economic development or capital expenditures.

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.

Evaluation Criteria: Proposed projects must fall within the stated mission or mandate of the organization and will be assessed based on the following criteria:

Community Need

- Meet demonstrated areas of current and urgent "need".
- Demonstrate client group involvement
- Assistance shall not be provided for programs which are considered to be a duplication of services already provided.

Impact

- Benefit a significant number of individuals in the community
- Provide direct services, either pro-active or remedial, to enhance the quality of life for vulnerable Saskatoon residents especially as they relate to the family.
- Demonstrate, by the nature of their activities, the maintenance of a stable community.

Effectiveness

- The community group's past performance in achieving program objectives shall be considered.
- Work in a cooperative and collaborative fashion
- Project/program plan is achievable and will support clear results, have real life outcomes and be preventative in nature

Management Capabilities

- The community group must demonstrate that it is capable of efficient and effective administration of the assistance provided.
- 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.

Accountability: Upon completion of the program or activity, the community group must submit a detailed account of how the assistance was used as well as an evaluation of the effectiveness of the program undertaken.

Application Deadline: February 28, 2018 as part of the Saskatoon Collaborative Funders application process. Applications are through an online process at www.saskatoongrants.ca. For additional information about this funding program visit the City of Saskatoon website at www.Saskatoon.ca/grants call 306-975-3383 or email grants@saskatoon.ca.

United Way of Saskatoon and Area-Community Initiatives Fund

To be eligible for a grant from the United Way of Saskatoon and Area Community Initiatives Fund, an organization must be registered as a charitable organization with the Canada Revenue Agency (CRA). The CRA charitable registration number must be provided in the Application for Funding (under the section titled *Information About Your Organization*, item #8 – *Corporate Status of Your Organization*).

The focus of the United Way of Saskatoon and Area Community Initiatives Fund is to invest in programs that meet vital or emerging community needs that are not supported through current United Way funded agencies. Investments are prioritized based on outcomes in three focus areas:

Moving people from poverty to possibility	Building strong communities	Helping kids be all that they can be
Housing stability: <ul style="list-style-type: none">• Individuals and families have access to emergency shelter• Individuals and families access safe, affordable housing• Individuals and families have the resources and supports to maintain safe and stable housing	Neighbourhood and community engagement: <ul style="list-style-type: none">• Individuals and families feel a sense of belonging and inclusion in their community• Individuals and families get involved in their community• Individuals and families act to positively influence their community	Emotional and physical wellbeing: <ul style="list-style-type: none">• Children and youth believe in themselves• Children and youth can better handle life's challenges• Children and youth make healthy choices
Food security: <ul style="list-style-type: none">• Individuals and families access affordable, nutritious and appropriate food• Individuals and families regularly consume nutritious and appropriate food• Individuals and families experience decreased stress and life disruptions due to food insecurity	Connected to supports: <ul style="list-style-type: none">• Individuals and families create and maintain supportive relationships• Individuals and families are connected to and able to access services and supports that they need• Community services work together to help individuals and families better navigate support systems	Connectedness and community involvement: <ul style="list-style-type: none">• Children and youth care about and get along with others• Children and youth take responsibility and lead• Children and youth get involved
Employment and financial security: <ul style="list-style-type: none">• Individuals have family-sustaining, meaningful employment• Individuals and families are financially stable and have supports and assets to avoid financial crisis• Individuals and families have access to affordable goods and services needed to support independence and stability	Personal well-being and safety: <ul style="list-style-type: none">• Individuals and families are able to live independently and make healthy choices• Neighbourhoods and homes are safer for individuals and families, especially victims of violence and abuse• Individuals and families have positive mental health and are better able to handle life's challenges	Engagement in learning: <ul style="list-style-type: none">• Children and youth are ready to learn• Children and youth do well in school• Youth make a healthy transition into adulthood

United Way of Saskatoon and Area's mission is to improve lives and build community by engaging individuals and mobilizing collective action. Our key strategies are:

- *Engage and mobilize community (dollars, influence, time, knowledge, action)*
- *Address underlying causes*
- *Strengthen the network of services and capacity of non-profits and community*
- *Influence public attitudes, systems and policy*

For additional information about the United Way of Saskatoon and Area Community Initiatives Fund, call the Relationship Manager, Community Impact at (306) 975-7755 or visit www.unitedwaysaskatoon.ca

Information About Your Organization

In this section of the application form we are requesting information about your organization.

1. **Legal/Registered Name of Organization** – Give the name that appears on legal documents or provincial or federal government registrations. If your organization is commonly known by a shorter name or an alternative name, give the common name in brackets.
2. **Address** – Please give the street address or mailing address for your organization that appears on legal documents or provincial or federal government registrations.
3. **Contact Information** – Please give the phone number, fax number and e-mail address of your organization. Use the same contact information that appears on legal documents or provincial or federal government registrations.
4. **Contact Person for Your Organization** – The contact person is the formal head of your organization. It might be the board chair, the chief, the president, the executive director, or the CEO. In the case of a for-profit business, it might be the owner.
5. **Organizational Purpose** – Describe the **primary purpose or mission** of your organization in 100 words or less. Descriptions which exceed 100 words will be cut off at the 100 word mark.
6. **Similar Organizations** – Please indicate whether other organizations in Saskatoon and area offer **services similar to those offered by your organization**. If two or more organizations offer similar services or have a similar purpose, there is an expectation they will work together or amalgamate their organizations in order to achieve efficiencies and reduce duplication of services.
7. **Type of Organization** – Check only those boxes that most precisely describe your organization. If you check numerous boxes your application may not be reviewed or considered for funding.
8. **Corporate Status** – Some organizations will have one or more of these types of **incorporation**. Other organizations will not be incorporated. If your organization has one or more of these types of incorporation, please provide the registration or incorporation number.
9. **Lobbyist** – Please indicate whether your organization is a **registered lobbyist** as per the *Lobbyist Registration Act* administered by Industry Canada. If your organization is a registered lobbyist please give the registration number.
Lobbyists may register online with Industry Canada (<http://strategis.ic.gc.ca>) free of charge. For more information, please contact 1-800-328-6189.
10. **Property Taxes** – Please indicate whether your organization pays **property taxes** to the City of Saskatoon. (This is a requirement for some community-based organizations that own buildings or other property.)
11. **Financial Statements**
 - If your organization has an **audited** financial statement, please attach a copy of the most recent.
 - If your organization has an **unaudited** financial statement, please attach a copy of the most recent.
 - If your organization does not have a financial statement of any type, please attach an explanation of the reasons why.
12. **Budget to Actual** – Please attach a copy of your organization's most recent financial statement along with a comparison to budget for the same time period (**budget to actual**). This provides funding organizations with information about the effectiveness of your budget process. If your organization is provincial or national in scope, please provide a summary of revenue and expenses for the Saskatoon office.

Information About Your Organization (Continued)

13. **Board of Directors** – This question asks for information about your **board of directors**. The board of directors may be a traditional board of directors, chief and council, school board, school community council, town or city council, reeve and council, or other body that is legally responsible for the operation of your organization. Many businesses do not have a board of directors.
14. **Outstanding Reports** – This question asks if your organization has any **outstanding financial or follow-up reports** required by other funders. Most funders require that you submit financial, program and/or evaluation reports at specific points in a project. Are you late with any reports required by other funders? If you are, attach a list giving the name of the funder, the type of report outstanding, the date on which the report was due, and the reason for the delay in submitting.
15. **GST Number** – If your organization has a GST number, please provide the number in the space provided on the application form.
16. **General Liability Insurance** – Please indicate whether your organization carries general liability insurance.

Information About Your Project/Program/Service/Initiative

In this part of the application form, please tell us about the project/program/service/initiative your organization is proposing to deliver.

17. **Name of Project/Program/Service/Initiative** – Please choose a name that describes the project/program and tells what it is about.
18. **Request** – Give the **total amount of funds** you are requesting through the Saskatoon Collaborative Funding Partnership.
19. **Project Description** – Do not repeat mission/vision statement(s). Provide a brief narrative description of your project/program/service/ initiative, including objectives, activities, timelines, and target populations. Bullets and point format is preferred. Descriptions which exceed 750 words or 3,750 characters will be cut off at the 3,750 characters mark.
20. **Type of Project/Program** – In this question you are asked to identify the type of project/program/service/initiative you are proposing to do. The following definitions will help you.
 - **Pilot project** – a project that is planned as a test or trial to determine whether an ongoing or larger program is feasible
 - **One-time project/program** – a project or program that will occur only once and is not intended to lead to a larger or ongoing program
 - **Ongoing programs and services** – a new program that is intended to continue for a considerable length of time
 - **Extension of existing services** – continuation of an ongoing, existing program that has already demonstrated its value
 - **Capital funding** – funding to purchase or renovate a building or other facility
21. **Project Delivery Partners (not sponsorships or letters of support)** – If you are **partnering** with one or more other organization(s), please provide the name of the organization(s), the name of the contact person(s) and the phone number(s) and e-mail address(es) of the contract person(s).

Partnerships are not required for funding through the Saskatoon Collaborative Funding Partnership. However, there is an expectation that organizations that offer similar or complementary services will partner in order to provide maximum benefit to the community and make the best use of available money. In addition, partnerships can be a way of leveraging resources and/or contacting the target audience for a project or program.
22. **Target Population** – Who is the primary target population for your project/program/service/initiative? Please check only the boxes that most precisely describe the **target population** for your program/project/service/initiative. If your program is open to all, or the general population, leave the question blank.

Information About Your Project/Program/Service/Initiative (Continued)

23. **Number of Participants** – Please identify the **number of people** you expect to participate in your program/project/service/initiative.

If your project is an awareness campaign aimed at the general public, identify the number of people you expect to reach. In a public awareness campaign the number of people you will be able to reach depends on the methods you use. For example, posters in public places will reach one particular audience, ads in Aboriginal newspapers will reach another audience, and radio public service announcements will reach yet another audience. There will, of course, be some overlap between these audiences.

24. **Involvement of Target Population** – Check only those boxes which most precisely describe **how you intend to involve the target population** in the design, delivery and evaluation of your project/program/service/initiative.

When the target group is involved in the design, delivery and evaluation of a project or program that project or program has a much greater potential for acceptance and success. Thus, there is a strong expectation that the target group will be involved in a significant way in the design, delivery and/or evaluation of your project/program.

25. **Purpose/Outcomes** – Please indicate the **expected outcomes (results)** of your project/program/service/initiative. Check no more than two boxes. If none of the boxes accurately describe the outcomes you expect, write a short description in the “other” box. If you check more than two boxes, your application may not be reviewed or considered for funding.

26. **Focus** – In this question you are asked to provide information about the **focus of your project/program/service/initiative**.

Please check a maximum of two boxes. If none of the boxes accurately describe the focus of your project, write a short description in the “other” box. If you check more than two boxes, your application may not be reviewed or considered for funding.

Explanation of the possible areas of focus is as follows:

- **The arts** – activities relating to music, drama, dance, literature and other expressive art forms
- **Community safety** – all types of activities that promote community safety ranging from crime prevention, to cleaning up broken glass, to installing stop signs, to clearing sidewalks of ice, to reducing vandalism
- **Crime prevention** – activities that prevent crime from occurring, such as locking doors, using anti-theft devices on cars, recreation activities to keep high-risk kids productively occupied
- **Crime reduction** – measures to help people who have previously been involved in crime lead productive, law-abiding lives
- **Cultural development** – activities that encourage individuals, families and communities to learn about, value and express their cultural heritage, and/or encourage society as a whole to value the cultural heritages of its members
- **Education/upgrading/skill development** – activities for people of any age that improve their education or develop their skills. Skills are useful or marketable skills such as the ability to read, cook, weld, operate equipment, lead groups, etc.
- **Family violence** – activities to address the root causes of family violence and prevent its occurrence
- **Healthy child development** – activities for pregnant women and young children and their families to foster the growth and development of happy, healthy children and strong families
- **Homelessness** – activities to address the root causes of homelessness and to provide both crisis and long-term housing for homeless people
- **Housing** – ensuring safe, adequate housing for people of all ages and income levels – can include activities that teach or help people look after their homes
- **Infrastructure – development and/or maintenance** – activities that support streets, roads, water supply, public buildings and other aspects of a community’s infrastructure
- **Physical/mental well-being of individuals/groups** – activities that improve people’s quality of life and help people better manage their daily lives
- **Poverty** – actions to address the root causes of poverty and to reduce its occurrence
- **Racism/discrimination** – actions to address the root causes of racism and discrimination and to prevent its occurrence

Information About Your Project/Program/Service/Initiative (Continued)

26. ... focus of your project/program/service/initiative (continued)
- **Recreational facilities – operation and/or development** – activities to support the operation and/or development of facilities for sports, cultural activities, arts activities and other types of recreational activities
 - **Social action** – activities to influence government policy makers and the public regarding important issues
 - **Sport and recreation** – includes all types of sport and recreation opportunities for people of all ages (including seniors) – can include organized clubs and leagues, sports clinics, lessons and practice opportunities
 - **Wellness/health promotion** – activities that encourage people to look after their own health and provide information about actions people can take to attain and maintain good health
27. **Location** – Please identify the **geographic area** where the services offered through your project/program/service/ initiative will be delivered. This information is important because the partners in the Saskatoon Collaborative Funding Partnership have different geographic boundaries. It will help us match your application to an appropriate funder.
28. **Delivery Methods** – Please indicate the **methods you will be using to deliver services**. Check only the primary methods that will be used. If you check most of the boxes in this question, your application may not be reviewed or considered for funding.
29. **Awareness Methods** – Please indicate the **methods you will be using to make the target audience aware** of your project/program/service/ initiative. Check only the primary methods that will be used. If you check many boxes in this question, your application form may not be reviewed or considered for funding.
Different methods are suitable for different purposes. For example, if you are targeting a specific group such as teen moms or frail seniors, you would use a different approach than if you are targeting the general public. Each method is suitable for reaching particular audiences. The various methods differ in cost. For example, newspaper and TV ads can be very expensive, while word of mouth and community meetings are usually inexpensive.
30. **Start and End Dates** – Please tell us when your project/program will **start and end**. If your project is ongoing and does not have a projected end date, write “ongoing” on the line labeled “End”.

Results of Your Project/Program/Service/Initiative

When you are planning a project or program it is important to identify the results you want to achieve and to develop strategies to measure and report on results. For this part of the application form we ask you to describe how you will evaluate your project/program/service/initiative and report on the results.

31. **Evaluation Methods**
Evaluation is an extremely important part of your project. You should be planning your evaluation at the same time you are planning your project, so that you can collect relevant information during the course of the project. The methods you use to determine the results of your project should be closely linked to the anticipated outcomes for your project (identified in Question 24). It is important to select evaluation methods that will help you determine the extent to which the desired outcomes have been achieved.
- a) Describe in 300 words or less what you hope to achieve through this project? Include the proposed impact or change that you are intending to see as a result of this project/program/service/initiative.
 - b) Describe in 300 words or less how you will know if you have achieved your desired results? Include any indicators or measures, both qualitative and quantitative, that you will utilize to determine if your project/program/service/initiative has been successful.
 - c) This question asks about the **methods you will use to evaluate your project/program** – to measure the results. Check only those methods that are most relevant. If you check numerous boxes your application may not be reviewed or considered for funding.
32. **Reporting** – To whom will you **report the results** of program/project/service/initiative? Funding agencies usually want an evaluation report, although the reporting requirements may vary from one funder to another. In many cases, it is appropriate to report to program participants and to professionals who are working with program participants, because it gives them a greater sense of connection to the program/project and a greater sense of ownership.

33. **Sustainability** – Some projects/programs/services/initiatives are intended to be ongoing over time. Others are designed to be single events – to start and finish within a specific time period and not to be repeated in the future. If your project/program is intended to be ongoing over time, please describe in 100 words or less **how it will be sustained**. Describe funding, staffing and any other program elements that are necessary for long-term sustainability. Descriptions that exceed 100 words will be cut off at the 100-word mark.

Budget

This section of the application form asks for information about in-kind contributions and budget for the project/program/service/initiative you are proposing.

34. **In-Kind Contributions** – This question asks about **non-cash, in-kind contributions** that will be provided to your project. An in-kind contribution is any non-cash input which can be given a cash value. Use the following numbers when calculating the cost of in-kind contributions.
- **Volunteer labour** – \$10.00/hr.
 - **Office or meeting space** – \$ 10.00 per square foot per year.
 - **Contributions of books, paper, furniture, office equipment, toys, etc.** – Fair market value, “What would you pay if it was not donated?” For new items, fair market value can be determined by looking at suppliers’ catalogues or flyers or by checking prices in stores. For used items, fair market value can be determined by looking at “for sale” ads in the newspaper or prices at garage sales. Many used items (books, toys, clothing, furniture) may be useful but have little or no market value.
 - **Transportation** – An individual or organization may volunteer to provide transportation for program participants or staff.
 - If the transportation is in a private vehicle, 40¢/km.
 - If the transportation is by public transit (e.g., city bus) fair market value is the actual cost of bus tickets used or bus passes issued.

35. **Budget** – Please provide the **budget** for your project/program/service/initiative. The budget must be balanced – income must equal expenditures.

If your budget is too complex to fit into the template provided, attach a more detailed budget. If your budget includes large single line items(i.e. staffing, program supplies, equipment, etc), please ensure to include a detailed breakdown which indicates how many staff, how many hours, what type of equipment, etc.

36. **Other Sources of Income** – This question asks whether **you have also applied to other agencies for funding for this project**. Please list all the other agencies to which you have applied. If it is confirmed that you will be receiving funding from another source, indicate the amount of confirmed funding.
If you are still waiting for confirmation about funding from other sources, leave the “\$ amount confirmed” column blank.

Certification

All applicants must complete this certification.

37. **Permission** – When you submit the application form, you are giving **permission for the information you provide to be shared** among all members of the Saskatoon Collaborative Funding Partnership. You are also certifying that all the information in the form is accurate and complete.
38. **Name of person responsible for the application** – Enter the name of the person who is submitting the application and is responsible for it. If several people have worked on the application, enter the name of the person who has overall responsibility for it.
- Authorization** – The application form must be submitted by a person who has been delegated this responsibility by the board of directors (or comparable governing organization such as Chief and Council or school board). The Partnership may check with your board to ensure that you have authority to submit grant applications on its behalf.