

2018 Community Grant – Environmental Component

The City of Saskatoon requires the information indicated below in order to consider your application for the 2018 Environmental Grant. Applications that do not meet these requirements will be considered incomplete and deemed ineligible.

ORGANIZATION NAME: _____

PROJECT TITLE: _____

Please make sure you have completed and included the following in your application (check the box beside each item enclosed with your application):

All Applicants

- Parts A, B, C and D of the application form
- A copy of your organization's most recent financial statement

Recipients of Previous Funding

- Follow-up report on the activities/project financed by the Environmental Grant, highlighting the results of the project and if the outcomes met the organization's expectations (see Application Guidance for more info)
- Project budget summary indicating estimated and actual expenses and revenue of the funded project; invoices and/or receipts for project expenses must also accompany the project budget summary

Further guidance on completing the application form is available from the City of Saskatoon Grants webpage at <https://www.saskatoon.ca/community-culture-heritage/get-involved/grants>, or by contacting Environmental & Corporate Initiatives.

Please email one (1) copy of your application and any other required information to environmental.services@saskatoon.ca (Subject: 2018 Environmental Grant).

An electronic submission of the application form is preferred; however, paper copies will be accepted if received by the application deadline. Paper copies can be mailed to City Hall:
222 3rd Avenue North, Saskatoon, SK, S7K 0J5 (Attn: Environmental & Corporate Initiatives)

Any questions or comments should be directed to Environmental & Corporate Initiatives by email (environmental.services@saskatoon.ca) or by phone (306-975-2487).

**Applications must be received by
4:30 pm on February 15th, 2018**



Community Grant – Environmental Component 2018 Application Form

PART A – BACKGROUND INFORMATION

Name of organization:	
Mailing Address:	
Postal Code:	Website:
Contact Person:	Position:
Email Address:	Phone Number:
Alternate contact for your organization:	
Name:	Position:
Email Address:	Phone Number:
Type of activity to be funded? (please check one)	
<input type="checkbox"/> PROJECT – pilot project, special one-time project, or other <input type="checkbox"/> EXTENSION OF CURRENT PROJECT, PROGRAM OR SERVICE <input type="checkbox"/> OPERATIONS <input type="checkbox"/> OTHER (describe):	
Note: Priority is given to projects rather than operational funding. Operational funding requests will only be adjudicated if insufficient project-based applications are received.	
Project Budget (total of Expenses): \$ _____ Amount Requested: \$ _____ <i>(total funding available for the 2018 Environmental Grant is \$20,000; funding request not to exceed \$10,000 or 50% of project budget)</i>	
Project Title:	
Anticipated Project Duration: _____ to _____ <div style="text-align: center;">(start date) (end date)</div>	
Corporate Status: (please check one)	
<input type="checkbox"/> Non-Profit Corporation, Saskatchewan <input type="checkbox"/> Non-Profit Corporation, Canada <input type="checkbox"/> Co-operative, Saskatchewan <input type="checkbox"/> Registered Charity, Canada	
Non-Profit Incorporation or Registration Number: _____ <i>(applicants must be in good standing and incorporated for a minimum of one year)</i>	
Has your organization received previous funding through the Environmental Grant Program? _____ If so, when and how much? _____	

Mission statement of your organization. (*maximum 100 words*)

PART B – PROJECT INFORMATION

1. Please provide a brief description of the project (i.e., what is the project and why is it important?). (*maximum 150 words*)

2. What are the objectives of the project, and how do these objectives support the Environmental Leadership goal of the City of Saskatoon's [Strategic Plan 2013-2023](#)? (*maximum 250 words*)

3. How will success be measured, and how will you know if the objectives of the project have been met? (*maximum 150 words*)

4. How will the project increase awareness or understanding of an environmental topic, and who will benefit from or be influenced by the project? (*maximum 150 words*)

5. Please indicate who will be involved in implementing the project, including the # of volunteers, volunteer roles and volunteer hours for the project. (*maximum 150 words*)

PART C – PROJECT BUDGET AND FINANCIAL INFORMATION

Project Budget (total of expenses):	\$
Funding requested (not to exceed \$10,000 or 50% of project budget):	\$
Percent of project budget requested (i.e., request / expenses):	%
Number of paid staff (full-time and part-time) and volunteers involved in the project:	FT#: ____ PT#: ____ Volunteers#: ____

If your organization has an audited (or unaudited) financial statement, please provide a copy of the most recent statement along with a comparison to budget for the same time period (budget to actual). This will provide the evaluation team with information about the effectiveness of your budget process. If your organization is provincial or national in scope, provide a summary of revenue and expenses for the Saskatoon office only.

Please indicate the estimated expenses and revenue sources for the entire project. *Do not complete the grey areas unless you are submitting a follow-up report.*

Indicate confirmed **revenue** with an * (asterisk); and if known, indicate **expenses** the grant will be used for with an * (asterisk).

REVENUE (indicate * if confirmed)	Amount	Actual
City of Saskatoon Environmental Grant (amount requested)	\$	\$
Other grants:		
	\$	\$
	\$	\$
Cash donations and/or sponsorship	\$	\$
Fundraising	\$	\$
Contributions from your organization	\$	\$
Other:		
	\$	\$
	\$	\$
Total Revenue	\$	\$
EXPENSES		
Fees	\$	\$
Facilities	\$	\$
Equipment and Supplies (please list):		
	\$	\$
	\$	\$
Communications and marketing	\$	\$
Staffing	\$	\$
Other directly related expenses:		
	\$	\$
	\$	\$
Total Expenses	\$	\$
SURPLUS OR (DEFICIT)	\$	\$

An *in-kind* contribution is a gift of goods or services – typically goods or services that your organization would have to otherwise buy if they hadn't been donated. Volunteer hours are not considered in-kind contributions. Please list any in-kind contributions associated with your project below (and do not include in project budget).

IN-KIND ITEMS	Amount	Actual
	\$	\$
	\$	\$
	\$	\$
TOTAL IN-KIND CONTRIBUTIONS	\$	\$

PART D – CERTIFICATION OF INFORMATION

Freedom of Information and Protection of Privacy

The City of Saskatoon is committed to protecting the privacy and confidentiality of people's personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected on this application will be used to administer the *Community Grant Program*. De-identified, aggregate information will be used by for program planning and evaluation.

Incident Notification

The Organization shall notify the City of any incident that it becomes aware of that may result in a claim against either the Organization or the City, including, but not limited to such losses as: property damage to City assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third party bodily injury. The Organization shall provide the notification to the City within 7 days of the Organization becoming aware of the incident.

Indemnity

The Organization hereby agrees to save harmless and indemnify the City of Saskatoon, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided to the Organization pursuant to the *Community Grant Program*.

Signature

In making this application, we the undersigned Board Members/Executive Director/Project Manager hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application is truthful and accurate and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this application for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

Authorized Contact

Title

Date

Please keep a copy of your completed application for your records.