



**ASSISTANCE TO COMMUNITY GROUPS – CASH GRANT
ENVIRONMENTAL COMPONENT**

2018 APPLICATION GUIDANCE DOCUMENT

For activities taking place

April 1, 2018 – March 31, 2019

Application deadline: February 15th, 2018 @ 4:30 P.M.

For more information contact:

City of Saskatoon, Environmental & Corporate Initiatives

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INTRODUCTION

City of Saskatoon administers cash grants to community groups in the areas of social services and environment in order to enhance the quality of life in Saskatoon.

To be eligible for the environmental component of the grant, activities must relate to one of the following categories:

- protection of the environment;
- conservation of natural resources; and/or
- environmental communications, education and research.

A total of \$20,000 is allocated annually to local non-profit organizations implementing initiatives that support the City of Saskatoon's strategic goal of Environmental Leadership, with \$10,000 of this total allocated specifically to projects that relate to protection of our water resources.

More details on the cash grants program can be found in [City of Saskatoon Council Policy C03-018](#).

WHO CAN APPLY?

To be eligible for support, your organization must:

- Be registered under one of the following categories and comply with its provisions:
 - the *Non-profit Corporations Act* of the Province of Saskatchewan
 - the *Co-operative Act* of the Province of Saskatchewan
 - charitable status regulations of the Canada Revenue Agency
- Serve the needs of Saskatoon residents and 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's environment. If your organization is the Saskatoon chapter of a provincial or national organization and is not incorporated in its own right, you can apply for funding if you include contact information for the provincial or national parent organization, including the incorporation number, so that the grant payment can be made out to the incorporated organization.
- Have an independent governing body composed of volunteers. This board will be held responsible for the effectiveness of services provided and financial accountability for assistance received.
- Partnerships that involve more than one organization are encouraged.
- Organizations that received funding through the cash grant program in the past may apply again; however, preference will be given to organizations that did not receive funding in the previous year.

WHO CAN'T APPLY?

- Organizations that exist primarily for political or sectarian purposes.
- Organizations providing third-party funding that exist for the primary purpose of fundraising or providing assistance to other groups.

ELIGIBLE PROJECTS AND EXPENSES

Priority will be given to projects rather than operational funding. Operational funding requests will only be adjudicated if insufficient project-based applications are received.

Examples of eligible projects and expenses include:

- events, workshops, lectures, seminars, publications;
- purchase of materials and equipment (except uniforms);
- special activities not normally undertaken, but still within the organization's mandate.

INELIGIBLE PROJECTS

Funding is *not* available for:

- capital projects (e.g., purchase or construction of new facilities, or renovations to existing facilities);
- third-party funding;
- duplication of funding already provided (e.g., projects funded previously through the Environmental Grant program or projects funded through other City of Saskatoon sources).

RESTRICTIONS ON GRANTS

- Funding requests should not exceed \$10,000, and the grant will fund no more than 50% of any project budget.
- Organizations that have received previous funding but have not submitted the required summary report by the application deadline, will not be considered for funding in 2017.
- An organization will receive only one grant per year under this program. Organizations may consolidate multiple project funding requests into one application.
- Assistance will not be provided to fund accumulated deficits or program shortfalls.
- City of Saskatoon will not replace financial assistance that was previously provided to the organization by senior levels of government.

EVALUATION CRITERIA

The adjudication committee will use the following criteria to evaluate applications:

- Does the organization meet the eligibility criteria set out above?
- Rated evaluation criteria include the following:
 - Quality of project – environmental impact, creativity/innovation, feasibility, etc. (10 points)
 - Support of City of Saskatoon's goal of Environmental Leadership, as outlined in the City's [Strategic Plan 2013-2023](#)? The plan can be viewed at www.saskatoon.ca (search for 'Strategic Plan'). (10 points)
 - Ability to project manage and measure success (10 points)
 - Community impact including level and quality of public awareness (10 points)
 - Volunteer involvement (5 points)
 - Financial accountability (5 points)

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge they have received support from City of Saskatoon.

PAYMENT

Upon notification of award, a cheque for 50% of the allocated amount will be issued to the organization; the remaining 50% will be issued after the 'final report' is received by Environmental & Corporate Initiatives (including invoices and/or receipts for project expenses).

REPORTING

Recipients of funding are **required to submit a final report** on the activities financed by the grant. The report should highlight the results of the project, how the funds were spent and if the outcomes met the organization's expectations. A project budget summary must also be submitted, indicating estimated vs. actual expenses and revenue for the funded project (including invoices and/or receipts for project expenses). Applications for future funding will not be considered until the final report has been received by Environmental & Corporate Initiatives.

Recipients of **operational funding** are also required to submit their operating budget and financial statement for the year funding was received as well as the previous year. This information will be used to evaluate the efficiency and effectiveness of their organization.

SUPPORT MATERIAL

Please do *not* provide additional support materials beyond what is requested. The material will *not* be circulated to the adjudication committee members.

CITY OF SASKATOON – ENVIRONMENTAL LEADERSHIP

City of Saskatoon [Environmental Policy \(C02-036\)](#) addresses the City's role and responsibilities in managing its impact on the environment. This policy commits the City to becoming an environmentally sustainable community.

In addition, City of Saskatoon has adopted several plans outlining its approach to environmental protection for the coming decades, including the:

1. [Strategic Plan 2013-2023](#);
2. [Saskatoon Waste and Recycling Plan](#); and
3. [Energy & Greenhouse Gas Management Plan](#).

[Our Environment: The City of Saskatoon's 2014 Environmental Leadership Report](#) was released in 2014 to provide an overview of the key components of environmental health – air, land, water and waste – and the connections of these components to the strategies and priorities identified under the goal of Environmental Leadership in the Strategic Plan.

Applicants are encouraged to review these plans and reports to better understand the environmental goals and objectives of the City of Saskatoon. Summaries of these reports and links to the full documents are available at www.saskatoon.ca.