

WinterCityYXE Grant Program 2018-2019

APPLICATION GUIDELINES

For projects taking place November 1, 2018 – March 31, 2019

Application deadline – 4:30 pm, May 18, 2018

Objective

The objective of the *WinterCityYXE Grant Program* is to support initiatives that make Saskatoon a great place to live in the winter time.

For more information or to discuss your application contact:

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

ABOUT THE PROGRAM

The City of Saskatoon's *WinterCityYXE Grant Program* was created in 2017 and supports projects that further the goals and objectives of the *WinterCityYXE Strategy*. There is \$50,000 in available funds for the 2018 *WinterCityYXE Grant Program*.

WINTERCITY YXE GOALS

The goals for the *WinterCityYXE Strategy* are to improve broader community accessibility, inclusion, activity and energy, and lead to greater economic vitality (particularly within service, accommodation and retail sectors) as the opportunities of winter are realized and the challenges mitigated.

PURPOSE OF THE GRANT

The purpose of the *WinterCityYXE Grant Program* is to improve quality of life in Saskatoon in the winter months. The *Winter City YXE Grant Program* consists of three components:

- *Winter Comfort and Access*
- *Winter Design*
- *Winter Activities*

WHO CAN APPLY?

- Non-profit organizations, ad hoc groups, businesses, or for-profit organizations.

WHO CAN'T APPLY?

- Applicants that do not have appropriate liability and participant insurance for the proposed project.
- Applicants that have not met the terms and conditions of any funding program administered by the City of Saskatoon.

PROGRAM CATEGORIES

Winter Comfort and Access:

- Projects that improve comfort and accessibility in the winter (eg. winterizing outdoor patios, grooming trails or walking paths, adding wind breaks)

Winter Design:

- Urban design installations which celebrate winter

Winter Activities:

- Events, festivals and activities that build enthusiasm for winter by taking advantage of winter opportunities and celebrate the fun quality of life.

The grant process is competitive; there is no guarantee that an applicant will receive funding.

ELIGIBLE PROJECTS and PROGRAM PRIORITIES

- Projects must be active/accessible to the public between November 1, 2018 and March 31, 2019.
- For applicants in the *Winter Comfort and Access* and/or *Winter Design* categories, priority will be given to projects that are accessible around the dates of the Winter Cities Shake Up 2019 Conference in Saskatoon (January 23 – 25, 2019).

INELIGIBLE PROJECTS

- Applicants may not receive funding for the same project through any other City of Saskatoon grant program (i.e., SK Lotteries Community Grant, Sports Participation Grant, Environmental Grant, etc.).

ELIGIBLE EXPENSES

- All expenses for reimbursement must have receipts and occur within the grant period of June 1, 2018 – March 31, 2019.

INELIGIBLE EXPENSES

The following types of expenditures are not eligible and will not be reimbursed:

- Alcoholic beverages or cannabis.

ADJUDICATION PROCESS

Applications will be reviewed by a committee consisting of community stakeholders and civic administration.

Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

1. Merit of Project

- The project furthers the goals of the *WinterCityYXE Strategy*.*
- The project is innovative.
- The project leaves a legacy and/or can be replicated or repeated.

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.
- 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 project is realistic, clearly presented and planned.*
- The budget for the project is reasonable and cost-effective.*
- The applicant demonstrates the skills and ability to manage the project.*

NOTE: When reviewing micro-grant applications (\$1,500 or less), there will be flexibility in the application of these criteria, however, demonstration that the project meets the criteria noted with an (*) is required.

NOTIFICATION

Applicants will be informed, in writing, of the results of their application by July 3, 2018.

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the City of Saskatoon.

PROCESSING

The City of Saskatoon will not accept and process applications that are:

- late;
- incomplete;
- submitted by fax.

REPORTING AND PAYMENT PROCEDURES

Successful applicants are required to submit a completed *Follow-Up Report Form*, along with copies of receipts for eligible expenses, to the City 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 Project Manager of any change in staffing, duration, programming, timing, budget or other aspects of the project *before* the change is made.

Applications must be received by 4:30 pm, May 18, 2018

Email a completed copy of the application to: wintercityyx@saskatoon.ca

Label the subject line and the completed PDF of the application form as follows:

Winter Grant *year of grant* – *applicant name*
e.g. Winter Grant 2018 – Saskatoon Group

Applicants will receive an email confirming their grant application has been received (please allow 2- 3 business days for confirmation).