ASSISTANCE TO COMMUNITY GROUPS – CASH GRANT

ENVIRONMENTAL COMPONENT

2027 APPLICATION GUIDANCE DOCUMENT

For activities taking place

April 1, 2027 – March 31, 2028

Application deadline: February 5th, 2027

For more information contact:

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INTRODUCTION

City of Saskatoon administers cash grants to community groups who support environmental and social benefits that enhance the quality of life in Saskatoon.

To be eligible for the environmental component, activities must meet a demonstrated community need that is supported by the City and relate to one or more of the following categories:

- protection and enhancement of Saskatoon's green network;
- the **green network** is Saskatoon's collection of green infrastructure including natural areas, wetlands, green spaces (such as parks and gardens), trees, urban agriculture, and built features like green roofs.
- conservation of natural resources;
- conservation and protection of our water resources;
- improve energy efficiency and reduce water use in buildings, operations, and activities (e.g., renovations to existing facilities);
- reduction of waste going to landfills;
- active transportation;
- environmental communications, research and education that support the City's environmental goals.

The Environmental Grant is directed by 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 preferably 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 that specifically targets Saskatoon. 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.
- Applicants must have a minimum of $2,000,000 liability and participant insurance

WHO CAN'T APPLY?

- Community groups that exist primarily for political or sectarian purposes.
- Community groups 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;
- partnerships that involve more than one group;
- projects that have a broad (e.g., city-wide) rather than a limited (e.g., neighbourhood) impact; and
- projects completed in the year funding is awarded.

Operational funding requests will only be considered if insufficient project-based applications are received. Preference will be given to organizations that did not receive funding in the previous year.

INELIGIBLE PROJECTS

Funding is *not* available for:

- purchase or construction of new facilities;
- third-parties;
- 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 received previous funding but have not submitted the required summary report by the application deadline, will not be considered for funding until the reporting requirements are met.
- 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 – please refer to the guidance on pages 4 and 5 of this document (Part A/ Project Information and Part B/ Project Budget and Financial Information), regarding the information to be submitted with your application:

- Does the organization meet the eligibility criteria set out above?
- Rated evaluation criteria include the following:
    - Community Need – degree to which the proposed project meets a demonstrated community need that is supported by the City (i.e., support of City of Saskatoon's

goal of Environmental Leadership, as outlined in the City's Strategic Plan 2022-2025 and the City's Official Community Plan.

- Impact/Effectiveness – priority shall be given to those projects or programs which impact the largest number of people in the community (i.e., level and quality of public awareness).
- Volunteers – community groups with a large degree of community volunteer involvement, both for the proposed project and within their last fiscal year, shall be given priority.
- Other Funding Sources – the community group's ability to generate funds from other sources (e.g., senior levels of government, private donations or general charges/fees).
- Overall Quality of Application – considers all the above criteria, as well as those that set the proposed project apart from the other applications (e.g., environmental impact, creativity/innovation, feasibility, ability to project manage and measure success, etc.).

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the City of Saskatoon. Logos may only be used for the year in which the funding is provided. City of Saskatoon Funding Recognition guidelines can be found here: https://www.saskatoon.ca/sites/default/files/documents/community-services/community-development/funding_recognition_guidelines.pdf.

PAYMENT

Upon notification of award, a cheque for the allocated amount will be issued to the organization for the project approved.

The City maintains the right to withdraw a grant award, upon notice to the grant recipient, in the following circumstances:

- There was a major and significant change to the grant project without the prior approval of the City;
- Funding for the grant program becomes unavailable; or
- Any other time when the City so determines.

REPORTING

Recipients of funding are **required to submit a final report** on the activities financed by the grant **by March 31, 2028.** 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. Invoices and/or receipts for project expenses may be requested, so please keep copies of all invoices and/or receipts. Applications for funding will not be considered until the final report for a previously funded project has been submitted. We also require the submission of project photos and/or videos, with the possibility of their use in City of Saskatoon media outlets. Please ensure that the submission does not include any faces of minors or individuals who have not given consent to be photographed. Proof of consent may be requested so please keep copies of all consent forms.

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 that guide the City's approach to environmental performance, including:

1. Strategic Plan 2026-2029;

2. Low Emissions Community Plan;
3. Active Transportation Plan; and
4. Green Pathways
5. Water Conservation Strategy
6. Solid Waste Reduction & Diversion Plan

Applicants are encouraged to review these plans – as well as other initiatives included on the City's Environmental Initiatives webpage – to better understand the environmental goals and objectives of the City of Saskatoon.

PART A – PROJECT INFORMATION

1. Please provide a brief description of the project (i.e., what are you going to do?).
2. What are the objectives of the project, and how do these objectives support the City of Saskatoon's environmental priorities?
3. How will success be measured, and how will you know if the objectives of the project have been met?
4. How will the project increase awareness or understanding of an environmental topic, and who will benefit from or be influenced by the project?
5. Who will be involved in implementing the project (include # of staff, # of volunteers, volunteer roles and volunteer hours for the project)?

PART B – PROJECT BUDGET AND FINANCIAL INFORMATION

Please indicate the estimated expenses and revenue sources for the entire project. *Do not complete the shaded 'Actual' column 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 (i.e., do not include in project budget above).

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

*****please keep a copy of your completed application for your records*****