

Call for Peer Review Committee Applications

The **Community Initiatives Fund** is inviting applications from individuals throughout Saskatchewan who are interested in serving on one of our Peer Review Committees. Openings are currently available for our North, Central, and Provincial committees for the 2022-24 term. The Peer Review Committees are responsible for reviewing applications for our **Community Grant Program** and providing informed funding recommendations to the CIF Board of Directors.

The Northern, Central and South Committees review applications for programs that will occur within their respective regions, while the Provincial Committee reviews applications for programs that will occur in more than one region, or that involve participants from throughout the province. **A description of the regions is available [here](#).**

Participation on a Peer Review Committee is an excellent opportunity for professional development. Members learn about programs happening in a wide range of Saskatchewan communities, build relationships with other committee members in their region, and take part in challenging discussions around prioritizing grant applications. A manager with a Saskatchewan organization emphasized that having an employee on a committee *“is an opportunity to enhance understanding of community needs, build relationships and apply strategic thinking skills which support an employee’s professional growth.”*

“Being a part of the Community Initiatives Fund Committee has been hard work, but I have benefited personally and professionally from the experience. It is an honour to serve, and support the grant’s program architecture to ensure Saskatchewan is working for all communities, and all community members.”

- Committee Member

Committee members will be required to:

- Participate in an orientation session typically held in March;
- Review grant applications two times per year. Members will be able to access applications 2 to 3 weeks prior to the Committee meetings;
 - Each Northern and Provincial Committee member should anticipate spending approximately 5 hours reviewing grant applications prior to meetings.
 - Each Central and South Committee member should anticipate spending approximately 20 hours reviewing grant applications prior to meetings.
- Have access to high speed internet to review applications;
- Participate in two Peer Review Committee meetings per year, taking place during 1-2 week days between 9 a.m. - 5 p.m., to determine grant recommendations. Meetings will occur in early May and early November, alternating between in-person and online formats. When held in-person, Northern Committee meetings will take place in Prince Albert; Central Committee meetings in Saskatoon; South Committee meetings in Regina; and Provincial Committee meetings in Saskatoon or Regina. Central and South committees will likely require two-day meetings depending upon the number of applications to be reviewed.

Appointments for each committee are two-year terms. The complete **Committee Terms of Reference** is included below.

To apply for this opportunity, please send in your completed [application](#) by November 30, 2021.

You are encouraged to contact Angie Sawatzky if you have any questions about the committee application process or peer review requirements (306.780.9397 or asawatzky@cifsask.org).

Community Initiatives Fund

The Community Initiatives Fund (CIF) was created by the provincial government to ensure that Saskatchewan communities receive tangible benefits from casino profits. The CIF receives a portion of profits from the Regina and Moose Jaw casinos and distributes those funds through its grant programs. The Fund is managed by an independent government-appointed Board with many years of combined experience as community volunteers. The Board is accountable to government for Fund performance and reports through the Minister of Parks, Culture and Sport.

Community Grant Program

CIF provides grants to a wide range of programs and initiatives through the Community Grant Program (CGP) that enhance the wellbeing and quality of life for Saskatchewan people. These programs provide opportunities for children and youth to gain the knowledge, skills, and supports to develop positive mental health, self-esteem, and healthy lifestyle behaviours, and ensure families have access to support and resources to create healthy and caring environments. In addition, programs provide training and resources for nonprofit staff, Board members, and volunteers to improve program delivery, governance and leadership, and support individuals to become involved as active citizens, volunteers, and community leaders.

The CGP provides funding to support identified priorities within the following objectives:

- a) Healthy development of children and youth;
- b) Individual and community well-being;
- c) Nonprofit and Community Leadership.

Peer Review Committees

The CIF Board has established four Peer Review Committees that are responsible for the review and recommendation of funding for CGP proposals submitted in accordance with the criteria and guidelines established by the CIF Board. The North, Central and South committees will review applications for programs within those regional areas, while the Provincial committee will review applications for programs that occur in more than one region or that involve participation from throughout Saskatchewan.

Duties and Responsibilities

The Peer Review Committees will:

- a) Review CGP applications submitted by eligible organizations for the relevant geographic area.
- b) Recommend funding amounts for applications reviewed based on criteria, guidelines and an assessment process established by the CIF.
- c) Contribute to continuous improvement of the Program by making recommendations to the CIF Board for policy and program improvements.

- d) All members will:
- a. Protect and maintain as confidential any and all matters arising before the Peer Review Committee;
 - b. Respect the privacy of Committee members and agree not to disclose information or views expressed by individuals during meetings;
 - c. Abstain from making a recommendation on any application where they have a conflict of interest. All Committee members are required to declare any real or perceived conflicts of interest including completion of a Conflict of Interest form;
 - d. Ensure recommendations are made in a fair and unbiased manner;
 - e. Not discuss information with persons not on the Peer Review Committee;
 - f. Not divulge information obtained from the work of the Peer Review Committee;
 - g. Conduct themselves in a manner that supports the integrity and credibility of the CIF;
 - h. Prepare for, and fully participate in, meetings;
 - i. Be available via email for recommendations, consultation, or other information in between meetings on occasion;
 - j. Attend an annual orientation session for members of all committees, typically held in March;
 - k. Return or destroy all copies of applications, support materials and personal notes once the peer review process is complete.

Scope

- a) The Peer Review Committees are committees of the Community Initiatives Fund and have been formed to:
 - a. Review Community Grant Program applications;
 - b. Recommend allocation of funding for each application for the approval of the CIF Board.
- b) The Peer Review Committees do not have:
 - a. Authority to make funding decisions;
 - b. The ability to spend or commit CIF funds;
 - c. The authority to supervise or direct the actions of CIF staff;
 - d. The authority to make decisions on the day-to-day operations or funding of the CIF;
 - e. The authority to represent the CIF or the Committee either publicly or to community representatives and applicants.

Membership

- a) The Peer Review Committees will each consist of 7 - 9 members.
- b) Members
 - a. Appointments will be made with consideration for a balance of perspectives including:
 - i. Geographic and ethno-cultural diversity
 - ii. Age and gender
 - iii. Experience from a range of sectors including:
 - Sport, Culture and Recreation Districts and Organizations
 - Human Services
 - Community Foundations, United Ways, Other Non-Government Funders
 - Municipalities

- First Nation and Métis
 - Newcomers
 - Youth (must be 18 years or older)
 - Health
 - Education
 - Nonprofit Organizations and Volunteers
 - Corporate Social Responsibility Programs
- c) Appointment of Members
- a. Individuals will be appointed to the Peer Review Committees by the CIF Board.
- d) Term
- a. Members will be appointed for a two-year term commencing March 1st of the year they are appointed.
 - b. Members may serve up to three terms on a committee.
- e) Qualifications of Committee Members
- a. Members must be Saskatchewan residents.
 - b. Members of the North, Central and South committees must reside in their respective region.
 - c. Members will have knowledge and experience related to the objectives and priorities of the CGP.
 - d. Members will have knowledge and experience reviewing grant applications.
 - e. Members will have knowledge of local, regional or provincial opportunities and challenges.
 - f. Members will have knowledge and experience of community-based organizations, volunteerism, and community development.
 - g. Members will have adequate technology and internet services to enable access to CIF's online grant management platform.
 - h. Employees of the Government of Saskatchewan and federal, provincial or municipal elected officials are not eligible to be a Committee member.

Compensation

- a) Peer Review Committee members are volunteers and will not receive remuneration from the CIF for serving on a Peer Review Committee.
- b) Peer Review Committee members will be reimbursed for travel, accommodation and meal expenses incurred for attending meetings according to CIF Expense Policy.

Meetings

- a) Frequency
 - a. Peer Review Committee meetings will occur within approximately 45 days of each application deadline. Application deadlines are April 1 and October 1 annually.
- b) Format
 - a. Meetings will be full-day and may require more than one day dependent upon the number of applications received. Meetings for the April 1 and October 1 deadlines will alternate between in-person and online formats.
- c) Quorum
 - a. Quorum will consist of a majority of the members present at any meeting.

- d) Consensus
 - a. The Peer Review Committees will strive for consensus wherever possible.
 - b. When a consensus is not possible, a simple majority vote will be used.

Reporting

- a) All discussion items and recommendations will be recorded in the meeting minutes.
- b) The Peer Review Committees will make funding recommendations to the CIF Board for final decisions and approval.

Committee Support

- a) The CIF staff will provide administrative support to the Peer Review Committees including:
 - Orientation to the CIF and role of Committee members.
 - Preparation of meeting agendas.
 - Preparation of meeting minutes.
 - Distribution of meeting agenda, minutes and applications.
 - Meeting arrangements.
 - Facilitating meetings of the Committees.
 - Provision of reports and recommendations to the CIF Board according to CIF requirements.
 - Technical advice concerning program criteria and peer review processes.
 - Regular communications including notification of Board decisions, funding announcements, CIF updates, etc.