



Annual Grant Application Guide

Whether you are applying for a grant for the first time or have applied before, **the information in this guide is designed to help you** complete your Community Grant Program application **as easily as possible.**

Each section of the application form has a corresponding explanation in this guide.

Applications can be submitted up until 4 p.m. CST of the deadline date, though we strongly recommend that you complete and submit your application well before to allow time for any questions you may have, and to avoid on-line system delays that can result from a large volume of applications being submitted at the same time. Be sure to review your entire application before submitting it to ensure all sections of the form have been completed and the budget is entered correctly.

Each section of the application form has a corresponding explanation in this guide. You may also wish to review the **sample application** which provides an example of a completed application for this program.

We encourage you to refer to the Community Grant Program **guidelines** prior to completing your application.

If you have questions about registering an account online, or other questions about using the online grant application system, read the **FAQ document**.

If you have questions, need additional assistance, or have suggestions for improving this guide, please contact Rhonda Newton, CIF Grants Administrator at 306.780.9308 or by email at rnewton@cifsask.org



Completing your application

APPLICATION DEADLINE: Annual grant applications can be submitted at the April 1 or October 1 deadlines. If you are applying to the February 1 Summer Grant deadline, be sure to use the Summer Grant application form.

ELIGIBILITY REQUIREMENTS: Applications requesting funding for capital projects (such as building a playground or renovating a facility) are not eligible. Programs where the majority of the participants live on-reserve are also not eligible. If you answer 'Yes' to either question in this section, you will not be allowed to complete the application.

CONTACT INFORMATION: Your application will automatically populate with contact information you provided when you created your online account. If you have multiple people registered on your account, you can select the primary and secondary contacts for the specific project you are applying for. If you need to change any of the contact information, you will need to send a request through the Grantee Portal when you first login to the system.

Project Information

PROJECT TITLE: Provide the name of your project. Keep in mind that if your project receives funding, this name will be used in all CIF communications, including the CIF's Annual Report and website.

REGION: Select the region your application will take place in. To find out which region your community is in, [click here](#). If you select Provincial, you will have to answer an additional question stating why it is a Provincial project.

AMOUNT REQUESTED: Indicate the amount of funding you are requesting from CIF. Make sure this amount matches the CIF request amount in the Budget Information section later in the application. Remember that the maximum grant amounts differ for provincial versus local grants.

FUNDING THEMES: Select the Funding Theme your project most closely aligns with.

PROJECT START AND END DATE: Indicate the dates that your project will begin and end. Remember that projects must start at least two months after the grant application deadline. For example, if you are applying to the April 1 deadline, your project expenses must start after June 1. If your project is ongoing, you still have to enter an end date, as CIF grants are for a maximum of 12 months. If you are applying to the February 1 deadline, remember that summer projects take place between May 1 and August 31.

WHICH COMMUNITY(IES) DOES THE PROJECT TAKE PLACE IN: State where the project will take place.

EXECUTIVE SUMMARY: Write a clear and concise summary of your project. The maximum amount of words allowed in this section is 500, so be brief. Ask yourself, if a person read only this description, would they be able to understand the intent and scope of the project? You may also include a short description of your organization, but keep the word count in mind.



Completing your application

PROJECT OBJECTIVES: Write a brief description about why you are offering this project, and how you identified the need for it. Also state how the project will address that need.

DOES THIS PROJECT INVOLVE PARTNERSHIPS?: If a partnership with one or more organizations will be an important part of your project, list the primary partners here along with a brief description of the role they will play.

IF THE PROJECT HAS BEEN OFFERED BEFORE, BRIEFLY DESCRIBE WHAT OUTCOMES WERE ACHIEVED, HOW THE PROGRAM HAS IMPACTED THE COMMUNITY, AND WHAT CHANGES HAVE BEEN MADE TO IMPROVE THE PROGRAM: Tell us about the results this program has achieved in the past, and the impact it has had on participants and the community. Explain why it is necessary to continue offering the program, and who will be participating in the future. If you have made changes, describe them and talk about why they were needed and how they will improve results for participants.

SELECT ALL THE CATEGORIES YOUR PROJECT WILL FIT: This helps CIF track the types of projects applying for funding. If your project falls into more than one category, you may select multiple options but please select only the primary categories. Keep in mind that selecting many or all will not improve the chances of your application being approved and that accurately describing your project is important for the review process.

SELECT THE AGE RANGES OF THE PRIMARY PARTICIPANTS: Select the age category(ies) that program participants will fall into – do not include others such as family or community members who are not directly taking part in the project.

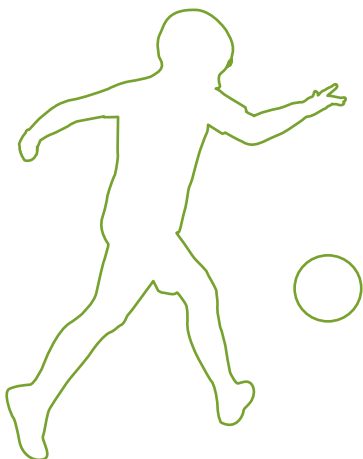
You will be required to report on the number of participants in each category on your Final Report.

SELECT THE DEMOGRAPHICS OF THE INDIVIDUALS THAT WILL PARTICIPATE IN YOUR PROJECT: Select each demographic that describes your participants. Keep in mind that you will be required to report on the number of participants in each demographic on your Final Report.

ESTIMATE THE NUMBER OF PEOPLE THAT WILL DIRECTLY PARTICIPATE IN THE PROJECT: Provide a realistic estimate of the amount of people that will participate and/or benefit from the project. While many people may indirectly benefit, count only those that will directly participate or benefit from the project (e.g., number of registrants). Count people only once – if a project is held weekly and there are the same 12 participants each week, 12 would be the number provided.

HOW OFTEN WILL PARTICIPANTS TAKE PART IN THE PROJECT: Select the option that best describes how often participants will take part in activities. If none of the options provided are accurate, you can select 'Other', but you will need to provide a description.

PROJECT ACTIVITIES AND TIMELINES: This section is to show us how, and in what time frame, you plan to meet your objectives. Indicate the key or primary types of activities only, for example, promotion, research, program development, program delivery, recruitment and training of volunteers, etc. Keep your descriptions brief. You may include activities that are ongoing, but you will still have to select a start and end date.





Completing your application

Refer to the Program Guidelines to see what expenses are eligible for CIF funding, and what expenses are ineligible.

Results and Measurements

SELECT RESULT STATEMENTS: Based on the Funding Theme you selected earlier, a number of possible 'Results Statements' will appear. Select each statement that describes a result your project plans on achieving. Keep in mind that you will have to report on how you achieved each statement you select in your Final Report.

HOW WILL YOU MEASURE AND EVALUATE YOUR SUCCESS: For each result you selected provide details about how you will gather, analyze, and report on information about what will be achieved by this project. This may include surveys, tracking participants, interviews, etc.

IF A GRANT IS AWARDED, DESCRIBE HOW YOU WILL RECOGNIZE THE COMMUNITY INITIATIVES FUND: Here is a list of possible ways that you could recognize CIF if your grant is awarded. Check off each item on the list that you will likely do.

Project Budget

When entering budget amounts in this section use round numbers only (no cents/decimals). Review your budget entries carefully to be sure you have included all project related revenue and expenses, and the numbers are entered correctly.

REVENUE SOURCES: Complete a line for each source of revenue for your project. Click the '+' button, then use the pull down menu to select who will be providing funding, enter the amount, and then select 'confirmed' or 'pending' depending on the status of that funding. Make sure you include your CIF request in this section, and that the dollar amount indicated here matches the grant amount request entered earlier.

EXPENSES: Complete a line for each expense in your project. Click the '+' button, then use the pull down menu to select the category and provide a description. In the 'Expense' box for

each line, enter the total amount you expect to spend on that category. In the 'Portion requested from CIF' box for each line, enter the amount you are requesting CIF to fund (this may be the total amount, or just a portion of it). Also add a description of the expense. Refer to the Program Guidelines to see what expenses are eligible for CIF funding, and what expenses are ineligible. Remember that a maximum of 20% of your CIF grant request can go toward Operational Expenses (e.g., \$5,000 of a \$25,000 request), and you must include your request for Operational Expenses in your budget. Double check your numbers to ensure that revenue and expenses match, and that the Portion Requested from CIF line matches your grant request.



Completing your application

In-kind support indicates that there is community support for your project, so this is an important part of your application.

WILL ANY IN-KIND GOODS OR SERVICES BE CONTRIBUTED TO THE PROJECT?:

In-kind goods and services are contributions that other people in your community are providing free of charge to your project. This could include project supplies, professional services, facility and equipment rentals, etc. If you select 'Yes' for this question, provide the name of the person, company or organization, a brief description of their contribution, and its estimated value. In-kind support indicates that there is community support for your project, so this is an important part of your application.

SELECT THE CATEGORY THAT BEST DESCRIBES YOUR PROJECT:

This question is used only for administrative purposes and does not affect your application. Select the option from the list that best describes your application.

CONFIRMATIONS: Carefully read and check off all the points listed.

Submitting your Application

After you have completed the application, click the save button in the bottom right corner. When you are ready to submit, click on the submit button in the same area. A box will popup asking for additional notes. Anything you add in this box will not be read, so ensure all the necessary information is in the application. You can leave this box blank and click 'OK' to finalize your submission.

If there are errors in your application, you will see a popup outlining what needs to be fixed before submitting. The questions that need to be completed or edited will be highlighted in red. Once you fix all the errors, save and submit your application again.

