

Please note: This is a sample CIF Adjudication Call for Interest Information Package & Application form from Oct 2016. Please check our website (www.cifsask.org) for an updated package in Fall 2017.

Call for Community Grant Program Adjudication Committee Applications



The **Community Initiatives Fund** is inviting applications from individuals throughout Saskatchewan who are interested in serving on one of our four Adjudication Committees.

The Adjudication Committees will be responsible for reviewing applications to our **Community Grant Program** and making grant recommendations to the CIF Board of Directors.

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

Committee members will be required to participate in an orientation session on **March 16, 2017 in Saskatoon**; to review grant applications two times per year; and to participate in two adjudication committee meetings per year to determine grant recommendations. Meetings will occur in early May and November. Northern Committee meetings will take place in Prince Albert; Central Committee meetings in Saskatoon or Prince Albert; 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 in this information package.

To apply for this opportunity, please send in your completed **[application form](#)** by **December 2, 2016**.

You are encouraged to contact Matt Leisle, Program Manager, if you have any questions about the committee application process or adjudication requirements (**306.780.9397**, or **mleisle@cifsask.org**).

**Community Initiatives Fund
Community Grant Program Adjudication Committee
Terms of Reference**



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

The Community Grant Program (CGP) is the CIF's primary and longest-standing grant program, and is available to communities province-wide.

The Community Grant Program supports the availability and delivery of one-time projects, and ongoing programs and services for the benefit of Saskatchewan residents through education and awareness; prevention and intervention; sport, culture and recreation; volunteerism; and community celebrations. Programs funded through this program are to benefit individuals whether they be rural or urban, and are inclusive of all ages, gender, ability, income and ethno-cultural backgrounds. Programs that benefit urban and rural Aboriginal peoples, individuals challenged by financial, accessibility or other barriers, and newcomers are a priority for funding.

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

- a) Healthy development of children and youth;
- b) Individual, family and community well-being;
- c) Supportive and inclusive communities; and
- d) Community engagement and capacity building.

Adjudication Committees

The CIF Board has established four Adjudication 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 Northern, Central and South committees will review applications for projects within those regional areas, while the Provincial committee will review applications for projects that occur in more than one region or that involve participation from throughout Saskatchewan.

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Duties and Responsibilities

The Adjudication 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 Adjudication 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 he/she has 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 Adjudication Committee;
 - f. Not divulge information obtained from the work of the Adjudication Committee;
 - g. Conduct themselves in a manner that supports the integrity and credibility of the CIF;
 - h. Prepare for, and fully participate in, meetings.

Scope

- a) The Adjudication 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 Adjudication 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 Adjudication Committees will consist of 7 - 9 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:
 - a) Sport, Culture and Recreation Districts and Organizations
 - b) Human Services
 - c) Community Foundations, United Ways, Other Non-Government Funders
 - d) Municipalities
 - e) First Nation and Métis
 - f) Tourism
 - g) Newcomers
 - h) Youth (must be 18 years or older)
 - i) Health
 - j) Education
 - k) Nonprofit Organizations and Volunteers
 - l) Corporate Social Responsibility Programs
- b) Appointment of Members
 - a. Individuals will be recruited and appointed to the Adjudication Committees by the CIF Board.
- c) Term
 - a. Members will be appointed for a two-year term commencing March 2017 and ending March 2019.
 - b. Members may be re-appointed for up to two additional two-year terms to a maximum of six years.
- d) Qualifications of Committee Members
 - a. Members must be Saskatchewan residents.
 - b. Members of the Northern, 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. Employees of the Government of Saskatchewan and federal, provincial or municipal elected officials are not eligible to be a Committee member.

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Compensation

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

Meetings

- a) Frequency
 - a. Adjudication Committee meetings will occur within approximately 45 days of each application deadline. Application deadlines are April 1, October 1 and annually.
- b) Format
 - a. Meetings will be full-day, face-to-face meetings (meetings may require more than one day dependent upon the number of applications).
- c) Quorum
 - a. Quorum will consist of a majority of the members present at any meeting.
- d) Consensus
 - a. The Adjudication 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 Adjudication 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 Adjudication Committees including:
 - a. Orientation to the CIF and role of Committee members.
 - b. Preparation of meeting agendas.
 - c. Preparation of meeting minutes.
 - d. Distribution of meeting agenda, minutes and applications.
 - e. Meeting arrangements.
 - f. Facilitating meetings of the Committees.
 - g. Provision of reports and recommendations to the CIF Board according to CIF requirements.
 - h. Technical advice concerning program criteria and adjudication processes.
 - i. Regular communications including notification of Board decisions, funding announcements, CIF updates, etc.

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**Community Initiatives Fund
Community Grant Program Adjudication Committee
Member Application**



Name: (Mr / Mrs / Ms)	
Home Address: Town/City:	Home Phone:
Postal Code:	Email:
Place of Employment:	
Job Title:	
Work Address: Town/City:	Work Phone:
Postal Code:	Email:
Indicate where you prefer we contact you: <input type="checkbox"/> Home <input type="checkbox"/> Work	
<p>Indicate which Adjudication Committee you would like to be considered for.</p> <p><input type="checkbox"/> Northern</p> <p><input type="checkbox"/> Central</p> <p><input type="checkbox"/> South</p> <p><input type="checkbox"/> Provincial</p>	<p>Indicate which sector(s) you have experience with (<i>experience may be paid or unpaid</i>).</p> <p><input type="checkbox"/> Sport and Recreation</p> <p><input type="checkbox"/> Arts, Culture and Heritage</p> <p><input type="checkbox"/> Human/Social Services</p> <p><input type="checkbox"/> Community Foundations/United Way's</p> <p><input type="checkbox"/> Municipalities</p> <p><input type="checkbox"/> First Nations and Métis communities</p> <p><input type="checkbox"/> Small rural and Northern communities</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Immigration/Newcomers</p> <p><input type="checkbox"/> Corporate</p> <p><input type="checkbox"/> Nonprofit</p> <p><input type="checkbox"/> Tourism</p>

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In an attachment, please briefly describe your employment, education and community knowledge and experience. Be sure to highlight any experiences that relate specifically to the four Community Grant Program objectives and any prior experiences reviewing grant applications. Include a list of the boards, committees and organizations you have been or are currently involved with either as a volunteer or in a professional capacity.	
Please provide two references that we may contact with regard to your application.	
Name:	Name:
Organization:	Organization:
Position Title:	Position Title:
Phone:	Phone:
How did you learn about this opportunity?	
<u>Optional:</u> We are seeking a diversity of perspectives on the Adjudication Committees. If you choose to self-declare, indicate if you are: <input type="checkbox"/> Under age 30 (<i>must be 18 or older</i>) <input type="checkbox"/> Over age 55 <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Newcomer	
I have read and understand the requirements of being an Adjudication Committee member as outlined and confirm that I am able to fulfil those requirements if selected as a committee member. I hereby certify that the information provided in this application is complete and accurate.	
Signature:	Date:

You are welcome to attach a resumé and/or letters of reference with your application.

Application deadline is December 2, 2016. All applicants will be notified no later than February 17, 2017 of the status of their application. Inquiries should be directed to Matt Leisle, Program Manager, Community Initiatives Fund at 306.780.9397.

Please forward your completed application to:
Community Initiatives Fund
105 - 2550 12th Ave
Regina, SK S4P 3X1
Fax: 306-780-9396
Email: mleisle@cifsask.org