



Community Grant Program Guidelines



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Community Grant Program Guidelines

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 prevention, intervention and support; reducing barriers to participation in sport, culture and recreation opportunities; volunteerism; and cultural and community events. Initiatives 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.

What kinds of activities does the Community Grant Program support?

The Community Grant Program accepts applications for the following:

⇒ **Healthy growth and development of children and youth** – providing young children with a good start in life and preparing youth for the future will be vital to their individual success in life as well as the long-term success of our communities and province.

Priorities include:

- Programs that support the early development of children with their social, language and literacy skills; readiness and ability to learn; physical literacy and achieving minimum levels of physical activity.
- Programs that provide positive opportunities for children and youth before and after school and on weekends.
- Summer programs such as camps and day programs that offer recreation, arts, culture and learning opportunities between May and August.
- Partnerships between community organizations and schools that support personal and academic success.
- Initiatives that support youth to be active and valued community citizens.
- Programs that assist youth to develop skills, self-esteem and a healthy lifestyle.

⇒ **Individual, family and community wellbeing** – good nutrition, physical activity and positive life choices enhance everyone's quality of life and help to prevent chronic health disorders.

Priorities include:

- Initiatives that encourage and support individuals of all ages and abilities to be physically active and achieve minimum levels of daily activity.
- Ensuring that families have access to support and resources to create healthy, caring and safe environments.
- Awareness, prevention and intervention programs to prevent issues arising from problem gambling, addictions, violence and bullying, and unhealthy life styles.

⇒ **Supportive and inclusive communities** – quality of life is enhanced when people have access to programs and services, and opportunities to participate in sport, culture, recreation and other leisure time activities. Events that celebrate community achievements and that build bridges between ethno-cultural groups while celebrating our cultural diversity are important in creating a sense of belonging and pride in our communities.

Priorities include:

- Programs that enable participation in programs and activities by making them affordable, accessible, and age and culturally appropriate.
- Community centennials, organizational anniversaries and other significant milestones that celebrate the history and accomplishments of Saskatchewan communities.
- Events such as festivals or other activities that promote Saskatchewan artists and/or celebrate our cultural heritage and diversity, and that build community pride.

⇒ **Community engagement and capacity building** – the involvement of citizens as volunteers and leaders in their communities contributes significantly to the vitality and quality of life experienced by Saskatchewan residents. Non-profit organizations and community groups are also vital to ensuring program and services are available to individuals and families when they require support.

Priorities include:

- Initiatives that encourage and support individuals to become involved as active citizens, volunteers and community leaders, and especially those that involve youth, newcomers and Aboriginal peoples.
- Programs that provide information, training, tools and resources that support individuals to provide leadership on community priorities and issues.
- Training and resources for staff and volunteers of nonprofit organizations that improves program delivery and evaluation, governance and leadership, and the involvement of volunteers.
- Initiatives that facilitate increased collaboration and coordination between nonprofit organizations, and with other community partners.

Who Is Eligible To Apply

To be eligible to apply to the Community Initiatives Fund, an applicant must be an:

- ⇒ incorporated Saskatchewan nonprofit organization whose primary purpose and activities are to benefit Saskatchewan communities; or
- ⇒ unincorporated volunteer community group that is endorsed by an eligible organization. Endorsing organizations may be Saskatchewan nonprofits, municipalities, health regions, schools or school divisions that agree to receive, administer and account for CIF grants on behalf of a community group.

Smaller, rural and Northern communities that meet the eligibility criteria are encouraged to apply.

Application Deadlines

February 1 for Summer Grants only

(summer programs and activities for children and youth that take place between May 1 and August 31)

April 1 and October 1 for Annual Grants

(events, programs and activities for all audiences that will occur within 12 months of the grant approval date)

Grant Amounts

- ⇒ Summer Grants – maximum of \$5,000/local project; maximum of \$10,000/provincial project
- ⇒ Annual Grants – maximum of \$25,000/local project; maximum of \$50,000/provincial project

Application Process

- ⇒ Applications must be submitted using the CIF's on-line application form at www.cifsask.org.
- ⇒ Applications will be accepted up to midnight of the deadline date.
- ⇒ ***Mailed, faxed or emailed submissions will not be accepted.***
- ⇒ All questions MUST be answered or your application will be considered incomplete and therefore ineligible for funding.
- ⇒ **Submit only the material requested.** Extra material will not be forwarded to the adjudication committee. **Please do not submit brochures, CDs, videos, resource manuals, or other similar documents.**

⇒ **Applications may be for local or provincial project grants.** Local projects benefit residents of one community or region. Provincial projects are those that may be either delivered in two or more regions or involve participation from across Saskatchewan.

⇒ Organizations may be approved for a maximum of three (3) annual grants and one (1) summer grant per year. Applications for grants during the same year must be for different projects.

Review Process

The CIF Grants Administrator will review all applications to confirm basic eligibility requirements are met and the application is complete. Applicants may be contacted by the CIF Grants Administrator to provide clarification or further detail on their budget or proposed project. Eligible applications will then be forwarded to the relevant adjudication committee based on the location and/or type of project.

CIF adjudication committees are composed of volunteers from across the province and from various backgrounds with experience and knowledge to assist with application reviews and making recommendations to the CIF Board. Funding recommendations will be determined based on a competitive, merit-based process. CIF program funding is limited, and not every eligible application may receive funding. The amount approved for each project may be less than the amount requested, and is based on how closely the project meets grant criteria, eligible expenses, the number of requests received, and consideration for providing support across the province. Funding provided in one year does not guarantee funding will be awarded in subsequent years.

Applications will be assessed based on the following criteria:

- ⇒ The project is aligned with one or more Program priorities.
- ⇒ The application is complete. All questions must be answered and responses should provide enough information for the adjudication committee to make a recommendation.
- ⇒ The proposed expenses for the project are eligible under the Program.
- ⇒ The project supports a demonstrated need or community priority.
- ⇒ The project will address the need or issue. The project is feasible, will reach its intended audience, and is likely to achieve the expected benefits and outcomes for participants.
- ⇒ The project complements other community initiatives. The project involves partnerships, is not a duplication of services, and has community support.

- ⇒ The project includes an evaluation plan for determining its success and the outcomes achieved by participants.
- ⇒ The budget is realistic and supports the project design and key activities. The application demonstrates rationale for the funding requested and how other financial resources will be secured to support the project.
- ⇒ The project benefits smaller, rural and Northern communities; urban and rural Aboriginal peoples; newcomers; and those facing barriers to participation.

Recommendations from the adjudication committees are forwarded to the CIF Board for final approval. Applicants will receive written notification of the outcome of their funding request within 2 months of the application deadline.

What is eligible?

Community Grant Program funding is intended to support the delivery of projects, programs and events that meet Program objectives and priorities. Generally, funding will support expenses such as salaries, supplies, and other costs directly related to the delivery of the project.

On-reserve projects may be eligible if the applicant meets eligibility criteria and the project primarily benefits people living off-reserve.

General overhead expenditures up to a maximum of 20% of the approved grant amount are eligible.

Overhead costs include regular operational items such as supervision, accounting fees, administration, insurance, rent, repairs, office supplies, telephone, utilities, and fundraising expenses. Invoices or receipts for overhead costs are not required under this category only.

Projects must begin after notification of approval by the CIF Board and will not be funded retroactively. The CIF is not responsible for any costs incurred by applicants for projects that begin prior to notification of the CIF Board's decision.

Please note: to be eligible for funding, grant applicants must have no outstanding reporting or repayment issues with the CIF.

What expenses are not eligible?

The Community Grant program does **NOT** provide funding for:

- ⇒ Salaries (permanent, temporary, contract), fees and related expenses for:
 - Federal or provincial government employees;
 - Municipal government employees except those delivering community programs;
 - School and school division teachers, teaching assistants and administrators;

- Health region administration and medical staff;
- Artists, artisans and performers who do not live in Saskatchewan;
- Fundraisers and grant writers;
- Facilitators/consultants who do not live in Saskatchewan unless it can be demonstrated that resources are not available within province.
- ⇒ Honorariums, except for those paid to Aboriginal Elders to a maximum of \$150/day and elder helpers to a maximum of \$50/day. Tobacco may be part of the Elder honorarium, but the total cost of the honorarium and tobacco may not exceed \$150/day.
- ⇒ Capital purchases such as playground equipment, construction or repairs to buildings or facilities.
- ⇒ Purchase of office equipment/furniture that is used for general operations and not specific to delivery of the project.
- ⇒ Food for events (festivals, centennials, workshops) where an entrance/registration fee is being charged for the event.
- ⇒ Unhealthy food items such as chips, pop, and cookies (refer to the Canada Food Guide for healthy options, www.hc-sc.gc.ca).
- ⇒ Fundraising events and programs, and public awareness campaigns, including related salaries or contractor fees.
- ⇒ Direct religious activities of religious groups or organizations, and supplies related specifically to faith-based items i.e. rosaries, Bibles, etc.
- ⇒ Projects exclusive to a specific family, business, religious or political group.
- ⇒ Government delivered projects, programs and services.
- ⇒ Training for staff of schools, school divisions, municipalities and health regions.
- ⇒ School curriculum related expenses, excursions, activities and trips.
- ⇒ Sporting, cultural, or other competitions, tournaments, trips or events.
- ⇒ Expenses related to hosting or sponsorship of conferences, trade fairs, display fairs, or expositions.
- ⇒ Printing and/or publishing costs of books.
- ⇒ Costs related to producing a film or involving photographer and videographer expenses.
- ⇒ Commissioned or purchased artworks for non-public use, and repair or restoration of artworks.
- ⇒ Out of province travel.
- ⇒ Gift cards, contests, prizes, awards, trophies, plaques.
- ⇒ Alcohol, party favors, balloons, banners, decorations, flowers, fireworks, floats and parades.
- ⇒ Promotional items, e.g., team uniforms, t-shirts, water bottles, banners, signage, other similar items.

Important things to note

Personal Information: The CIF may request personal information such as payroll records to verify project salaries. The CIF will protect personal information as required by the *Personal Information Protection and Electronic Documents Act* by storing the information in secure files.

This information is collected only for CIF's purposes and will not be released to anyone for any reason, except as required by law. Files containing the confidential information will be securely stored for seven years and then will be destroyed.

Recognition of CIF support: Grant recipients are required to acknowledge the support of the CIF in all promotional material associated with the grant. Details about the recognition policy will be included in the grant notification package and is also available on our website, www.cifsask.org.

Release of funding: Successful grant recipients will receive an approval letter and funding agreement. When the agreement has been signed and returned to the CIF office, recipients will receive an initial payment of 80% of the approved amount of the grant. The remaining 20% will be released when the CIF Grants Administrator has confirmed that all funding and reporting obligations have been met.

Final Report: Grant recipients are required to submit a final report for each CIF funded project. The report must be submitted within 60 days after the project end date and must include copies of receipts, invoices, payroll records, etc. to verify project expenditures.

Appeals: An appeal of a grant decision may be requested by submitting a written request to the CIF Board within 60 days of notification indicating the basis for the appeal. Appeals will be considered by the CIF Board at its next meeting and decisions will be communicated in writing. Only one appeal per application will be considered and the decisions of the CIF Board are final.

Extensions: Extensions may be requested by submitting a written request to the CIF Board a minimum of 60 days prior to the originally stated project completion date. The request should include an explanation of why the extension is necessary. The CIF Grants Administrator will inform the organization of the Board's decision.



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