



Community Grant Program Guidelines

THE COMMUNITY GRANT PROGRAM PROVIDES GRANTS TO SUPPORT PROGRAMS AND PROJECTS THAT FALL WITHIN ONE OF THREE FUNDING THEMES:

- Healthy growth and development of children and youth;
- Individual and community wellbeing;
- Nonprofit and community leadership.

Specific priorities for each of these themes are identified later in these guidelines.

THE VISION OF THE COMMUNITY INITIATIVES FUND (CIF) IS TO ENHANCE QUALITY OF LIFE FOR ALL SASKATCHEWAN PEOPLE, INCLUDING THOSE WHO:

- Experience barriers to participation in community programs (e.g., financial, physical, etc.);
- Are First Nations people living off-reserve;
- Are Métis people;
- Are newcomers to Canada;
- Live in rural or remote areas of the province including Northern Saskatchewan.

THE CIF EXPECTS THAT ALL PROGRAMS FUNDED THROUGH THE COMMUNITY GRANT PROGRAM WILL BE:

- Inclusive of all ages, ability, gender, income and cultural backgrounds;
- Accessible, safe, and age and ability appropriate;
- Affordable;
- Prevention based with a focus on long-term outcomes;
- Community-based.



Funding Themes and Priorities

Recreation

includes physical, social, intellectual, and creative activities that enhance individual and community wellbeing.

Culture includes arts, heritage, multicultural, First Nations and Métis activities that promote a sense of community while celebrating cultural diversity.

1 Healthy growth and development of children and youth – The CIF provides grants to programs that support the development of children and youth, providing young children with a good start in life and preparing youth for the future. Community programs and services intended to benefit young people who face financial, accessibility or other barriers will receive higher priority.

PROJECTS FUNDED IN THIS PRIORITY AREA ARE INTENDED TO RESULT IN:

- Children develop their social, emotional, language and communication skills.
- Children and youth are physically literate, physically active, and achieve minimum levels of daily activity.
- Children and youth participate in learning, culture and recreation programs.
- Children and youth gain the knowledge, skills, and supports to develop positive mental health, self-esteem, and healthy lifestyle behaviours.
- Parents and caregivers have the knowledge, skills and resources to provide for the healthy growth and development of their children.

2 Individual and Community Wellbeing – The CIF provides grants to programs for all ages that support healthy lifestyles, supportive and inclusive communities, and provide access to programs and services.

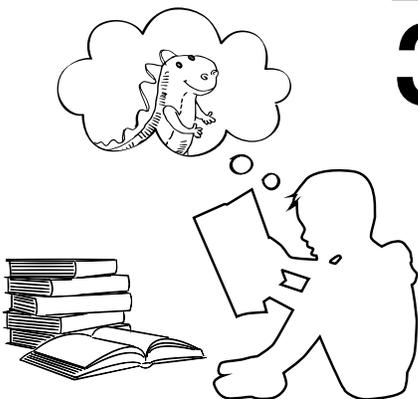
PROJECTS FUNDED IN THIS PRIORITY AREA ARE INTENDED TO RESULT IN:

- Individuals of all ages and abilities are physically active and achieve minimum levels of daily activity.
- Individuals have the knowledge and skills to adopt healthy eating practices.
- Individuals have the knowledge, skills and resources to prevent or address issues such as problem gambling, addictions, violence and bullying.
- Individuals participate in learning, culture and recreation programs.
- Individuals feel a sense of belonging in their community.
- Communities are engaged in activities that promote cultural understanding, respect, community pride, social connections, and support the Truth and Reconciliation Commission Calls to Action.

3 Nonprofit and Community Leadership – The CIF provides grants to support initiatives that provide training and resources for nonprofit staff, Board members and volunteers to improve program delivery, governance and leadership, and the involvement of volunteers.

PROJECTS FUNDED IN THIS PRIORITY AREA ARE INTENDED TO RESULT IN:

- Staff and volunteers have the knowledge and skills to design and deliver programs that demonstrate tangible benefits for participants.
- Board members have the knowledge and skills to effectively govern community-based organizations.
- Individuals have the knowledge and resources to provide leadership on community priorities and issues.
- Individuals are involved as volunteers and community leaders.





Eligibility/Deadlines/Grant Amounts

There are four **CIF funding regions** – North, Central, South and Provincial. Refer to the map or community listing on the website at **www.cifsask.org** to determine the appropriate region when applying.

Eligible Applicants

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
- A municipality, health region, school or school board proposing community-based, community-led projects; and
- In good standing with the CIF (e.g., there are no outstanding reports or re-payments).

Community-based / community-led projects are projects that involve community members or organizations in the planning and delivery of the project, and that are not offered as a core service of the institution.

Application Deadlines

ANNUAL GRANTS

April 1 and October 1

Annual grants support programs that are no more than 12 months in length and are not summer programs. Programs may be offered continuously throughout the year, may be for a defined time period (e.g., an 8 week program), or may be short-term projects such as a one-day training session.

SUMMER GRANTS

February 1

Summer grants support programs held between May 1 and August 31. Summer grants support only programs, or the portion of programs, that benefit children and youth – grants are not intended to support adult programs that occur during the summer, events, or the summer portion of annual programs.

Grant Amounts

ANNUAL GRANTS

maximum of \$25,000/local project
maximum of \$50,000/provincial project

SUMMER GRANTS

maximum of \$5,000

Organizations may be approved for a maximum of two (2) annual grants and one (1) summer grant per year. Applications for grants during the same year must be for different projects.

Local projects benefit residents of one community or region.

Provincial projects are a) delivered in two or more regions; or b) involve participation from across Saskatchewan. Provincial applications must clearly identify how they qualify as a provincial project.



Application Process

1  Applications must be submitted using the CIF's on-line application form at www.cifsask.org.

2  Applications will be accepted up to 4 p.m. CST of the deadline date.

3  Mailed, faxed or emailed submissions will not be accepted.

4  All questions **MUST** be answered or your application will be considered incomplete and therefore ineligible for funding.

5  Submit only the information requested. Please do not submit extra materials such as brochures, CDs, videos, resource manuals, or other similar documents.

6  Refer to the *Sample Application* and *Application Guide* at www.cifsask.org for assistance when completing your application.



Application Review Process

1 Application Received

2 Eligibility Confirmed

3 Adjudication Committee Review/ Recommendation

4 Board Decision

5 Applicant Notified

2 Months

The CIF Grants Administrator will review all applications to confirm basic eligibility requirements are met and the application is complete. Applicants may be contacted 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.

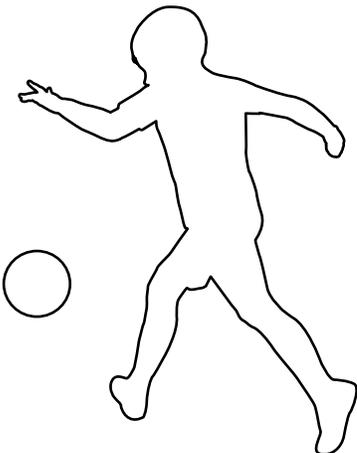
Funding recommendations will be determined based on a competitive, merit-based process. Requests for funding regularly exceed the dollars available and not every eligible application will receive funding. **Funding provided in one year does not guarantee funding will be awarded in subsequent years.** The amount approved for each project may be less than the amount requested, and will be based on how closely the project meets grant criteria, eligibility of expenses, the number of requests received, and consideration for providing support across the province.

APPLICATIONS WILL BE ASSESSED BASED ON THE FOLLOWING CRITERIA:

- The project is aligned with one or more Funding Themes and Priorities (*refer to page 2*).
- 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 Guidelines (*refer to pages 6 and 7*).

- The application identifies a demonstrated need or community priority.
- The proposed project is designed to 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 or Northern communities; First Nations people living off-reserve; Métis people; newcomers; and/or those facing barriers to participation.

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



What is eligible?

Community Grant Program funding is intended to support the **delivery of projects and programs that are aligned with the Funding Themes and Priorities.**

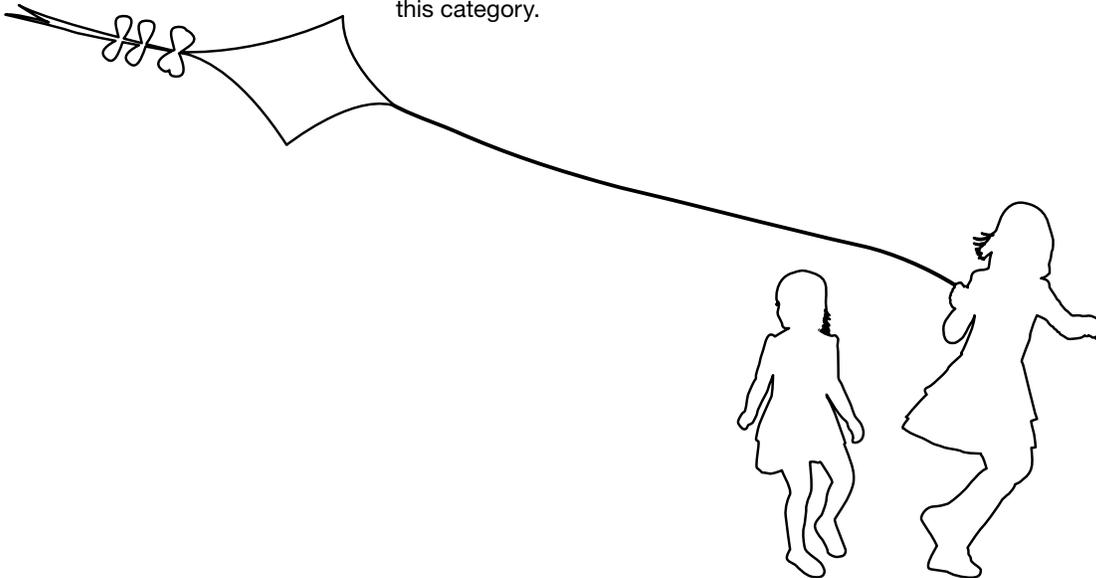
Generally, funding will support expenses such as salaries, supplies, and other costs directly related to the delivery of the project.

Projects that primarily benefit First Nations people living on-reserve are not eligible regardless of where the project occurs. Projects on-reserve may be eligible if the applicant meets eligibility criteria and if the project primarily benefits First Nations people living off-reserve.

General operational expenditures up to a maximum of 20% of the approved grant amount are eligible. This includes items not directly related to program delivery such as supervision, accounting, administration, insurance, rent, repairs, office supplies, travel, telephone, utilities, and fundraising expenses. Invoices or receipts are not required for expenses claimed under this category.

Music festivals, competitions and tournaments, centennials and homecomings, and other events are not eligible. Some events, such as those that promote and support ethno-cultural awareness and education, multiculturalism, or First Nations and Métis cultural identity, may be eligible if they are aligned with the Funding Themes and Priorities and are free to the general public to attend.

Projects must begin after notification of approval by the CIF Board (2 months after the deadline date) 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.



What expenses are not eligible?

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

Funding is **NOT** provided for capital purchases such as playground equipment, construction or repairs to buildings and facilities.

- Salaries (permanent, temporary, contract), fees and related expenses for:
 - Federal or provincial government employees;
 - Municipal government employees except those delivering community based 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, grantwriters and other nonprofit staff not involved in program delivery;
 - Facilitators/consultants who do not live in Saskatchewan unless it can be demonstrated that resources are not available within the 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 claim for the honorarium and tobacco may not exceed \$150/day.
- Capital purchases such as playground equipment, construction or repairs to buildings and facilities.
- Employment preparation, training, and apprenticeship programs.
- Purchase of office equipment/furniture that is used for general operations and not specific to delivery of the project.
- Unhealthy food items such as chips, pop, and cookies (refer to the Canada Food Guide for healthy options at 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 (e.g., rosaries, Bibles, etc.)
- 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.
- Competitive sporting, cultural, or other tournaments, trips or events.
- Expenses related to hosting or sponsorship of conferences, trade fairs, display fairs, or expositions.
- Out of province travel.
- Gift cards, contests, prizes, awards, trophies, plaques.
- Alcohol, party favors, balloons, decorations, flowers, fireworks, floats and parades.
- Promotional items, (e.g., team uniforms, t-shirts, water bottles, banners, signage, other similar items).

Competitions are formally organized events that limit participation to qualifying participants and include distribution of individual and/or team awards.

Important things to note

Contact Us

CIF Grants Administrator
306.780.9308
newton@cifsask.org
1870 Lorne Street
Regina, SK S4P 2L7

Correspondence addressed to the CIF Board for appeals or extension requests should be forwarded to the CIF Grants Administrator.

APPLICATION RESOURCES: In addition to the Program Guidelines, applicants are encouraged to refer to the *Application Guide* and *Sample Application* for additional assistance and tips for completing your application. These resources can be found on the Program Guidelines page of the website at 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 following completion of the project.

APPEALS: An appeal of a grant decision may be requested by contacting CIF's Grants Administrator, Rhonda Newton at newton@cifsask.org within 30 days of notification. Appeals will be considered by the CIF Board at its next meeting. Only one appeal per application will be considered and the decisions of the CIF Board are final.

RECOGNITION OF CIF SUPPORT: Grant recipients are required to acknowledge the support of the CIF in all promotional materials associated with the grant. Details about the recognition policy will be included in the approval letter and is also available on the website under Recognition Requirements at www.cifsask.org. To discuss recognition requirements and options contact the Community Relations Coordinator at 306.780.9394 or admin@cifsask.org.

EXTENSIONS: Extensions to project completion dates 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. Requests will be considered by the CIF Board at its next meeting and decisions will be communicated in writing.

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. The final grant payment of 20% (or an adjusted amount based on actual expenses) will be released when all reporting requirements have been met. Recipients may be requested to re-pay funds to the CIF if actual expenses are less than the approved grant. The Final Report Form is available on Final Report Requirement page of the website www.cifsask.org.

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.

