

# CIF's response to COVID-19

Last updated: December 2021



Community  
Initiatives Fund

The [Community Initiatives Fund](#) understands that COVID-19 may present unexpected challenges for Saskatchewan organizations that have received or are seeking CIF grants to support programs. For the health and safety of all, please adhere to current [provincial](#) regulations when considering your programming. We recognize that your CIF funded programs may be impacted and encourage you to contact us to discuss any anticipated changes and we'll work with you to explore options. Reach out to us: Grants Administrator ([rnewton@cifsask.org](mailto:rnewton@cifsask.org)); Program Manager ([asawatzky@cifsask.org](mailto:asawatzky@cifsask.org)).

## **What program changes should my organization be considering in light of COVID-19?**

Organizations are expected to follow all provincial public health orders and recommendations when planning and delivering their programs. CIF recognizes that some programs may need to be amended as circumstances change. Please keep in mind government regulations, practical timelines and alternative program delivery methods such as online instruction, programming kits that can be done at home and/or smaller in-person sessions provided they adhere to public health recommendations. Amended programs must be approved by CIF prior to implementation and must continue to align with CIF funding themes, programming expectations and eligible expenses. A revised budget may be required depending on the nature of the amendment.

## **My organization would like to make changes to our CIF-funded program, what is the process?**

Grantees must submit a written amendment request outlining the program changes they are exploring. Amendments should include a few paragraphs outlining activities, dates, program delivery methods and how participants will be reached/engaged along with a revised budget depending on the nature of the amendment request. Amendment requests can be submitted by email and must be approved by CIF prior to implementation.

## **My organization's program needs to be postponed, what are the guidelines for grant extensions?**

Only one extension per grant is allowed for programs affected by COVID-19 with the maximum extension for the CIF Community Grant Program being 6 months from the original program end date. Extension dates will be determined on a case by case basis with the grantee – with the understanding that should the program remain postponed past the extension date, the file will be closed allowing the grantee to claim any eligible expenses incurred to date.

## **My organization received a CIF Summer Grant, what do we do if programming cannot go forward this summer?**

Unfortunately, if a funded summer program is unable to run by August 31, unused grant funds will need to be returned and the file closed. The grant cannot be applied to fall programming or to the following summer.

## **My organization has decided to cancel our program, are incurred expenses still eligible?**

CIF understands that there are still costs associated with cancelled or postponed programs and encourages grant recipients to keep track of incurred expenses. If a program needs to be cancelled, grantees can claim eligible expenses incurred to date and close the file. Any unused funds must be returned to CIF.

## **Can CIF grants be used to purchase cleaning, sanitization, and PPE supplies?**

CIF grant recipients can claim up to 20% of their approved funding amount for operational expenses provided it has been requested in the application. Although cleaning, sanitization, and PPE supplies are not eligible program expenses, they could be purchased within this 20% operational expense category.

## **With some programming moving online how do we estimate/report participant numbers?**

To estimate online participants, keep in mind your intended audience as well as your organizational reach and take a similar approach to how you would estimate for in-person programs. For reporting online participant numbers, you can track registrations, the number of activity kits provided, the number of people who join your online session, as well as the number of unique views your online content receives.

**Reach out to us:** Grants Administrator ([rnewton@cifsask.org](mailto:rnewton@cifsask.org)) & Program Manager ([asawatzky@cifsask.org](mailto:asawatzky@cifsask.org)).