

CIF's response to COVID-19

Last updated: July 7, 2020



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 as well as the [Re-Open Saskatchewan Plan](#) 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); Grants Manager (asawatzky@cifsask.org).

Will the next grant application deadline be October 1, 2020?

Yes. Thanks to an Emergency Pandemic Response Gaming Grant from the Government of Saskatchewan, CIF is able to proceed with its regular October 1 application deadline. This one-time grant to CIF is intended to help offset the loss of more than \$8 million the CIF expected to receive this fiscal year due to the temporary closure of Casinos Regina and Moose Jaw due to COVID-19. The grant to CIF will allow us to continue providing funding through our regular Community Grant Program to support the delivery of programs and services in communities throughout Saskatchewan.

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

We recognize that program dates and or the programs themselves may need to adjust as things develop. Please keep in mind government regulations, practical timelines, and alternative delivery methods such as online programming, take-home activity kits and/or smaller in-person sessions provided they adhere to public health recommendations. Programming must continue to align with CIF funding themes as well as eligible expenses. A revised budget may be required depending on the nature of the request.

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

CIF grant recipients can claim 20% of their approved funding amount for operational expenses. Although cleaning, sanitization, and PPE supplies are not eligible program expenses, they could be purchased within this 20% operational expense category.

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.

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 likes or views etc. your online content receives.

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 Annual Grants being 12 months from the original project 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 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.

My organization received a CIF Summer Grant for 2020, what do we do if programming cannot go forward this summer?

Unfortunately if a summer program is unable to run by August 31, 2020, unused grant funds will need to be returned and the file closed. The grant cannot be applied to fall programming or to summer 2021. Should you need to return funds, please make the cheque payable to the Community Initiatives Fund and send it to our 1870 Lorne Street, Regina, Sk, S4P 2L7 office location.

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