



Community Grant Program Guidelines

Application Deadlines: April 1 & October 1 at 4:00 p.m.

The Community Grant Program provides funding support to programs that fall within one of three funding themes:

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

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.

Contact Us

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

Refer to the **Application Guide & Sample Application** for assistance when completing your application.



Funding Themes and Priorities

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. Programs funded in this 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.

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

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. Programs funded in this 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.

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

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. Programs funded in this 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.

Applicant Eligibility

To be eligible to apply, 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 programs; and
- ✓ In good standing with the CIF (e.g. there are no outstanding reports or re-payments).

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

Program Eligibility

If an applicant has an outstanding CIF Final Report or repayment, an application to CIF will not be considered until the outstanding grant is reconciled.

Programs must be no more than 12 months in length. 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 such as a one-day session.

Programs must begin no sooner than 2 months after the application deadline (after notification of grant approval by the CIF Board) and will not be funded retroactively. The CIF is not responsible for any costs incurred by applicants for programs that begin prior to notification of the CIF Board's decision.

Organizations may be approved for **a maximum of two (2) Community Grant Program grants per year**. Applications for grants during the same year must be for different programs.

If an organization has received a Community Grant Program grant that includes program delivery over the summer, they are not eligible to apply to the CIF **Summer Grant Program** for that program. Summer Grant Program Guidelines can be found on the Guidelines page of the website at www.cifsask.org.

All programs must be aligned with one or more of the Community Grant Program funding themes and priorities.

Grant Amounts

Max \$25,000 per local program

Local programs benefit residents of one community or region.

Max \$50,000 per provincial program

Provincial programs 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 program.

There are four CIF funding regions – North, Central, South and Provincial. Refer to the [Regional Map & Community List](#) to determine the appropriate region when applying.

Eligible Expenses

Eligible expenses are expenses that have been approved by CIF through your initial grant application or through a subsequent amendment request prior to implementation. All eligible expenses must fall within your program start and end dates as identified in your approved grant application.

Generally, funding will support expenses such as salaries, supplies, and other eligible costs directly related to the delivery of the program. A description for each expense category should be included in the budget along with a breakdown of costs where needed (e.g. the salary expense category should include the titles of the positions being funded and the amount going toward each).

The following are examples of eligible expenses that may be requested, along with their reporting expectations should the expense be approved within your application:

- ✓ 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.
- ✓ Wage expenses are eligible and are claimed by providing official payroll records (indicating income tax, CPP, and EI deductions). Timesheets are not accepted.
- ✓ Indigenous Elder/Traditional Knowledge Keeper/Elder Helper Honorarium. It is protocol, or the common and accepted practice, to provide honoraria for the knowledge, skills, and time provided. The grant program can subsidize Indigenous Elder and Traditional Knowledge Keeper honorarium fees to a maximum of \$150/day and Elder Helper fees to a maximum of \$50/day. Tobacco may be included within the per day total. An Elder honorarium receipt form can be found [here](#). If using your own form, be sure to include the name and address of the recipient, the date and description of services provided, and the amount paid. The form is to be signed by both the recipient and the person providing the honorarium.

(Continued →)

Eligible Expenses (continued)

- ✓ Funding for independent contractors such as instructors and facilitators are eligible. Organizations must provide an itemized invoice issued by the contractor detailing the services the contractor is being paid for.
- ✓ Depending on the nature of your program, some travel expenses may be eligible. Travel expenses are only eligible in situations where program participants are being transported or where travel is required in order to deliver the program being offered. This includes receipts for bus/taxi fare, vehicle rental, and either gas or mileage at 30 cents a kilometer. Out of province travel is ineligible and may only be considered for facilitators/consultants if it can be demonstrated that these resources are not available within the province at the time of grant approval. Travel not directly related to program delivery would be considered operational in nature, which can be claimed under the general operating expense category
- ✓ Facility rental fees may be an eligible program expense in situations where additional temporary space is required for the delivery of your program. Be sure to indicate the daily rental amount for the space required to hold your program in your budget breakdown. Fees can be claimed by providing a detailed invoice. This line item is not intended to cover your existing office space, etc., which can be claimed under the general operating expense category. For municipal grantees, please note that the use of town-owned facilities would also fall under the general operating expense category.

If approved for a grant, refer to the CIF guidelines as well as your grant approval letter to ensure the program expenses you will claim in your final report are eligible for CIF funding.

- ✓ All program receipts and invoices must be legible, indicating what has been purchased and for how much. Only include copies of actual receipts or invoices – do not include cheque stubs, internal documents, or credit card slips.
- ✓ An audited financial statement may be provided as evidence of eligible expenses if it has been prepared by a recognized audit firm, has been signed by two Board members and clearly outlines the CIF grant received as well as specific expenses related to the program.

Unused CIF funds, or funds used for purposes other than what is approved, must be returned to CIF.

Failure to satisfactorily close your grant file will result in your organization becoming ineligible for future CIF funding.

Ineligible Programs & Expenses

Ineligible Programs:

- Music festivals, fairs, farmers markets, centennials, homecomings, parades 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.
- As *The Saskatchewan Gaming Corporation Act* also directs a portion of profits to the [First Nations Trust](#) to support initiatives for people living on-reserve, programs that primarily benefit people living on-reserve are not eligible for CIF funding regardless of where the program takes place. Programs on-reserve may be eligible if the applicant meets eligibility criteria and if the program primarily benefits First Nations people living off-reserve.
- Government delivered programs and services.
- Religious programming and faith-based items (e.g. rosaries, Bibles, etc.).
- School curriculum related programs, excursions, activities and trips.
- Training for staff of schools, school divisions, municipalities and health regions.
- Employment preparation and apprenticeship programs.
- Fundraising events and programs, and public awareness campaigns, including related salaries or contractor fees.
- Competitive sporting, cultural, or other tournaments, trips or events (competitions are formally organized events that limit participation to qualifying participants and include distribution of individual and/or team awards).

Ineligible Expenses:

- 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 Indigenous Elders, Traditional Knowledge Keepers and Elder Helpers. See eligible expenses for details.
- Trade fairs, display fairs, or expositions.
- Sponsorship of events and conferences. Some conference expenses, such as coordination fees, may be eligible if the conference objectives align with CIF funding priorities.
- Capital expenses such as construction, renovation or repair to buildings and facilities or the purchase of facility equipment (e.g. playground equipment, theatre curtains etc.). If you are unsure if your request is capital in nature, please contact CIF.
- Purchase of office equipment, furniture or appliances that is used for general operations.
- Unhealthy food items such as chips, pop, and cookies (refer to the Canada Food Guide for healthy options at www.hc-sc.gc.ca).
- Out of province travel.
- Gift cards, prizes, party favors, awards, trophies, plaques.
- Alcohol, decorations, flowers, fireworks, parade floats.
- Promotional items (e.g. team uniforms, t-shirts, water bottles, banners, signage, other items).

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.

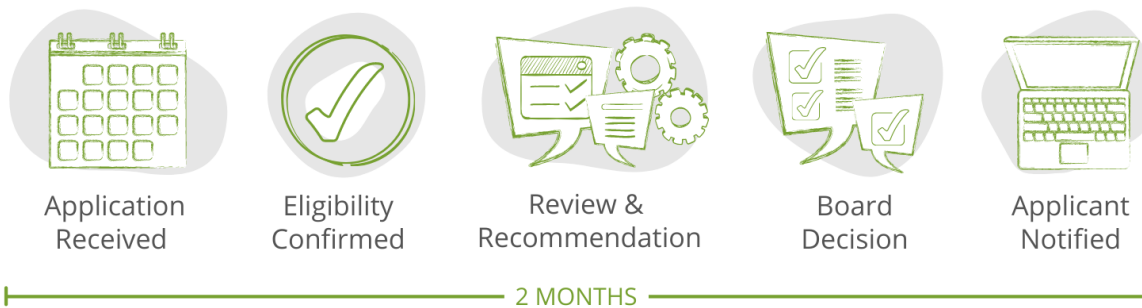
6



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



Application Review Process



The CIF will review all Community Grant Program applications to confirm eligibility requirements are met and the application is complete. Applicants may be contacted to provide clarification or further detail on their budget or proposed program. Eligible applications will then be forwarded to a regional adjudication committee based on the location of the proposed program. 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.

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 program may be less than the amount requested, and will be based on how closely the program 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 program 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 program are eligible under the Program Guidelines.
- The application identifies a demonstrated need or community priority.
- The proposed program is designed to address the need or issue. The program is feasible, will reach its intended audience, and is likely to achieve the expected benefits and outcomes for participants.
- The program complements other community initiatives. The program involves partnerships, is not a duplication of services, and has community support.
- The program includes an evaluation plan for determining its success and the outcomes achieved by participants.
- The budget is realistic and supports the program design and key activities. The application demonstrates rationale for the funding requested and how other financial resources will be secured to support the program.
- The program benefits smaller, rural or Northern communities; First Nations people living off reserve; Métis people; newcomers; and/or those facing barriers to participation.

Important things to note

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% (or adjusted amount based on actual expenses) will be released when the CIF has confirmed that all funding and reporting obligations have been met following completion of the program.

Appeals:

An appeal of a grant decision may be requested 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. To request an appeal form, please contact the CIF Grants Administrator.

Amendment Requests:

Changes to a CIF funded program may be requested by submitting a written amendment request outlining the program changes being explored. Programming must continue to align with CIF funding themes as well as eligible expenses. A revised budget may need to be submitted depending on the nature of the amendment request. Extensions to the program completion date may be requested in advance of the originally stated end date. All amendment requests must be approved by CIF prior to implementation.

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 under Recognition Requirements at www.cifsask.org.

To discuss recognition requirements options contact the Community Relations Coordinator at admin@cifsask.org.

Final Report:

Grant recipients are required to submit a Final Report for each CIF funded program. The report must be submitted within 60 days after the program end date and must include copies of receipts, invoices, payroll records, etc. to verify program 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. Applicants are encouraged to refer to the Final Report Guide and Sample for additional assistance and tips for completing your Final Report. These resources along with the Final Report Form are available on the Final Report page of the website at www.cifsask.org.

Personal Information:

The CIF may request personal information such as payroll records to verify program 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.

Contact Us

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



**Community
Initiatives Fund**