

SUMMARY of Program Changes April 1, 2012

In September 2011, the Community Initiatives Fund (CIF) Board of Directors approved a number of changes affecting all CIF programs. The changes are a result of stakeholder consultations, delivery partner feedback, internal assessment, and analysis of data collected from grant applications undertaken over the past several months. The changes take effect April 1, 2012 and are itemized below.

Eligible projects and expenses now include:

CIF funding up to 85% of the total project budget. Generally CIF funding should not exceed 85% of the total project budget. Exceptions may be allowed in certain circumstances and rationale for an exception must be provided. Funding from other sources and in-kind contributions will be considered as eligible contributions to the project.

Supplies directly related to project delivery, e.g.: craft materials, balls, other. Major project supplies and equipment (treadmills, ellipticals, office furniture) are not eligible.

Overhead costs to a maximum of 20% of CIF's contribution. Overhead costs include items such as accounting fees, advertising, depreciation, insurance, interests, legal fees, rent, repairs, general supplies, taxes, telephone, fundraising, travel and utilities. Invoices or receipts for overhead costs will not be required to claim overhead expenses, and will only be allowed under this category.

Elder honoraria up to maximum of \$150/day/Elder; \$50/day/Elder helper. The follow-up documentation for these expenses must be treated in the same manner as honorariums and include the date of service, the person's name, address and phone number, how much and what they are being paid for, and must be signed by the organization and the recipient to verify that the payment was received.

Volunteer recognition items to a maximum of \$10/volunteer; volunteer recognition events to a maximum of \$1,000. Volunteer recognition items may include T-shirts, meals, or gifts. Cash payments to volunteers are not eligible as volunteer recognition and will be considered an honorarium.

Speaker honorariums to a maximum CIF contribution of \$500. The follow-up documentation for honorariums must include the date of service, the person's name,

address and phone number, how much and what they are being paid for, and must be signed by the organization and the recipient to verify that payment was received.

Training/professional development for staff and/or volunteers of community-based organizations is eligible to enhance governance, management, program delivery or sector capacity. Training for staff of schools, school divisions, municipalities and health regions are not eligible.

Out of province travel for training / professional development is eligible ONLY where similar opportunities are not available in Saskatchewan. Costs related to teams/individuals attending sporting events/competitions or school excursions/trips/activities that are part of the regular school curriculum are not eligible regardless if the event is in the province or out of the province.

Food/meal costs where food is an integral component of program delivery. Food must be nutritional as per *Canada's Food Guide* and items such as chips, pop, chocolate bars, etc. will not be eligible for CIF funding.

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

School-based programs are eligible when they are delivered by a community-based organization and would not normally be offered through regular school programming. School excursions, activities and day trips are not eligible if they are part of the regular school curriculum.

Programs offered by faith groups are eligible if they are an eligible applicant, if the programs are open to everyone and meet program criteria, and where the primary purpose is not to promote a particular religion. Expenses related specifically to faith-based items (rosaries, Bibles, etc.) will not be eligible for CIF funding.

Applications from border communities are eligible with no restrictions on the residency of program participants and if the applicant meets eligibility criteria and program objectives.

Daycares/pre-schools are eligible if they meet applicant criteria and are not operated by schools/school divisions. Please note that CIF will only allow overhead expenditures up to 20% of the total CIF contribution. Overhead includes accounting fees, advertising, depreciation, insurance, interests, legal fees, rent, repairs, supplies, taxes, telephone, fundraising, travel and utilities. Invoices or receipts will not be required to claim overhead expenses, and will only be allowed under this category.

Ongoing/core programs are eligible for funding within CGP objectives and criteria. Please note that CIF will only allow overhead expenditures up to 20% of CIF contribution. Overhead includes accounting fees, advertising, depreciation, insurance, interests, legal fees, rent, repairs, supplies, taxes, telephone, fundraising, travel and utilities. Invoices or receipts will not be required to claim overhead expenses , and will only be allowed under this category.