

# Sample Application | Community Grant Program

## APPLICATION DEADLINE

- April 1, 2019**  
 October 1, 2019

The portal does not autosave. You must click the **save** button to ensure your data will not be lost.

## ELIGIBILITY REQUIREMENTS

Are you requesting funds for a capital project?

No

Do the majority of your project participants live on reserve?

No

Capital projects, and projects that primarily benefit people living on reserve, are not eligible for funding. If you answer **Yes** to either of these questions, you will not be able to fill out the rest of the application form.

## CONTACT INFORMATION

Organization: Anytown Centre for Inclusion and Learning  
Location: Anytown Centre for Inclusion and Learning - Headquarters  
Primary Contact: Jane Smith  
Secondary Contact: John Doe

### Primary Contact

First Name: Jane  
Last Name: Smith  
Title: Executive Director  
Phone: 306-123-4567  
Email: [janesmith@email.com](mailto:janesmith@email.com)

### Applying Organization

Organization Name: Anytown Centre for Inclusion and Learning  
Address: Box 123  
Community: Anytown  
Province: Saskatchewan  
Postal Code: S0K 1Z0  
Country: Canada

## PROJECT INFORMATION

### Title of the Project (maximum 100 characters)

Inclusive Social Club

### In what CIF Region will this project take place?

- Provincial
- North
- Central**
- South

To determine the correct region refer to the [map](#).

**Amount Requested** \$14,500

### Select which funding theme your project primarily aligns with:

- Healthy Development of Children and Youth
- Individual and Community Wellbeing**
- Nonprofit and Community Leadership

### When does the project start and end?

Project Start Date June 1, 2019

Project End Date May 31, 2020

Ongoing projects like this one still need to select a start and end date. The start date must be at least two months after the application deadline.

### Which community(ies) will the project take place in?

Anytown

### Executive Summary

State **WHAT** the project will do, **WHO** will participate, **WHEN** and **WHERE** activities will take place.

The Anytown Centre for Inclusion and Learning works to reduce barriers facing young adults with complex physical disabilities. We create opportunities through our Inclusive Social Club, the Teaching and Learning Centre, the Summer Literacy Program, and Path to Future Endeavours.

The Inclusive Social Club is led by five vibrant young adults with and without disabilities that plan and carry out monthly social, recreational, and physically active events for young adults with complex physical disabilities, volunteers, and the entire community. Our staff work with and mentor the planning team to increase their leadership skills and to develop program planning skills (assessing, planning, promoting, implementing, and evaluating). The team actively recruits and orientates volunteer university students to assist with event implementation.

Two events are offered, the largest event is an adapted hip-hop initiative held monthly. The second event changes monthly, is typically scheduled on weekends or in the evenings, and can include a variety of activities such as barbeques, bowling, adapted sports, and dance and music classes.

### Project Objectives

State **WHY** the program is needed, **HOW** the need was identified, and **HOW** will this program address the need.

The Inclusive Social Club aims to address three issues. First is to reduce the number of barriers that young adults with disabilities encounter to participate in community social activities. By providing events that are truly accessible and free of charge, environmental barriers can be decreased.

Second is the lack of opportunities for adults with complex disabilities to actively engage in leadership opportunities, gain employment skills, and to participate in the community in a meaningful way. Through working with and mentoring the five member team, we plan to support young adults in gaining experience and developing leadership skills.

Finally, the social club is an opportunity for all young adults in the community to develop skills, participate in community activities and work alongside their peers.

The Inclusive Social Club has been ongoing for three years. Each year our members complete surveys and we continue to see them become more engaged and less isolated which leads to healthier lives. The number of new and returning volunteers has increased each year, and many volunteers have reported that the experience has improved their skills and added to their education.

This year the decision to add a hip-hop dance once a month was based on the feedback received from our members.

### Does this project involve partnerships?

- Yes  
 No

List up to 5 partners involved and their respective roles in the project:

Name	Relationship
Anytown Autism Centre	Assisting with participant recruitment and program planning
Provincial Abilities Organization	Providing resources and facilitating meetings
Anytown Family Centre	Assisting with program evaluation

### If the project has been offered before, briefly describe what outcomes were achieved, how the program has impacted the community, and what changes have been made to improve the program.

The program has been offered for the past three years. The focus groups we hold and questionnaires that are completed by participants have given us very positive feedback from our participants. Some highlights include: 90% of members saying they learned new skills, 90% saying they are getting out of their home more often, and 80% saying they are more confident interacting with other people in the community. The strength of our programs has grown our group from 40 to 60 individuals. Each year we offer different activities based on suggestions from the participants and we always try some new activities that have not been done by our group before. Many of our participants have told us how they feel more engaged in the community, and that they believe Anytown has become more accepting of people with disabilities.

Select all the categories that your project will fit. This list is only for tracking purposes, and the number of categories you select will not affect the chances of your application being approved.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Early childhood program                | <input type="checkbox"/> After School                         | <input type="checkbox"/> Parenting                |
| <input type="checkbox"/> Reading/Literacy                       | <input type="checkbox"/> Arts and Culture                     | <input type="checkbox"/> Nutrition                |
| <input type="checkbox"/> Science, Technology, Engineering, Math | <input checked="" type="checkbox"/> <b>Recreation</b>         | <input type="checkbox"/> Cross cultural awareness |
| <input checked="" type="checkbox"/> <b>Physical Activity</b>    | <input type="checkbox"/> Sports                               | <input type="checkbox"/> Capacity building        |
| <input type="checkbox"/> Physical Literacy                      | <input checked="" type="checkbox"/> <b>Healthy lifestyles</b> | <input type="checkbox"/> Promoting volunteerism   |
|   | <input type="checkbox"/> Mental health                        | <input type="checkbox"/> Prevention/Intervention  |

Select the age range of the Primary Participants of the project:

- |  |   |
|--|---|
| <input type="checkbox"/> Early years 0-5               | <input checked="" type="checkbox"/> <b>Adults</b> |
| <input type="checkbox"/> Children 6-11                 | <input type="checkbox"/> Older adults (55+)       |
| <input type="checkbox"/> Teens 12-16                   | <input type="checkbox"/> All ages                 |
| <input checked="" type="checkbox"/> <b>Youth 17-25</b> |   |

Select the demographics of the individuals that will participate in your project. If your application is successful, you will be required to report on the number of participants in each category you select.

- First Nations
- Metis
- Newcomers
- LGBTQ2S
- People with intellectual/ cognitive disabilities**
- People with physical disabilities
- At-risk youth
- People living in poverty
- People with chronic illness
- Rural residents
- Urban residents**
- Northern residents
- Volunteers
- Nonprofit board members
- Nonprofit staff

This question is asking about who the program is targeted towards. For example, though there may be First Nations participants, if they are not the primary audience the box should not be checked.

Ensure that your application demonstrates how these demographics will benefit. Checking as many boxes as possible will not benefit your application.

Estimate the number of people that will directly participate in the project. If an individual will be taking part in multiple activities or attending multiple times, only count them once.

How often will participants take part in the project?

- Once
- Daily
- Weekly
- Monthly
- Other**

If other, please describe:

## PROJECT ACTIVITIES AND TIMELINES

List your project activities along with their start and end dates below.

Activity Description	Start Date	End Date
One recreational activity per month	June 1, 2019	May 31, 2020
One hip hop/break dance class per month	June 1, 2019	May 31, 2020
Monthly mentorship sessions with the planning committee	June 1, 2019	May 31, 2020
Recruitment/Orientation/Training meetings and workshops with volunteers	June 1, 2019	May 31, 2020
Mid-way evaluation meetings with planning committee, participants, and volunteers	Oct 19, 2019	Oct 29, 2019
Program evaluation at end of the project	May 21, 2020	May 31, 2020

Project activities cannot start before June 1st if applying for the April 1st deadline, or December 1st if applying for the October 1st deadline.

## RESULTS AND MEASUREMENTS

Select which result statement(s) your project will fulfill (select all that apply).

### Individual and Community Wellbeing

- 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.

How will you measure and evaluate your success with the funding themes and result statements as indicated above?

A questionnaire will be completed by all participants at the beginning, midway, and end of the project. This will ask for their feedback on their enjoyment of the activities, but also on how they feel their social skills and inclusion in the community have changed.

We will also hold focus groups three times throughout the year with current and potential members as well as volunteers to discuss how inclusive their schools, workplaces, and public spaces are. This information will help us to determine if members are seeing a change to a more inclusive community, and where more work is needed.

Finally, we will track attendance at each event so we know how many people are attending and returning to our events.

Evaluation is an important piece that shows how you will report on the outcomes you achieve in your Final Report. It also shows that you have clear goals for the success of the project.

**If a grant is awarded, describe how you will recognize the Community Initiatives Fund?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Annual Report               | <input checked="" type="checkbox"/> Posters  | <input checked="" type="checkbox"/> Social Media |
| <input type="checkbox"/> Brochure                    | <input type="checkbox"/> Public Announcement | <input type="checkbox"/> Website                 |
| <input checked="" type="checkbox"/> Email Newsletter | <input type="checkbox"/> Signage             | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Media Release               |  |  |

## PROJECT BUDGET

Revenue Sources	Amount	Status
Municipal Government	\$5,500.00	Confirmed
Corporate / Business Sponsorship	\$1,100.00	Pending
CIF Request	<b>\$14,500.00</b>	Pending
<b>Budget Revenue Total:</b>	<b>\$21,100.00</b>	

Expenses	Total Expense Amt	CIF Amount
Staff Salaries / Benefits – Salary for Program Coordinator	\$7,200.00	\$6,000.00
Contract Fees – Fees for dance instructors	\$2,000.00	\$2,000.00
Project Supplies – Supplies for recreational activities and dance classes	\$1,200.00	\$400.00
Facility Rental – Rental costs for space to hold activities and dance classes	\$1,200.00	\$1,200.00
Advertising / Promotion – Posters and social media ads for the program	\$250.00	\$150.00
Food / Nutrition – Light meals and snacks at events	\$2,050.00	\$1,050.00
Other – Cab fare or bus tickets for participants who require transportation	\$1,200.00	\$800.00
Operational Expenses – General expenses such as accounting, insurance, utilities, etc.	\$6,000.00	\$2,900.00
<b>Budget Expenses Total:</b>	<b>\$21,100.00</b>	<b>\$14,500.00</b>

Give clear, concise descriptions of each expense line to avoid confusion.

Make sure your total revenue and expenses match, as well as your CIF request in each section.

**Will any in-kind goods or services be contributed to the project?**

- Yes    No

Indicate the type(s) of contributions and approximate value:

Contributor	Description of Contribution	\$ Value
Local Businesses	Gift cards, books, movies, etc. for door prizes at our events	\$300.00
Local sports teams and culture organizations	Free tickets/entrance fees to events	\$1,000.00

Please select the category that best describes your project, or who the project is for:

- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> After School  | <input type="checkbox"/> Mentoring  | <input type="checkbox"/> Seniors          |
| <input type="checkbox"/> Early Years   | <input type="checkbox"/> Newcomers  | <input type="checkbox"/> Sport            |
| <input type="checkbox"/> Family Centre | <input type="checkbox"/> Nutrition  | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Literacy      | <input type="checkbox"/> Preschool  |   |
| <input type="checkbox"/> LGBTQ2S       | <input type="checkbox"/> Recreation |   |

## CONFIRMATIONS

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To complete your application, you must confirm that you understand and agree with all of the following statements:

- I have carefully read and understand the eligibility criteria for this program as described in the Program Guidelines, and I confirm that the organization I represent meets these criteria.
- I confirm that to the best of my knowledge the statements in this application are complete and accurate.
- I accept the conditions of this program and agree to accept the CIF Board's decision.
- I agree that the organization I represent will return a portion or all of the funding if the project is not carried out as described in the application.
- I agree that a completed Final Report including financial verification will be provided to CIF within 60 days of completion of the project.
- I understand that the organization I represent is not eligible to apply to this program until any outstanding Final Reports for CIF grants have been submitted and approved.

Save your form often. When you are ready to submit, click **save**, then click **submit**. Once you have submitted your application, you will no longer be able to edit or make changes to it.

If you have any questions about submission of the proposal form, contact Rhonda Newton at 306.780.9308 or [rnewton@cifsask.org](mailto:rnewton@cifsask.org).