



Summer Grant Program Guidelines



Application Deadline: February 1 at 4:00 p.m.

The Summer Grant Program provides funding support to standalone summer programs for children and youth participants under 18 years of age. Summer programs must be held between June 1 and August 31.

Summer programs are intended to increase the healthy growth and development of children and youth and 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.



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 Summer Grant Program will be inclusive of all ability, gender, income and cultural backgrounds; and accessible, safe, age and ability appropriate, affordable, and community-based.

Contact Us

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

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

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

Refer to the [**Application Guide & Sample Application**](#) for assistance when completing your application.

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).

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.

Summer Grant Program grants are intended to support programs that are only for participants under 18 years of age. Types of programs typically supported include summer camps and day programs offering positive recreation, arts, culture and learning opportunities for children and youth. Summer grants are not intended to support school-related programs; summer fairs or events; adult or all-age programs that occur during the summer; or the summer portion of year-round programming.

Programs must be held between the months of June 1 and August 31. 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 one (1) summer grant per year**. Applicants may only submit one application per deadline, multiple applications will not be considered.

If an organization has received a CIF 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. The Community Grant Program Guidelines can be found on the Guidelines page of the website at www.cifsask.org.



Community-based/ community-led programs 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.

Grant Amount

Maximum of \$5,000



Eligible Expenses

Eligible expenses are program expenses that have been approved by CIF through your initial grant application or through a subsequent amendment request prior to implementation. Programs must be held between the months of June 1 and August 31. 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 operating expenditures. A maximum of 20% of your approved CIF grant request can go toward operational expenses (e.g. \$1,000 of a \$5,000 request), if you request it under the CIF portion of the budget. 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. Receipts are not required for expenses claimed under this category.
- ✓ Supplies directly related to program delivery. Receipts and invoices must be legible, indicating what has been purchased and for how much. Only copies of actual receipts and invoices will be accepted, do not include cheque stubs, internal documents, or credit card slips.
- ✓ Wage expenses directly related to program delivery. Wages can be claimed by providing official payroll records indicating the position being paid, payment dates, gross wages, and deductions. To ensure confidentiality of individual private information, do not include (or remove) personal information such as social insurance numbers from the documentation being provided. Timesheets are not accepted.

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Eligible Expenses (continued)



- ✓ Independent contractor fees directly related to program delivery. Fees paid to contractors such as program instructors and facilitators can be claimed by providing an itemized invoice issued by the contractor detailing the services the contractor is being paid for.
 - ✓ Indigenous Elder, Traditional Knowledge Keeper, and 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, the amount paid, and signatures from both the recipient and the grantee representative providing the honorarium.
 - ✓ Travel expenses for the transportation of program participants or when travel is required to deliver the program being offered. Expenses must be approved in order to be claimed. A detailed travel log along with receipts will need to be provided. 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 unless demonstrated at the time of grant approval that resource people, such as facilitators, were not available within the province. Travel not directly related to program delivery would be considered operational in nature, which can be claimed under the general operating expense category.
 - ✓ Food expenses when demonstrated as an important component of program delivery at the time of grant approval, can be claimed with legible receipts. Food must be healthy and nutritional according to Canada's Food Guide.
 - ✓ Facility rental fees are only eligible in situations where additional temporary space is required for program delivery. 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, which can be claimed under the general operating expense category. For municipal grantees, the use of town-owned facilities would be considered a general operating expense and can be claimed under that category.
 - ✓ 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.
- 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.

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:

- Adult or all-age programs that occur during the summer; or the summer portion of year-round programming.
- School curriculum related programs, excursions, activities and trips.
- Music festivals, summer fairs, farmers markets, centennials, homecomings, parades and other events.
- 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.).
- Training for staff of schools, school divisions, municipalities and health regions.
- Employment preparation and apprenticeship programs.
- Trade fairs, display fairs, or expositions.
- Fundraising events and programs, and public awareness campaigns, including related salaries or contractor fees.
- Competitive programming that limits participation to qualifying participants including competitive sport, culture or other formally organized programs, tournaments, trips or events where individual and/or team awards/prizes may be distributed.

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.
- 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 on February 1st.

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

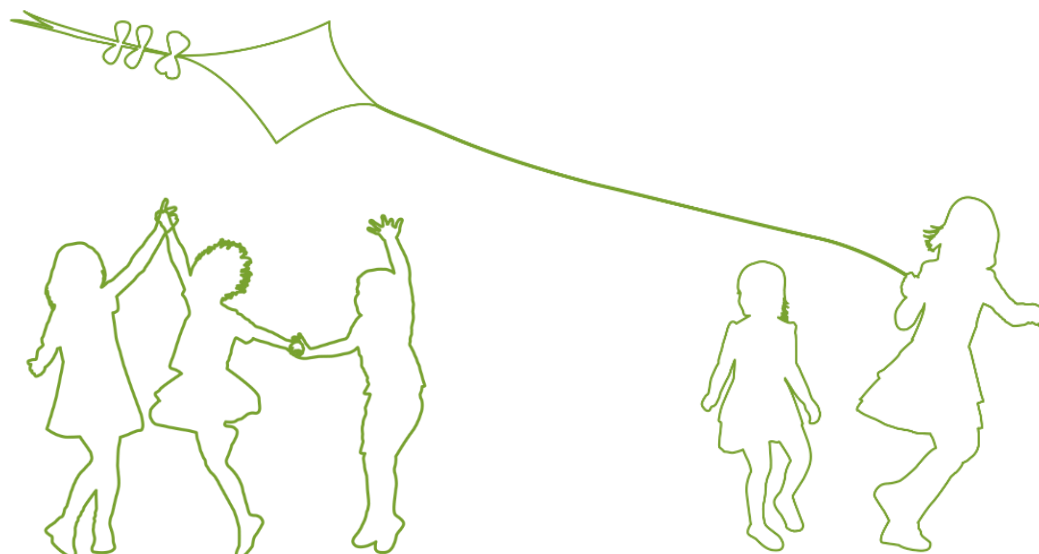


Submit only the information requested. Please do not submit extra materials such as brochures, CDs, videos, resource manuals, or other similar documents.

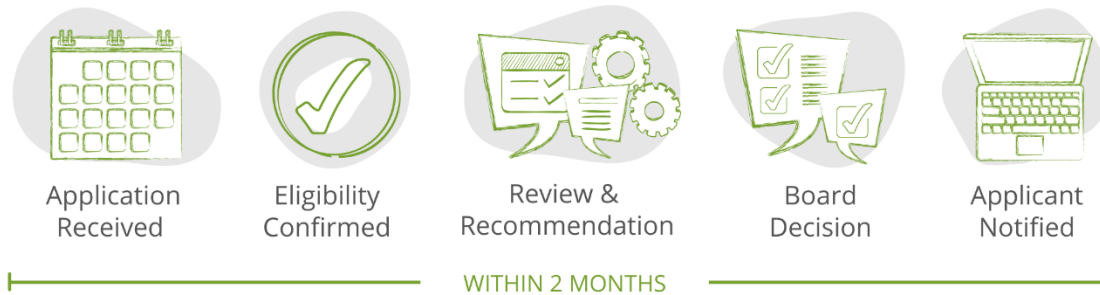
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Refer to the Sample Application and Application Guide at www.cifsask.org for assistance when completing your application.



Application Review Process



The CIF will review all Summer 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. Summer grants are reviewed and recommendations are forwarded to the CIF Board for final approval. Applicants will receive notification of the outcome of their funding request within 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 meets summer program criteria.
- 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 benefits smaller, rural or Northern communities; First Nations people living off reserve; Métis people; newcomers; and/or those facing barriers to participation.
- The proposed expenses for the program are eligible under the Program Guidelines.
- The budget is realistic and supports the program design and key activities.
- The application is complete. All questions are answered and responses provide enough information to make a funding recommendation.

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. A revised budget may need to be submitted depending on the nature of the amendment request. 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 on the website under Recognition Requirements at www.cifsask.org. To discuss recognition requirements and 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.

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