

Community Grant Program Guidelines

Application Deadlines: April 1 and October 1

Funding Themes and Priorities

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

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.
- Child and youth hunger is alleviated through the provision of nutrition.
- Parents and caregivers have the knowledge, skills and resources to provide for the healthy growth and development of their children.

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 participate in learning, culture and recreation programs.
- 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 feel a sense of belonging in their community.
- Communities are engaged in activities that promote Reconciliation, cultural understanding, respect, community pride and social connections.

Culture includes arts, heritage, multicultural, and ethnocultural 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.

Physical Literacy is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life.

Funding Themes and Priorities (continued)

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. Programs funded in this area are intended to result in:

- Nonprofit board members have the knowledge and skills to effectively govern community-based organizations.
- Nonprofit program delivery staff have knowledge & skills that have tangible benefits for the participants of the nonprofit's programs & services.
- Volunteers have the knowledge and skills to be engaged as community leaders supporting nonprofit programs and services.

The vision of the Community Initiatives Fund (CIF) is to enhance quality of life for all Saskatchewan people, including those who:

- Are Indigenous peoples;
- Are newcomers to Canada;
- Live in rural or remote areas of the province including Northern Saskatchewan;
- Experience barriers to participation in community programs (e.g. financial, physical, etc.).

The CIF expects that all programs funded through the Summer Grant Program will be:

- Inclusive of all ages, ability, gender, income and cultural backgrounds;
- Accessible, safe, age and ability appropriate;
- Affordable;
- Prevention based with a focus on long-term outcomes;
- Community-based.

Applicant Eligibility

To be eligible to apply, an applicant must be:

- An incorporated Saskatchewan nonprofit organization in good standing with Information Services Corporation (ISC), whose primary purpose and activities are to benefit Saskatchewan communities; or
- A municipality or First Nation, 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 repayments).

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

Program Eligibility

Programs must be aligned with one or more of the Community Grant Program funding themes and priorities and proposed expenses must be eligible in accordance with the guidelines.

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 in any 12 month period and grants must be for different programs.

Standalone programs held during the summer (June 1 - August 31) for children and youth participants under 18 years of age are ineligible under the Community Grant Program and must be applied for at the February 1st Summer Grant Program deadline. Summer Grant Program Guidelines can be found on the Guidelines page of the website at www.cifsask.org.

As *The Lotteries and Gaming Saskatchewan Corporation Act* also directs a portion of profits to the [First Nations Trust](#) to support initiatives for people living on-reserve, eligible programming must primarily benefit individuals living off-reserve.

Grant Amounts

Maximum of \$35,000 per local program

Local programs benefit residents of one community or region.

Maximum of \$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 program 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 Operating Expenditures

A maximum of **20%** of your approved CIF grant request can go toward operational expenses (e.g. \$7,000 of a \$35,000 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.

Salaries

Salaries for employees directly involved in the delivery of the program. In your budget description, include the titles of the positions being requested along with a breakdown of the amount going toward each (e.g. program coordinator -organizes and facilitates program (\$25 x 20 hr./week x 24 weeks = \$12,000). If approved, employee salaries 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. Positions not directly involved in program delivery, such as supervision or administration, can be requested under the general operating expense category.

Independent Contractor Fees

Independent Contractor Fees for contractors such as instructors and facilitators who are directly involved in the delivery of the program. In your budget description, include the titles of the positions being requested along with a breakdown of the amount going toward each (e.g. yoga instructor –10 sessions x \$80 = \$800). Fees paid to contractors can be claimed by providing an itemized invoice issued by the contractor or other proof of payment as requested.

Traditional Knowledge Keeper, Elder and Elder Helper Honorarium

It is protocol, or the common and accepted practice, to provide honoraria for the knowledge, teachings, and time being given. Include a description of the engagement and related costs in your budget. Honorarium expenses can be claimed by providing a completed payment confirmation form. A template 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 engagement, the amount paid, and signatures from both the recipient and the grantee representative providing the honorarium. Offerings of tobacco, broadcloth, and/or tea may be included as part of eligible program expenses and can be claimed with receipts.

Supplies

Supplies must be directly related to program delivery. Capital purchases are ineligible. In your budget description, include a summarized list of items being requested along with a breakdown of costs (e.g. crafts (markers, glue, beads etc.) -\$400, sport activities (pickleball sets, soccer balls) -\$300). If approved, 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.

Food/Nutrition Expenses

If approved as an important component of program delivery at the time of grant approval, food/nutrition expenses can be claimed with legible receipts. Be sure to include examples of the food being provided and a breakdown of costs in your budget description (e.g. snacks (fruit, veggies, cheese, muffins) x 20 sessions = \$2,040). Organizations are encouraged to follow Canada's Food Guide for healthy options.

www.hc-sc.gc.ca

Facility Rental Fees

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 (e.g. gymnasium rental (\$150/day x 10 sessions = \$1,500). If approved, 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 municipal-owned facilities would be considered a general operating expense and can be claimed under that category.

Transportation

Transportation expenses must be approved in order to be claimed and are only eligible in situations where program participants are being transported or where travel is required to deliver the program to participants. Expenses can be claimed by providing receipts including bus/taxi fare, and vehicle rental. Gas receipts may be submitted provided a detailed travel log is also submitted. Please note that mileage claims are not accepted and out of province travel is ineligible.

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:

- Music festivals, fairs, farmers markets, centennials, homecomings, parades and other events are not eligible. Some events, such as those that promote diversity and inclusion, support ethnocultural awareness and education, multiculturalism, or Indigenous cultural identity, may be eligible if they are aligned with CIF Funding Themes and Priorities and are accessible and free to the general public to attend.
- As *The Lotteries and Gaming Saskatchewan 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 regardless of where the program occurs. Programs on-reserve may be eligible if the applicant meets eligibility criteria and if the program primarily benefits people living off-reserve.
- Government delivered programs and services.
- Religious programming with the exclusive purpose of promoting religious practices and viewpoints, and purchase of 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.
- Trade fairs, display fairs, or expositions.
- Public awareness campaigns, including related salaries or contractor fees.
- Sponsorship requests and fundraising events/programs.
- 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 and First Nation 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, grant writers 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 Traditional Knowledge Keepers, Elders and Elder Helpers. See eligible expenses for details.
- Capital expenses such as construction, renovation or repair to buildings and facilities, playgrounds, or the purchase of equipment not directly related to program delivery. 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.
- Conference expenses. Coordination fees and facilitator fees may be eligible if the conference objectives strongly align with CIF funding priorities.
- Out of province travel.
- Gift cards, contests & prizes, awards, trophies, plaques.
- Alcohol, decorations, party favors, fireworks, floats and parades.
- Promotional items (e.g. team uniforms, t-shirts, water bottles, signage, etc.).
- Third-party funding where CIF grant dollars would be distributed to individuals and/or other organizations rather than the direct delivery of programs by the applicant organization.

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. Late applications will not be considered.
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 either the North, Central, South or Provincial Peer Review Committee, based on the location of the proposed program. Recommendations from the Peer Review 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 pages 1 and 2).
- 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; Indigenous peoples; newcomers; and/or those facing barriers to participation.
- The program complements other community initiatives. The program involves partnerships, is not a duplication of services, and has community support.
- 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 demonstrates rationale for the funding requested and how other financial resources will be secured to support the program.
- The application is complete. All questions are answered and responses provide enough information for the

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:

Applicants who have been declined for a grant may appeal the grant decision if the request is received by the date indicated in the declined 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 Coordinator.

Amendment and Extension Requests:

All amendment and extension requests must be submitted and approved by CIF prior to implementation and before the originally stated project end date. Changes to a CIF funded program may be requested by submitting a written amendment request to the Grants Coordinator outlining why the amendment is needed and 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.

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 contact the Communications 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 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.

Contact Us:

If you have any questions or need assistance with the application process for the Community Grant Program, please do not hesitate to contact us. We are committed to ensuring that your application experience is smooth and straightforward. Please feel free to reach out, and we will be happy to assist you!

Contact Us

Carrie Smith
Grants Coordinator
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