

# SNOW ANGELS COMMUNITY GRANT PROGRAM 2023 GRANT GUIDELINES

## 1. Program Purpose

The City of Regina is inviting submissions from applicants who wish to initiate volunteer-driven residential snow removal programs in their community. Programs must target households where one or more members experience barriers to shoveling snow from their property and who would not otherwise be able to access snow removal services.

Successful applicants will be responsible for creating a volunteer-based snow removal initiative that matches volunteers with residents in need (i.e., people with disabilities, reduced mobility or other barriers, and who cannot afford to pay for snow removal services), and includes the following elements:

- a) Identifying target communities that would benefit from this service
- b) Establishing promotional tools to reach targeted audiences/residents in need
- c) Establishing/providing an intake process for residents in need/target audiences
- d) Identifying a source of labour, such as an existing volunteer base, or a partnership with schools or service organizations (honorariums can be provided to volunteers as incentives)
- e) An approach to administering, marketing, and monitoring the initiative such that City administration will receive performance data at key milestones
- f) Establish accessible neighbourhoods (paths of travel, sidewalks) within the winter months including some or all of the following:
  - i. Snow removal in driveways, sidewalks, and/or pathways around residential properties
  - ii. Snow removal in the parking lane for residents that need parking
  - iii. Assisting in accessing the City's sandbox locations

## 2. Eligibility Requirements:

To qualify for funding, all the following eligibility conditions must be met:

- a) The applicant must have \$2,000,000 of liability and participants' insurance in place for programs funded through this grant. **A copy of the Insurance Policy must be submitted with the application.** If your organization is a Community Association (Phase I, II or III), the insurance you access through the City will be sufficient.
- b) The applicant must not exclude anyone because of religion, national or ethnic origin, colour, sex, sexual orientation, gender identity or expression, age, or mental or physical disability. This does not preclude those organizations that restrict services to a particular sector of the community for reasons of improving the conditions of disadvantaged individuals or groups according to Section 15 (1) (2) of the Charter of Rights.
- c) The applicant must be considered in good standing by the City of Regina (e.g., no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous CIGP funding).
- d) The project must be free for people to participate in.
- e) The project must occur in Regina.

### 3. Ineligible Requests:

The City of Regina does not provide funding to:

- a) Applicants that do not have the appropriate liability and participants' insurance.
- b) Applicants that have already received a City of Regina grant for the same program and/or project during the 2023-23 winter season; and
- c) Projects whose purpose is the furtherance of a religious or political belief.

### 4. Ineligible Expenses:

City of Regina funding may not be used for:

- a) Deficits
- b) Cannabis or Alcohol
- c) Transportation, activities and/or travel outside of Regina

### 5. Funding Levels, Review & Approval Requests (up to a maximum of \$15,000)

Requests for funding range to a maximum of \$15,000 through the Snow Angels Community Grant Program. Snow Angels Community Grant Program applications are adjudicated by City Administration and members of the public; the authority to approve the funding has been delegated to the Director of Parks, Recreation & Cultural Services by City Council.

### 6. Terms and Conditions of Funding

Organizations receiving funding from the City of Regina must abide by City bylaws, policies, and procedure. When unaware of a bylaw, policy or procedure, the organization will be informed of the regulations. Subsequent incidents will result in the group being ineligible for grants in the future, as well as agreeing to the return of funds, as outlined in the application agreement.

### 7. Application Process

- a) Applications will be accepted until **June 15, 2023, at 4:45pm.**
- b) Applicants will receive electronic notification of the status of their application by August 15, 2023.
- c) Applications are for one-time funding for projects between **October 1, 2023, and April 30, 2024.**
- d) Incomplete applications will not be forwarded to the Grant Review Committee for consideration.

**There is no guarantee of funding. Applications may result in full, partial or no funding.**

Organizations may submit their application(s) and all applicable attachments through electronic transmission or hand delivered to City Hall.

#### **In-Person Delivery**

Applications can be delivered in person to the Ambassador's Desk on the Main Floor at City Hall (2476 Victoria Ave), with Attention to 6<sup>th</sup> Floor, Community Investments.

Materials submitted to the Community Investments Office will not be returned.

All applications require two signatures. It is the applicant's responsibility to ensure the Community Investments Office has received the information prior to the above-mentioned deadline. Please see application forms for more details on submission guidelines.

#### **Electronic**

Applications and attachments provided electronically are to be sent to:

[communityinvestments@regina.ca](mailto:communityinvestments@regina.ca)

All documents are required to be in a PDF, MS Word or Excel format.

**Please Note:** CIGP application forms found on [Regina.ca/grants](http://Regina.ca/grants) are developed as a fillable PDF or fillable Word document. If you are using the fillable PDF version, the forms offer editable text, as well as scrollable text boxes in order to encompass all relevant information when providing responses to the questions on the application. To ensure your application includes all information, please submit the *original fillable pdf application*. If you have any questions, please get in touch.

## 8. Contact Us!

City of Regina staff are available to answer questions and provide clarity and guidance as you develop your application. We encourage groups to reach out early in the development of your application so that we can provide our best support.

Questions can be directed to:  
(306) 777-7507 or [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca).

## 9. Evaluation

Questions on the application form provide a framework for the applicant to provide information regarding the initiative.

Requests will be evaluated using the following criteria:

**Organization:** The applicant has an appropriate structure and capacity to fulfill its mandate. It has the ability to identify and access viable funding opportunities and to effectively manage its operations.

**Program Merit:** The initiative is well-planned, clearly articulated, and likely to address the Community Need described.

**Community Need:** The organization has clearly defined their target population and demonstrated a community need or opportunity.

**Community Impact:** The organization is capable of measuring the success of its programming.

**Accessibility:** The organization works to remove social, geographic and economic barriers to engagement and participation.

**Financial Need:** The organization demonstrates that City funding is integral to the project's vitality.

## 10. Post Approval

- a) **Payment** – Organizations will receive 100 per cent of the payment upon approval.
- b) **Recognition** – Recipients are required to provide recognition of the City of Regina's contribution, if the funding request is approved.
- c) **Follow-Up Report** – Recipients will be required to submit a Follow-Up Report to the City of Regina within 30 days of project completion. Copies of receipts related to the funding are not required at this time; however, please retain those receipts as the City may request copies in some instances during the review of the Follow-Up Report.