

## **SPECIAL EVENT GRANT (MINOR) 2024 GUIDELINES & APPLICATION**

(\$5,000 maximum)

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### **Guidelines**

#### **1. Program Purpose**

The Special Event Minor Program supports new or unique one-time events that contribute to building community pride and encouraging community interaction and spirit.

#### **2. Eligibility Requirements:**

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

- The organization must be a **registered non-profit community organization** that is **operating with an active status**, and that has been **incorporated for at least one year at the time of application submission**. Verification of current non-profit incorporation must be submitted with the application.
- The organization must not exclude anyone because of religion, national or ethnic origin, colour, sex, sexual orientation, 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;
- The organization 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);
- The event must be a community-based activity which is open to the public;
- The event must occur in Regina;
- Events that result in cash prizes, awards and/or gifts are eligible to apply; and
- Business improvement districts partnering with the City of Regina are eligible to apply

#### **3. Ineligible Requests:**

The City of Regina does not provide funding to:

- Events that qualify for funding under other City of Regina grant programs (e.g., hosting championship events under the Sport & Recreation Stream);
- Organizations that have already received a City of Regina Special Event grant that year;
- Organizations hosting a conference;
- Annual and/or recurring events;
- Annual general meetings, educational seminars and/or professional development;
- Fundraisers;
- Initiatives whose purpose is the furtherance of a religious or political belief;
- Charitable foundations;
- Municipal service providers such as fire, police and libraries;
- Saskatchewan Health Authority, hospitals, nursing homes; and
- Schools, school boards, educational institutions or school related functions (e.g. open houses, celebrations, anniversaries or BBQs, etc.) are not eligible for funding.

#### 4. Ineligible Expenses:

City of Regina funding may not be used for:

- Alcohol;
- Building renovations or improvements; and
- City of Regina grant funding used specifically for cash prizes, awards and/or gifts.

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

Requests for funding up to a maximum of \$5,000 are considered through the Special Event Minor Grant Program. Special Event Minor Grant applications are adjudicated by City Administration; 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. An organization in breach of a City of Regina bylaw will lose, if applicable, the 20 per cent outstanding payment following the initial breach of a bylaw. Subsequent incidents will result in the group being ineligible for grants in the future.

#### 7. Application Process

- Applications will be accepted on seven (7) deadline dates, which are January 31<sup>st</sup>, March 28<sup>th</sup>, April 30<sup>th</sup>, May 31<sup>st</sup>, June 28<sup>th</sup>, September 27<sup>th</sup> and November 29<sup>th</sup>, 2024, as funds remain available.
- Please apply on the deadline, which is at least six (6) weeks prior to the event. The City of Regina commits to providing a response within four (4) weeks of each of the above deadline dates.
- Applications can be submitted up to one (1) year prior to the event.
- Applications are one-time funding for the calendar year;
- Incomplete applications will not be forwarded to the Adjudication 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, mail or hand delivered to City Hall.

##### **Mail or Hand Delivered**

Parks, Recreation & Cultural Services Department – Community Investments  
6th Floor, City Hall  
PO Box 1790  
Regina, SK S4P 3C8

##### **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. As part of the fillable PDF application, 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*.

Questions about the guidelines and/or application may be directed to: 306-777-7507 or [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca).

## 8. Evaluation

Questions on the application form provide a framework for the applicant to provide details regarding the event.

Requests will be evaluated using the following criteria:

- Organization
- Program Merit
- Community Need
- Community Impact
- Accessibility
- Financial Need

## 9. Post Approval

- a) **Recognition** – Recipients are required to provide recognition to the City of Regina, if the funding request is approved.
- b) **Initial Payment** – An initial payment of 80 per cent of the approved funding is made following approval of a request.
- c) **Follow-Up Report** – Recipients will be required to submit a report and performance information at the end of their funded event. This performance will be based on a menu of performance measures provided by the City (e.g. number of people who attended an event).
- d) **Final Payment** – The final 20 per cent of the approved funding will be released after the organization has completed the event, submitted the Follow-Up Report and the Report has been reviewed and approved by the City of Regina.



**COMMUNITY INVESTMENT  
GRANTS PROGRAM**

**SPECIAL EVENT GRANT (MINOR)  
2024 APPLICATION  
(\$5,000 maximum)**

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Instructions:

- Keep one copy of this completed application form and attachments for your records.
- Number all attachments.

**GENERAL INFORMATION:**

1. Organization's Legal Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
E-mail: \_\_\_\_\_
3. Alternate Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
E-mail: \_\_\_\_\_
4. Name of Event: \_\_\_\_\_
5. Amount of Request: \$ \_\_\_\_\_
6. Event Date(s): \_\_\_\_\_

**Attachments** (number all attachments to correspond with this list):

- #1 – Current Profile Report from the Corporate Registry of Information Services Corporation (ISC); the Profile Report must be dated no more than 30 days prior to submission of your grant application.
  - #2 – Event budget which includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.
  - #3 – Most recent audited annual financial statements, as presented at the last Annual General Meeting. This includes an income statement and a balance sheet. *If the financial statements are not audited, then the unaudited financial statements must be signed and certified correct by two members of the Board of Directors.*
  - #4 – **Optional:** Letters of support.
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**ORGANIZATION:**

7. What is your organization's mandate?

8. Does your organization have any unpaid accounts with the City of Regina (e.g., taxes, utilities, tickets, permits, etc.) or outstanding grant follow-up reports? If yes, what are they?

**PROGRAM MERIT:**

9. Provide a complete event description. This includes detailed information on what activities are planned and dates/times/locations of the activities. In addition, please explain how your organization's special event addresses any of the City's cultural, social development or sport & recreation funding priorities? *For a complete list of the City's stream priorities, please visit our website at [regina.ca/grants](http://regina.ca/grants).*

**COMMUNITY NEED:**

10. Why is your event or activity needed? Please describe the community issue, challenge, or opportunity that your event is designed to address. What gap in the community is this event meeting?

11. What other organizations are involved in the event as partners? Provide a list here and attach letters of support, labeled as Attachment #4.

**COMMUNITY IMPACT:**

12. What impact will this event have on the City of Regina? If available, identify any measures you will use to track your success.

13. What is the anticipated attendance of the event?

**ACCESSIBILITY:**

14. Describe how this program is accessible to the public? Please specify, which aspects of the event are free and which have an admission fee? List all levels of applicable fees.

**FINANCIAL NEED/SPONSORSHIP BENEFIT:**

15. Explain why funding from the City of Regina is needed?

16. If funding is not secured from the City, how will you ensure the viability of your initiative?

**SOCIAL MEDIA:**

17. Would you like the City of Regina to promote your event on social media?

Yes  No

If yes, please attach all logos/photos that could be used to help the City of Regina enhance the posts about your event.

18. If applicable, please provide your organization's social media accounts, below:

Facebook:

Instagram:

Twitter:

Snapchat:

19. If resources are available, do you approve the City of Regina to attend your event and take photos/videos to share on social media?

Yes  No

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# APPLICATION AGREEMENT

**Applicant.** For the purposes of this agreement the Applicant shall mean the corporate entity, individual or group of individuals who are applying for the grant as named on the application and supporting documents. Should an unincorporated entity be named as the applicant, any individual who signs this application shall be deemed to be the Applicant. Groups of individuals who are an Applicant shall be jointly and severally liable for the purposes of this Agreement.

**Use of Money.** The Applicant agrees to use any money or services provided to the Applicant only in the manner set out in this application (including supporting documents) and agrees to comply with the Grant Guidelines and any conditions as set out in the approval letter issued by the City of Regina (City). The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Applicant agrees to return the monies, if the Applicant: does not comply with the conditions set out in this application or the approval letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Program, does not use the money in accordance with the description of the intended use of the money as set out in this application, if the Applicant made a material misrepresentation in the application, if the Applicant did not use all of the money or if the Applicant used the money for something not described in this application without the written consent of the City.

**Compliance with Bylaws and Polices.** Applicants receiving funding from the City must abide by City's bylaws, policies and procedures. An Applicant that has breached a City bylaw will lose, if applicable, any outstanding payment and/or unused funds following the initial breach of a bylaw. Subsequent incidents will result in the Applicant being ineligible for grants in the future. If an Applicant has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a City bylaw.

**Freedom of Information and Protection of Privacy.** The City is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected in this application will be used to administer the Program. De-identified, aggregate information will be used by City for program planning and evaluation. This application will be distributed to the adjudicators of the Program.

**Indemnification.** The City's role is limited to providing the Grant to the Applicant and promoting activities funded by the City. The Applicant agrees that the City shall not be liable for any activity carried out by the Applicant. The Applicant is responsible to determine if it has adequate insurance for its activities. The Applicant agrees to fully indemnify the City, including its officers, agents, employees and affiliates, and hold each of them harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities and costs relating to, arising out of, or connected to, directly or indirectly, with the Applicant's activities under this Agreement including, without limitation and no matter when asserted, claims relating to: the injury (physical or psychological) or death of any person; and damages to or loss of any property, excluding claims resulting from an act or omission amounting to the City's negligence or breach of contract to the extent attributable to the City.

**Representations.** In making this application, I the undersigned hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. In the case of a corporate entity or partnership I represent that I have the authority to bind the corporate entity or partnership.

Where the Applicant is a group of individuals each individual must sign the application.

**Two signatures are required:**

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Board Member Name (print)	Signature	Position	Date
Board Member or Executive Director Name print	Signature	Position	Date

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