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**snow ANGELS community Grant Program**

2024 FUNDING APPLICATION

(up to a maximum of $15,000)

The deadline for Snow Angels Community Grant Program applications is **July 4, 2024 at 4:45 p.m**.

**Please note that late or incomplete applications will not be considered for funding.**

**Instructions:**

* Read the Snow Angels Community Grant Program Guidelines before completing this application; it provides guidance on answering the questions.
* Submit ONE application per organization.
* Ensure the report contains two authorizing signatures.
* Ensure all attachments have been included. **Please note that only the requested supportive information and documents will be reviewed.**
* Keep one copy of this completed application form and attachments for your records.

**Questions:**

General inquiries regarding the Snow Angels Community Grant Program may be directed to:  
(306) 777-7507 or [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca)

Submission Guidelines

Applicants may submit their application and all applicable attachments through electronic transmission, or hand delivered to City Hall.

**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.

**Hand Delivered:**

Applications can be delivered in person to the Ambassador’s Desk on the Main Floor at City Hall (2476 Victoria Ave), with Attention to 6th Floor, Community Investments. Materials submitted to the Community Investments Office will not be returned.

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**snow ANGELS community Grant Program**

2024

FUNDING APPLICATION

**Instructions:**

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

**GENERAL INFORMATION:**

|  |  |
| --- | --- |
| **Applicant, Organization, and/or Group Name:** |  |
| **Mailing Address:** |  |
| **City and Postal Code:** |  |
| **Contact Person:** |  |
| **Telephone No:** |  |
| **E-mail:** |  |
| **Alternate Contact:** |  |
| **Telephone No:** |  |
| **E-mail:** |  |
| **Grant Request:** | $ |

**Attachments**:

#1 – Project Budget, which includes a list of estimated revenues (including this grant and other confirmed and pending funding sources such as sponsorships and in-kind donations) and estimated expenses (including what this grant funding will be used for).

#2 - Certificate of Insurance, which includes the policy number, the insurer, amount of coverage and current expiry or policy renewal date.

**Note:** If you are a Community Association (Phase I, II or III) or Zone Board, you do not need to attach this, as the insurance you access through the City is sufficient.

# ORGANIZATION

1. **Provide a description of your organization or group (maximum 250 words):**

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|  |

1. **Does your organization/group have any unpaid accounts with the City of Regina (taxes, utilities, tickets, permits, etc)? If yes, what are they?**

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# PROGRAM MERIT

1. **Provide a summary of how you plan to facilitate your program. This information should overview how you will provide a volunteer-based program in your community, and any partnerships or other organizations that will be involved. If you have run this program before, please list what changes will you be making from previous years.**

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# COMMUNITY NEED

The target segments of the population that would benefit from this type of program are people with disabilities or mobility challenges, seniors/older adults, and those who otherwise would not be able to access this type of a service.

1. **Please define the community or communities your program will serve. This may be a geographic region (like a neighbourhood), or a specific population (such as Indigenous Elders, Newcomers with disabilities, or members of your organization who meet the criteria).**

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1. **How will you identify, advertise and connect to residents in need of this program?**

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# COMMUNITY IMPACT

1. **How many households do you anticipate supporting in the 2024/25 winter season? If this is not your first year running the program, please reference past years’ data to make this estimate. If you are estimating a large change from previous years, please explain why.**

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1. **At the end of the season, we will be asking you to provide the following data:**

* Number of staff involved
* Number of staff hours
* Number of volunteers
* Number of volunteer hours
* Number of requests
* Number of requests not met
* Number of requests met
* Number of one-time clearing locations
* Number of multi-visit locations
* Number of exposures of the City of Regina logo (# of brochures and posters, # of website views, etc.)

We commit to collecting the above data and providing it to the City in our follow-up report.

# FINANCIAL NEED AND BUDGET

1. Attach a budget with confirmed and expected revenue and expenses of your activity for the funding period. Include both eligible and ineligible expenses, as stated in the Snow Angels Community Grant Guidelines. The expenses should only list those directly relevant for the proposal.

**Overhead costs (such as rent or permanent staff wages) can only comprise up to 35 per cent of the total activity budget.**

Please refer to the following list of possible revenues and expenses for providing your budget details:

|  |  |
| --- | --- |
| **Revenue** | **Expenses** |
| * Contribution from your organization | * Administrative Costs (e.g., rental fees) |
| * Donations/ Fundraising | * Project Costs (e.g., supplies, materials) |
| * In-kind Contributions | * Marketing/Promotion (e.g., design, printing) |
| * Government Contributions |  |
| * Sales Revenue |  |
| * Community Funders (e.g., non-profit agency) |  |
| * Other Sources |  |

**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. In the event of any conflict between the application and the City’s approval letter, the approval letter shall take precedence. 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 all applicable laws (including bylaws) as well as the City’s, policies and procedures. An Applicant that has breached a law will lose, at the discretion of the City, any outstanding payment and/or unused funds following the initial breach of a law. 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 law.

**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. Submission of this Application does not constitute funding approval. A letter will be provided by the City upon assessment of this application and if approved, the terms and conditions herein shall apply to the grant.

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

**Two signatures are required:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Name\* (print) | Signature | Position | Date |
|  |  |  |  |
| Board Member or Name\* (print) | Signature | Position | Date |