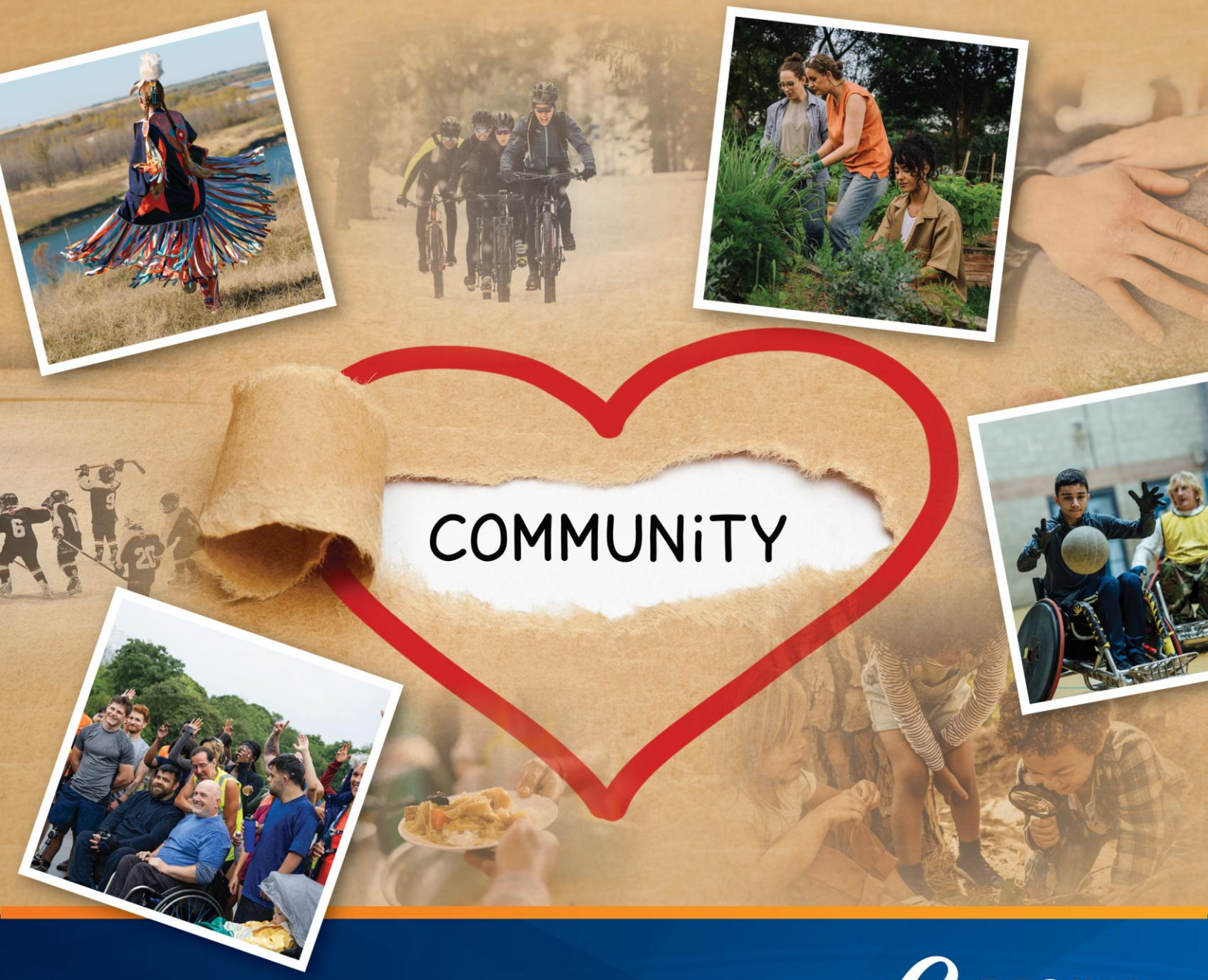
Annual Activity and New Initiative Grant Programs

2027 Culture Guidelines



REGINA

Land Acknowledgement

Community Investments acknowledges with deep respect that our work takes place on the traditional lands of the Treaty 4 Territory, a Treaty signed with 35 First Nations across Southern Saskatchewan and parts of Alberta and Manitoba, and the original lands of the Cree, Salteaux, Dakota, Nakota, Lakota and the homeland of the Metis. We recognize that these lands have been cared for by First Nations since time immemorial, and we are committed to learning from and with the communities whose territories we are privileged to work on.

The City of Regina owes its strength and vibrancy to these lands and the diverse indigenous Peoples whose ancestors footsteps marked this territory as well as those from around the world who continue to be welcome here and call Regina home.

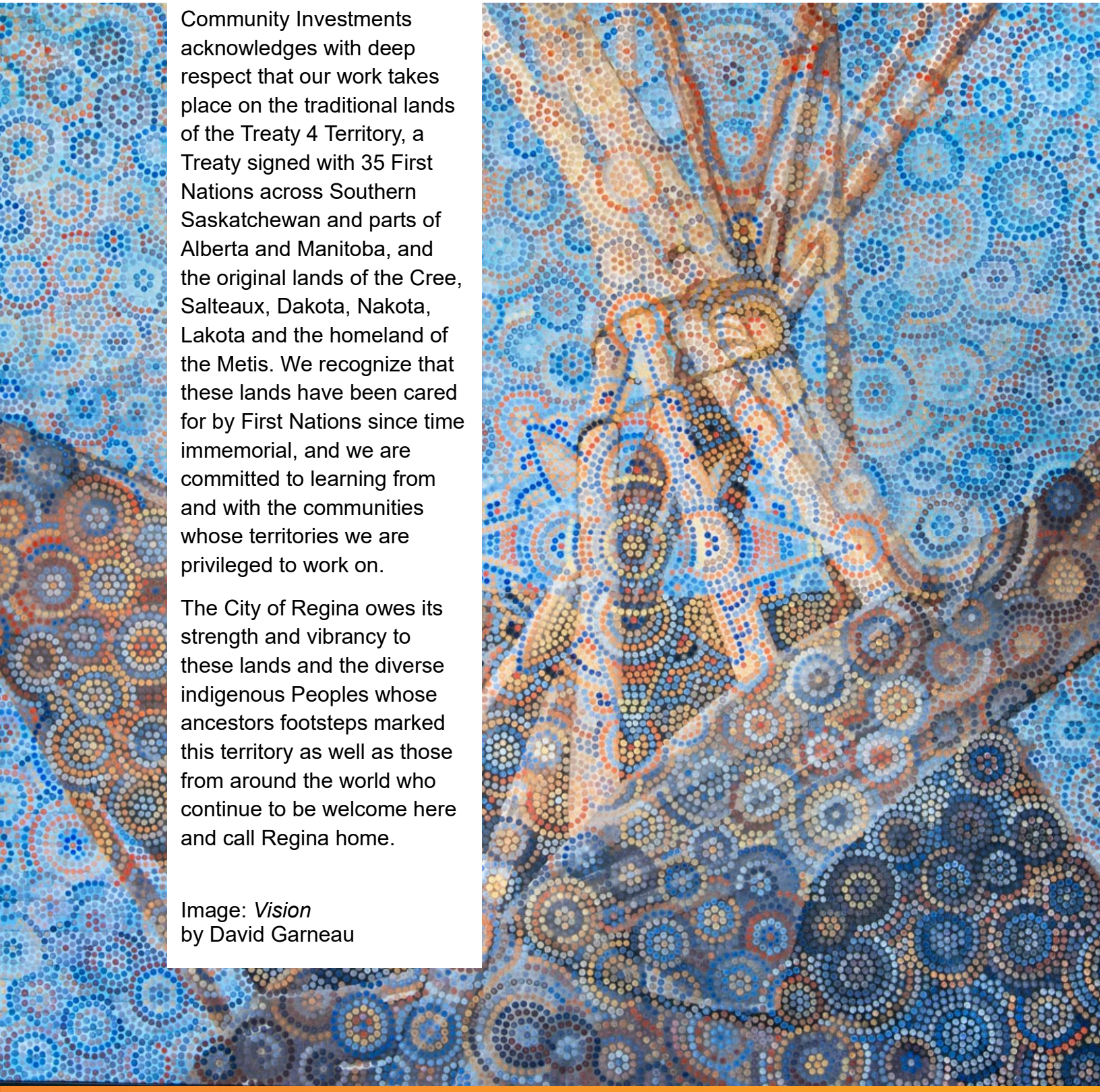


Image: *Vision*
by David Garneau

Welcome

Thank you for your interest in the Community Investment Grant Program (CIGP): Annual Activity and New Initiative Grant programs.

The CIGP provides funding to support activities, programs, and initiatives that:

- Strengthen communities
- Create community benefits
- Promote inclusion
- Advance City of Regina (City) program priorities

This guide has been written to help applicants understand:

- **What** is required in the application;
- **How** applications are reviewed;
- **What** information will be assessed;
- **What** may affect future funding; and
- **Where** to find reference information about eligibility and reporting requirements.

Please read these guidelines carefully before preparing your application.

Annual Activity and New Initiative Programs At A Glance

This section highlights the most important information applicants need to know when completing their form.

🗓 **Application Deadline**: **Thursday, February 11, 2027 at 4:30 p.m.**

Submit Your Application to**:** CommunityInvestments@regina.ca

Required information and documents

✓ Grant application

✓ Annual financial statements

✓ CIGP Program Budget & Expenditure Verification Workbook

✓ Additional capital initiative requirements (see page 8)

Important Updates and Reminders

1. A new budget workbook is required for all applications, funding and follow-up reports. The CIGP Program Budget & Expenditure Verification Workbook includes instructions to help organizations complete the required information. Depending on the program, organizations will use the workbook in one of the following ways:

- Application and Follow-up Report: Complete the proposed budget, including anticipated revenues, expenses and other funding sources, when applying. Keep the workbook and update it with actual expenditures and required supporting evidence when completing the follow-up report.
- Annual Budget and Reporting: Complete the proposed budget for the upcoming funding year and report actual expenditures for the previous funding year in the applicable sections of the workbook.

Organizations must complete the sections relevant to their program and submission.

The workbook is intended to improve consistency, transparency and verify how grant funding is planned and spent. The completed workbook is a required attachment.

2. Grant criteria, application and report questions have been updated to improve clarity for applicants and ensure the information requested supports the Grant Review Committee in assessing applications and reports against the program criteria. These updates are intended to help applicants understand what information to provide and support a consistent and fair assessment process. Applicants are encouraged to review the updated criteria and applicable forms.

3. Annual Activity Returning and Community Non-Profit Tax Exemption Program (CNPTEP) Forms Are Now Separate: In previous years, the Annual Activity Returning funding report and the CNPTEP application were combined into a single document. Organizations told us this created confusion and resulted in applicants completing sections that did not apply to them. Beginning in 2027, these will be provided as two separate documents.

4. Additional Reminders:

- Applications **must be submitted by email.** See ‘How to Submit Your Application’ for submission requirements.
- **Late or incomplete applications may be deemed ineligible for review.**
- Organizations must remain **in good standing** with the CIGP to continue receiving funding. See ‘Good Standing Status’ (page 15) for more information.

Program Overview

The New Initiative and Annual Activity grant programs provide funding to eligible non-profit organizations whose activities align with the City’s Culture objectives.

Two funding levels are available:

- **Minor funding:** Up to $10,000.

- **Major funding:** More than $10,000 and up to $30,000.

New Initiative
The New Initiative grant supports first-time or one-time initiatives, including programs, projects, services, organizational development activities and capital projects.

Annual Activity
The Annual Activity grant supports annual initiatives through two categories: Annual Activity New and Annual Activity Returning.

Annual Activity New supports annual Events, Series, Seasons and Cultural spaces.

Annual Activity Returning supports eligible organizations that have received Annual Activity grant funding for three consecutive years and have been accepted into the Returning category. This category provides a degree of funding stability. Recipients may be eligible to receive between 80% and 120% of the funding awarded in the previous year, subject to City budget approval.

Please refer to each section below for important program details. We also recommend reviewing the Community Investment Grant Program Frequently Asked Questions (FAQ) before submitting your application.

❓ Need Support with Your Submission?

We are committed to providing support to help you complete and submit your application. Community Investments staff can assist with:

- **Confirming** eligibility requirements
- **Explaining** application requirements
- **Answering** questions about forms, submissions and deadlines
- **Connecting** organizations with available supports and resources
- **Providing** assistance if you experience accessibility, cultural or language barriers

Contact Us
If you have questions or need assistance, please contact:

Community Investments
- **Phone:** 306-777-7507
- **Email:** CommunityInvestments@regina.ca

Are You Eligible to Apply?

Eligible Organizations

- 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;
- be based in Saskatchewan or be a provincial organization and deliver services to the residents of Regina;
- demonstrate sound financial management and accountability;
- be responsible for the development, implementation and evaluation of those activities for which the funds are intended;
- 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;
- have a distinct line of separation between the budget of its funded activities and the furtherance of an organization's religious and political mandate (if applicable);
- be in good standing with the City. Applicants must not have outstanding taxes or other charges owing to the City, must not be in active litigation against the City, and must comply with applicable laws, bylaws, City policies and procedures;
- be a School Community Council or registered non-profit organization on behalf of a school or School Board; and/or
- be a business improvement district partnering with the City.
- Note: City Community Partners are only eligible to apply to the New Initiative program.

To apply for Annual Activity New, organizations must also:

- have completed at least one year of the proposed programming and consider the activities to be a demonstrable, ongoing element of the organization's core programming, related to their mandate.
- organizations that host a biennial initiative are eligible to apply for Annual Activity funding. If approved to be funded, the initiative will only be eligible to receive funding for years the initiative is being held in Regina.

To apply for Annual Activity Returning, organizations must also:

- have received Annual Activity grant funding for the past three consecutive years for the same activity.

Requirements for Previous CIGP Funding Recipients:

- Organizations that have received CIGP funding must submit any outstanding required Follow-up or Funding Reports before they are eligible for additional funding.

Ineligible Organizations

- post-secondary institutions, universities or private schools;
- municipal service providers such as fire, police and libraries;
- Saskatchewan Health Authority, hospitals, nursing homes;
- Private sport clubs; and
- charitable foundations.

Program Eligibility

The following types of proposals may be eligible for funding. All proposals must meet the applicable program requirements and align with the City's Culture objectives.

Annual Activity Program

The Annual Activity program supports annual

- Events: Festivals or events which the organization aims to present on an annual basis. As per eligibility, this does not include festivals or events in their first year of operation.
- Series or Season: This includes a number of projects that organizations categorize according to their mandate; e.g., an educational series, a performing arts or presentation season, an annual exhibition cycle in an organization's core programming space (either owned, leased or those that the organization makes use of in the community).
- Cultural space: The related expenses for operation and management of a cultural space that exists to support the cultural activity of the community (not the organization). This excludes capital costs. See Cultural Space in the Glossary for further clarity.

New Initiative Program

The New Initiative program supports the following:

a. Programs, Projects and Services

Specific, time-limited programs, projects or services delivered to Regina residents and accessible to the public.

b. Organizational Development
Activities that build organizational capacity and support long-term sustainability, such as staff or Board training and strategic planning.

c. Capital Initiatives
Capital funding may be requested for capital development projects or capital equipment that benefits the public, is accessible to the public and is located in Regina.

Eligible project locations
The project must be located in one of the following:

- A building or on land owned, leased or managed by the City.
- On public property, including school board property or Crown land.
- On private property leased to a non-profit organization for at least five years. A copy of the lease must be included with the application.
- In a facility or on land owned by a non-profit organization, provided the facility or land is accessible to the public.

Matching funding
Capital initiatives require matching funding. The grant may cover up to 50% of the total project cost, to a maximum of $30,000.

Ineligible capital expenses
All expenses listed under **Ineligible Expenses** in the *What Can Funding Be Used For?* section also apply to capital initiatives. In addition, the following expenses are not eligible for capital funding:

- Facility rental fees.
- Program supplies or consumable equipment, unless approved as part of a larger capital project.

Capital project application requirements
All capital project applications must meet the following requirements, where applicable.

i. Property owner approval
Include approval in principle from the property owner with your application. For projects on City property, City approval in principle must be obtained before the application can be considered.

ii. Project agreements
For projects on City property, an agreement will be provided following approval of the grant application. The agreement will outline the rights and responsibilities of the City and the organization in relation to the project.

iii. Insurance
Organizations approved for capital projects on City property must provide general liability insurance at a level acceptable to the City.

iv. Volunteer labour
Volunteer labour may be included in the project budget as both revenue and an expense. Calculate its value using the current minimum wage rate.

v. Landscape projects
If your project involves landscaping on City park space or property, you must contact the City before submitting your application. The City will assist with the landscape design work required for the project.

If the City cannot complete the required design work within your project timelines, you may be required to hire a Landscape Architect.

The City does not provide design services for landscape projects on property it does not own or manage, or for projects requiring other professional design services, such as architectural, engineering or irrigation design.

Ineligible Initiatives
The following proposals are not eligible for funding:

- Events or initiatives that qualify for another City grant program, such as the Special Event or Hosting Grant, are not eligible for funding.
- Initiatives that are already funded through another CIGP grant stream are not eligible, except for initiatives that receive funding through the Sask Lotteries Community Grant Program.
- Programs or initiatives that have already been approved for 2027 municipal funding by another City department.
- Programs or initiatives whose primary purpose is religious instruction, worship, proselytizing or the promotion of a religious or political mandate.
- Tradeshows, trade fairs, expos and similar events primarily intended to promote businesses, products, services or industries
- Initiatives whose primary purpose is fundraising.

What Can Funding Be Used For?

Eligible Expenses
For all projects, either New Initiatives or Annual Activities, eligible expenses include:
a. costs directly related to the implementation, delivery and evaluation of services, such as rent, location or venue rentals and utilities, staffing, materials and program equipment (computers to be used as a new media art creation tool), honorariums and fees for creators;

b. travel costs for organizational development outside of Regina (within North America) are permitted under the following considerations:

- Groups must demonstrate the need for the organizational development opportunity and the impact it will have;
- Organizations must demonstrate that the opportunities are not available in Regina;
- Organizations will be encouraged to apply for the opportunities closest to Regina.

Note: Annual Activity funding is not intended to support the core operations of an organization. Rather, it is designed to leverage the organization's operations in support of the activity described in the application. It is anticipated that City funding will be directed toward expenses such as artist and creator fees, activity materials, venue costs and other related expenditures.

Ineligible Expenses

Funding cannot be used for:

- core operations;
- deficits, financing costs or debt repayment;
- ongoing maintenance and operating costs;
- activities, transportation and/or travel outside of Regina is ineligible. Special exceptions could be made to include activities that are not available within Regina and where the primary benefactors are Regina residents;
- expenses incurred before City funding is awarded;
- fundraising initiatives;
- administrative equipment;
- alcohol and cannabis;
- awards, gifts, trophies and prizes;
- socials and volunteer appreciation;
- projects and programs within the direct jurisdiction or mandate of other levels of government local authorities will not be funded; and

How Much Funding Can I Apply For?

Eligible organizations may submit up to **two grant applications**:

- One Major application and one Minor application; or
- Two Minor applications.

The total amount requested across both applications cannot exceed **$40,000**. Applications requesting more than $40,000 in total will not be considered for adjudication.

The maximum funding available for an individual project is:

- **Minor funding:** Up to $10,000.
- **Major funding:** Up to $30,000.

Important: The New Initiative and Annual Activity program budgets are approved annually by City Council and may change from year to year. Funding is subject to the available budget and the grant review process.

Funding Streams and Objectives

Choosing an Application Funding Stream

Choose the funding stream that best matches your proposed project or activity. You do not need to apply under the stream that matches your organization's main focus. For example, an arts organization may apply for funding under the Culture stream if its proposed project aligns with that stream's objectives.

City staff can help you determine which funding stream is the best fit for your proposal. Contact the appropriate staff member below for assistance.

Culture
Coordinator, Cultural Development
Phone: 306-535-0331
Email: rbarclay@regina.ca

Social Development
Coordinator, Social Policy and Programs
Phone: 306-535-1880
Email: ldesroch@regina.ca

Sport and Recreation
Community Consultant
Phone: 306-537-5218
Email: skachmar@regina.ca

If you are unsure who to contact, please email Community Investments at CommunityInvestments@regina.ca.

Funding Stream Objectives

The City assesses applications based on how well the proposed activities align with and support the objectives of the selected funding stream. The objectives for the Culture funding stream are listed below and guide the assessment of applications.

For a summary of these objectives, see **Appendix B: Funding Stream Objective Summary**. Key terms are defined in **Appendix E: Glossary of Common Terms**.

1. Preserve and Celebrate Regina's Cultural Heritage

- Preserve and celebrate cultural heritage resources and spaces
- Preserve and celebrate intangible cultural heritage (i.e. languages, traditions and stories)
- Animate the City's public spaces and parks (i.e. placemaking, festivals and events)

2. Strengthen the artistic and cultural communities

- Build community through partnership and collaboration
- Improve awareness to and access to the arts
- Offer direct supports to artists
- Contribute to the growth of the arts and culture sector

3. Embrace Diversity

- Address the cultural aspirations of equity-deserving groups, such as First Nations, Métis, Inuit, ethnocultural minorities, newcomers, 2SLGBTQIAP+, people with disabilities, etc.
- Strengthen Indigenous communities' cultural presence in Regina
- Preserve Regina's immigrant history
- Encourage intercultural and diverse relationships

4. Truth & Reconciliation

Through cultural initiatives:

- Implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- Address any of the Truth & Reconciliation Calls to Action
- Address the Calls for Justice for Missing & Murdered Indigenous Women, Girls and 2SLGBTQQIA people (MMIWG2S); and/or
- Tell the story and celebrate the cultures of Indigenous Peoples.

How to Submit Your Application

Application Types

Complete the application form that corresponds to the type of grant funding you are requesting.

a. New Initiative Application

For organizations applying for New Initiative funding.

b. Annual Activity New Application
For organizations applying to the Annual Activity program under the New category for the first time.

c. Annual Activity New Follow-up Report
For organizations in the Annual Activity New category that received funding in the previous year. This form includes the previous year's follow-up report and the current year's application.

d. Annual Activity Returning Funding Report
For organizations in the Annual Activity Returning category that received funding in the previous year. This form includes the previous year's follow-up report and the current year's application.

Note: For guidance on submitting supporting materials for Culture Stream Annual Activity Major grant applications, see **Appendix F**.

Multiple Applications
Organizations may apply for funding under different streams or grant programs for separate activities. For example, an organization may apply for a New Initiative grant under the Culture stream and an Annual Activity grant under the Sport and Recreation stream.

A separate application is required for each distinct project or activity. For example, an organization applying for funding for a facility upgrade and an after-school program must submit two separate applications.

Each application will be assessed separately based on its own merits, eligibility and alignment with the applicable funding stream objectives.

Submission Process
To improve accessibility for applicants, staff, and adjudication committee members, applications must now be submitted by email only. This updated process helps ensure that submitted documents are accessible throughout the review process. If you need assistance with the new submission process or have accessibility-related questions, please contact:

Accessibility Services
Email: Accessibility@regina.ca

Submission Requirements
Submit your completed application and all required attachments by email to: CommunityInvestments@regina.ca.

To support accessibility, all submitted documents must be provided in one of the following formats:

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Electronic annual financial statements, including PDF files, are accepted

Note: PDFs that contain only scanned images are not accepted.

Annual financial statements are a required attachment and must be signed by one or more Directors. Choose one of the below methods for adding a signature:

- E-signature: Sign the electronic financial statement using an electronic signature.
- Electronic statement with signed approval page: Submit the original electronic financial statement along with a scan of the signed approval page.
- Signed paper statement: If you only have a paper copy signed by hand, submit a complete and legible scan of the entire statement.

🗓️ **Submission Deadline: Thursday, February 11, 2027 at 4:30 p.m.**

For information about requesting additional time, please refer to the Deadline Extension Policy.

Funding Period

The funding period is **May 1, 2027, to April 30, 2028**.

In exceptional circumstances, a New Initiative grant may be approved for a project that requires more than 12 months to complete. To qualify, the organization must demonstrate that the project's unique nature requires additional time. If approved, the organization may have up to 24 months to spend the grant funds.

Approval for an extended funding period is not guaranteed and must be granted by the City.

Program Considerations and Assessment Criteria

Applications are assessed and ranked based on how well they align with the City's Culture objectives and meet the applicable funding criteria. Previous Grant Review Committee objectives are also considered, where applicable. Funding decisions depend on the assessment results, the available budget and competing applications.

Funding is not guaranteed.

1. Funding criteria
Applications are assessed against six equally weighted criteria. Each criterion assesses a different aspect of the proposed activity and the organization's ability to deliver it.

- **Organization**

What is assessed: The organization's capacity to deliver the proposed activity and manage it responsibly.

The assessment considers the organization's mandate, relevant experience, people, resources, partnerships and management practices. For Annual Activity applications, the Grant Review Committee may also consider the organization's experience delivering the activity and its record of meeting applicable CIGP requirements.

- **Program merit**

What is assessed: The quality, feasibility and alignment of the proposed activity with the objectives of the selected funding stream.

The assessment considers whether the activity is clearly described, appropriately planned and suited to its intended purpose. This includes the proposed activities, delivery approach, schedule and the roles of partners, where applicable.

- **Community need**

What is assessed: The relevance of the community need, demand or opportunity the proposed activity addresses, and the information provided to support it.

The assessment considers who the activity is intended to benefit, why it is needed and what evidence supports the need. Evidence may include community feedback, participant interest, the organization's experience or input from community partners. Activities may address gaps in existing services or complement work already taking place in the community.

- **Community impact**

What is assessed: The expected benefits of the proposed activity for participants and the broader community, and how the organization will assess its results.

The assessment considers whether the proposed outcomes are clear, realistic and relevant to the activity's purpose and the objectives of the selected funding stream. It also considers how the organization plans to measure progress and determine whether the intended outcomes have been achieved.

- **Accessibility**

What is assessed: How effectively the organization identifies and plans to address barriers that may prevent people from accessing or participating in the proposed activity.

The assessment considers the relevance of the barriers identified and the practicality of the proposed measures to remove or reduce them. Barriers may relate to cost, physical access, transportation, equipment, communication, language, cultural inclusion, digital access or scheduling. Appropriate accommodations and alternatives should also be considered where needed.

- **Financial need**

What is assessed: The need for City funding to deliver the proposed activity and the significance of that funding to its delivery.

The assessment considers the rationale for the amount requested, the activity's budget, other available or anticipated funding sources, and the consequences of receiving partial or no City funding. For Annual Activity applications, the Grant Review Committee may also consider the sustainability of the activity and the implications of changes in City funding for its continued delivery.

2. Previous committee objectives

This requirement applies only to organizations whose previous funding notification letter included an objective or recommendation from the Grant Review Committee. If your organization received an objective or recommendation, you are expected to make reasonable efforts to address it. You must describe your progress in the current application. The Grant Review Committee will consider this information when assessing your application and making funding recommendations.

For additional guidance on preparing a strong application, refer to **Appendix A: Application Tips and Submission Checklist**.

📌 **Important:** Funding decisions are based on the information provided in your application. Provide clear, complete and evidence-based information that demonstrates the program's community need, intended outcomes and impact as well as your organization's capacity to deliver the program effectively.

Good Standing Status

The City recognizes that organizations may encounter challenges in meeting program requirements. Community Investments staff are available to provide support, answer questions and work with organizations to address concerns whenever possible. To remain in good standing with the CIGP, your organization must:

- Submit required applications and supporting documents by the deadlines.
- Follow the terms and conditions of your funding agreement.

- Keep accurate financial and program records that show how grant funding was used.

❓ **Need Help?** We understand that unexpected challenges can happen. If you are having difficulty meeting a requirement or deadline, contact Community Investments as soon as possible. Staff are available to answer questions, discuss your situation and work with you to identify solutions whenever possible.

If Program Requirements Are Not Met

If your organization does not meet program requirements, the City will generally work with you to resolve the issue before taking further action. Depending on the situation, the City may:

- Request additional information or clarification.
- Send reminders about outstanding requirements.
- Meet with your organization.
- Require a corrective action plan or additional reporting.
- Take other reasonable steps to address the issue.

If Compliance issues Continue

Repeated, significant or unresolved compliance issues may:

- Affect an organization's good standing with the CIGP.
- Affect eligibility for current or future funding.
- Delay, reduce or result in the withholding of funding payments.
- Require the organization to repay grant funds.
- Result in the loss of outstanding grant payments or unused funds, where permitted by applicable City policies and funding agreements.

The City will consider the circumstances and applicable requirements when determining what action is appropriate. An organization's compliance history may also be considered when future funding decisions are made.

How Funding Decisions Are Made

Each application is reviewed through the following process:

Step	What Happens
1	City staff review the application for completeness and eligibility.
2	The Grant Review Committee* evaluates the applications using assessment criteria and makes a funding recommendation.

Step	What Happens
3	The Director, Recreation & Cultural Services (or designate) makes the final funding decision.
4	Organizations are notified of the decision by email.

* Grant applications are reviewed by multi-stakeholder Grant Review Committees that are specific to each funding stream.

Grant applications are reviewed by multi-stakeholder Grant Review Committees that are specific to each funding stream. City Administration staff acts as the Chairperson for the Committee but does not participate in adjudicating or voting. The Culture Grant Review Committee is comprised of practicing artists, members from the cultural industries and non-profit sector, indigenous community and citizens at large who have applied for consideration. The Grant Review Committee are selected based on their experience or knowledge of the cultural sector, arts or artistic practice, via related work or volunteerism and their exhibited interest in the cultural life of the City.

As part of its decision-making process, the City ensures that the Grant Review Committee reflects the diversity of the City's population and demographics, through members' related experience and/or knowledge.

Notification of Grant Results

Applicants can expect to receive a funding decision approximately 12 weeks after submitting their application. All applicants will receive a letter notifying them of the decision. Successful applicants will be advised that funding has been offered.

Receiving a grant does not guarantee future funding. Unless otherwise specified, each funding decision applies only to the approved funding period and does not commit the City to providing funding in future years.

Grant payments: Payment schedules depend on the type of grant awarded.

a. Annual Activity: Full payment: 100% of the approved grant amount is paid after funding approval.

b. New Initiative: Initial payment: 80% of the approved grant amount is paid after funding approval. Final payment: The remaining 20% is paid after the City approves the organization's Follow-up Report.

Don’t Miss Our Email

Organizations will be notified of their grant results by email from **Community Investments**. Add the email address CommunityInvestments@regina.ca to your safe sender or contact list to help ensure you receive grant notifications.

After You Receive Funding

Receiving Annual Activity or New Initiative funding comes with a few responsibilities. Keeping good records and staying in touch with Community Investments will help your organization manage the funding and complete the Follow-up Report.

1. Acknowledge City funding

Organizations receiving grant funding must publicly acknowledge the City as a source of funding for the program. Information and approved recognition materials will be provided with your funding notification.

2. Use funding only for approved purposes

Use grant funding only for the initiative and eligible expenses approved by the City. If your plans change or you are unsure whether an expense is eligible, contact Community Investments before using the funding for that expense.

3. Keep records and receipts

Keep accurate financial and program records throughout the funding period. Keep receipts and other records that show:

- what was purchased or paid for;
- the amount paid;
- when the expense occurred; and
- how the expense relates to the funded program.

Receipts must fall within the eligible funding period. Cheque request forms and general ledger printouts are not accepted as verification of expenses.

✅ **Tip:** Keep your receipts and program information together as you go. It is much easier than trying to gather everything when the Follow-up Report is due.

4. Submit your Follow-up Report

The Follow-up Report tells the City what happened and how grant funding was used. The report must include:

- actual program expenditures;
- copies of receipts verifying those expenditures; and
- information about how the City was publicly acknowledged as a source of funding.

Meeting the Follow-up Report deadline is important. A late report may affect the final grant payment, if applicable, and future City grant funding requests.

For detailed instructions and reporting requirements, see **Appendix D: Follow-up Reporting**.

Appendices

The appendices provide additional guidance, reference material and tools to help you complete your application.

Please note: The appendices are provided for reference only. The official assessment criteria used to evaluate applications are described in the **Program Considerations and Scoring** section.

Appendix A: Application Tips and Submission Checklist

This appendix provides practical tips to help you prepare your CIGP application and a checklist to use before submitting it. The main guidelines explain how applications are assessed. Use the tips below to prepare clear, complete responses that help the Grant Review Committee understand your proposed activity and use the checklist to confirm that you have included the required information and documents.

Part 1: Tips for Preparing Your Application

1. Before You Begin

Before completing your application:

- Read the guidelines to confirm that your organization and proposed activity are eligible.
- Make sure you are using the correct application form for your grant program and funding history.
- Review the objectives for your selected funding stream. Choose the stream that best matches your proposed activity, rather than simply your organization's main focus.
- Check the application deadline, funding limits and required attachments.
- Contact Community Investments if you have questions or need help preparing your application.

2. Answer Questions Clearly

Answer each application question directly. Include the information requested and use specific examples where they help explain your proposal.

You do not need formal or lengthy writing to submit a strong application. Focus on explaining your plans and providing relevant information. For example, instead of saying, “Our program brings the community together,” explain what participants will do, who the activity is intended to benefit and how it will help people connect.

3. Provide Relevant Information and Evidence

Include information that helps the reader understand your proposed activity and the reasons for it.

Depending on the question, this might include:

- Examples from your organization's experience.
- Feedback from participants or community members.
- Information about community interest or demand.
- Details about planned activities, timing and partnerships.

- Realistic estimates of participation and expected results.

4. Explain Your Plans and Expected Results
Make sure your application clearly describes what you intend to deliver and what you hope to achieve. Use realistic estimates and explain how you arrived at them. Where relevant, describe how you will determine whether the activity achieved its intended results. This may include attendance records, participant feedback, surveys or other practical ways of collecting information.

For Annual Activity applications, explain how the proposed activity fits within your organization's ongoing programming. For New Initiative applications, explain what the proposed initiative will involve and what it is intended to achieve.

5. Complete Your Budget Carefully
Use the CIGP Program Budget & Expenditure Verification Workbook to prepare the budget for your proposed activity. Follow the instructions in the workbook and make sure the figures match the activities and funding request described in your application.

Before submitting, check that your budget is complete, the amounts are consistent throughout your application, and all applicable funding limits and matching-funding requirements are met.

6. Address Previous Grant Review Committee Objectives, If Applicable
If your previous funding notification letter included an objective or recommendation from the Grant Review Committee, describe the progress your organization has made toward addressing it. Explain the actions taken, any progress achieved and any challenges that remain. If further action is planned, briefly describe it.

This requirement applies only to organizations whose previous funding notification letter included an objective or recommendation.

7. Check Your Application Before Submitting
Review your application from beginning to end. Make sure your responses are complete, your information is accurate and your supporting documents are included. If you are unsure about a requirement, contact Community Investments before the application deadline.

Part 2: Application Submission Checklist

Use this checklist before emailing your application. Refer to the main guidelines for complete eligibility requirements, funding limits and supporting document requirements.

A. Application Requirements

☐ I have confirmed that my organization and proposed activity meet the eligibility requirements.

☐ I have completed the correct application form for my funding program and category.

☐ I have reviewed the applicable funding stream objectives.

☐ I have completed all required questions and included any applicable information about previous Grant Review Committee objectives or recommendations.

☐ I have checked that my application is clear, accurate and consistent.

B. Budget and Supporting Documents

☐ I have completed the CIGP Program Budget & Expenditure Verification Workbook.

☐ I have included my organization's annual financial statements.

☐ I have included all other documents required for my application.

☐ My budget is consistent with the activities described in my application and identifies the relevant revenue sources and expenses.

☐ My funding request meets the applicable funding limits. If I am submitting two applications, the combined amount requested does not exceed $40,000.

C. Additional Requirements for Capital Initiatives

Complete this section if your application includes a capital project or capital equipment.

☐ I have checked the eligible project locations and capital funding requirements.

☐ I have included approval in principle from the property owner.

☐ If the project is on privately leased property, I have included a copy of the lease showing a term of at least five years.

☐ My budget identifies the total project cost and demonstrates how the matching-funding requirement will be met.

☐ I have reviewed the requirements for agreements, insurance and volunteer labour, where applicable.

☐ If my project involves landscaping on City park space or property, I have contacted the City before submitting my application.

☐ If my project involves developing or upgrading a playground, I have reviewed the applicable Accessible Playground Design Standards.

D. Final Submission Check

☐ I have confirmed the application deadline and submission time for my funding stream.

☐ I have completed all required signatures or authorizations.

☐ My application and supporting documents are in the accepted file formats. I have not scanned the completed application into PDF format.

☐ I will email my completed application and all required attachments to CommunityInvestments@regina.ca by the deadline.
☐ I will keep a copy of my submitted application and supporting documents for my organization's records.

Appendix B: Funding Stream Objective Summary

This table summarizes the objectives for the Culture funding stream. Use it to understand what the City aims to achieve through funded activities and to help explain how your proposed activity supports the relevant objectives. The funding stream objectives listed in the main guidelines are used to assess applications.

Objective: Preserve and Celebrate Regina's Cultural Heritage
Preserve and celebrate cultural heritage resources and spaces
Promote the safeguarding and enjoyment of resources and locations that hold cultural significance. This involves maintaining and protecting these valuable assets, while also encouraging their appreciation through celebration and recognition. This ensures the longevity and continued relevance of our cultural heritage.
Preserve and celebrate intangible cultural heritage (such as languages, traditions and stories)
Maintain and honor the non-physical aspects of cultural heritage, including languages, traditions, and narratives. This involves safeguarding these elements from being lost over time and actively celebrating them to ensure their continued existence and appreciation in society. This helps to keep cultural diversity alive and fosters a sense of identity and belonging among communities.
Animate the city's public spaces and parks (such as placemaking, festivals and events)
Enliven the city's communal areas and green spaces through activities like placemaking, festivals, and events. This involves using these activities to transform public spaces into vibrant community places, enhancing their appeal and fostering a sense of community. This helps to create a lively, engaging city environment that encourages social interaction and community engagement.
Objective: Strengthen the artistic and cultural communities
Build community through partnership and collaboration
Foster a sense of community by working together with various stakeholders and organizations.
Improve awareness to and access to the arts

Increase public knowledge and make the arts more accessible to everyone.
Offer direct supports to artists
This refers to providing systems, resources and assistance directly to artists to help them thrive.
Contribute to the growth of the arts and culture sector
This refers to initiatives that promote the development and expansion of the arts and culture industry.
Objective: Embrace Diversity
Address the cultural aspirations of equity-deserving groups, such as First Nations, Métis, Inuit, ethnocultural minorities, newcomers, 2SLGBTQIAP+, people with disabilities, etc.
Recognize and fulfill the cultural needs and desires of groups that deserve fairness, including Indigenous Peoples, ethnic minorities, immigrants, the 2SLGBTQIAP+ community, and individuals with disabilities. This involves understanding their unique cultural aspirations and working towards creating an inclusive environment that respects and celebrates their cultural identities. This helps to promote diversity, equity, and social inclusion in society.
Strengthen Indigenous communities' cultural presence in Regina
Enhance the visibility and influence of Indigenous cultures within the city of Regina. This involves promoting Indigenous traditions, languages, and histories, and ensuring they have a prominent place in the city's cultural landscape. This helps to acknowledge and respect the Indigenous communities' contributions to the city's identity and diversity.
Preserve Regina's immigrant history
Maintain and honor the historical contributions and experiences of immigrants in Regina. This involves safeguarding records, stories, and artifacts that represent the city's immigrant past. This helps to acknowledge the role of immigrants in shaping Regina's cultural, social, and economic landscape, and ensures that their contributions are remembered and appreciated.
Encourage intercultural and diverse relationships
Promote interactions and connections between different cultures and diversities. This involves fostering an environment of mutual respect and understanding, where diverse cultural backgrounds can interact, learn from each other, and build meaningful relationships. This helps to enrich societal interactions and contributes to a more inclusive and harmonious community.

Objective: Truth & Reconciliation
Through cultural initiatives: • **Implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)** • **Address any of the Truth & Reconciliation Calls to Action** • **Address the Calls for Justice for Missing & Murdered Indigenous Women, Girls and 2SLGBTQQIA people (MMIWG2S); and/or** • **Tell the story and celebrate the cultures of Indigenous Peoples.**
Incorporate elements in your programming that respond to the Truth & Reconciliation Calls to Action and Calls to Justice for MMIWG2S, and that narrate and honor Indigenous cultures. This involves creating content or initiatives that address these important issues, share the stories of Indigenous peoples, and celebrate their rich cultural heritage. This helps to raise awareness, promote understanding, and contribute to justice and reconciliation efforts. Please specify which Calls are directly addressed through your organization's work or programming.

Appendix C: Reporting on Performance

CIGP funding recipients must track and report on the performance indicators relevant to their funding stream. These indicators help organizations measure progress toward the funding stream objectives and help the City assess the overall impact of funded activities.

The table below identifies the performance indicators your organization is required to track and report on. Use the indicators when describing how you will measure results in your application and collect the required information throughout the funding period so you can report on it later.

For the funding stream objectives these indicators measure, see the **Funding Stream Objectives** section and **Appendix B: Funding Stream Objective Summary**.

Objectives and Indicators

An **objective** describes the change, benefit or result an activity is intended to achieve.

An **indicator** is a measure used to track progress toward an objective and assess results. Indicators may be quantitative, such as the number of participants, or qualitative, such as participant feedback or a description of changes experienced.
Use the table below to identify the indicators you must track for your funding stream and report on through the applicable follow-up or funding report.

Indicators	Sub-Indicators
Total number of hours delivered in an Indigenous or other language that is not English	
Total number of events delivered in spaces besides those owned or leased by the organization, including park spaces.	
Total number of initiatives to directly preserve cultural heritage resources and spaces	
Total number program hours delivered	
Total number of partnerships and/or collaborations	
Total number of volunteers	
Total number of Artists and/or Cultural Workers employed	
Total number of initiatives and/or programming hours that directly supported artists	Number of initiatives: (i.e., capital build, purchase of equipment, community program)
	Number of programming hours:
Total number of initiatives and/or programming hours that specifically served equity deserving groups.	Number of initiatives:
	Number of programming hours:
Please select which of the following groups your initiatives specifically served:	Indigenous
	Ethnocultural minorities
	Newcomers
	2SLGBTQIAP+
	People with disabilities
	Older adults
	Youth
	Other:
Total number of initiatives and/or programs that directly responded to any of the Truth & Reconciliation Calls to Action, and/or told the stories and celebrated the cultures of Indigenous Peoples.	Number of initiatives:
	Number of programming hours:
Total number of initiatives and/or programs that directly responded to any of the Calls for Justice for Missing & Murdered Indigenous Women, Girls and 2SLGBTQQIA people (MMIWG2S).	Number of initiatives:
	Number of programming hours:
Please tell us the specific Calls to Action, Calls for Justice, UNDRIP Articles or initiatives taken to address the above.	
Total number of staff	
Total number of participants	
Total amount of funding received from other organizations (grants, sponsorships and donations)	

Impact Statements

An impact statement is a brief account of how a funded activity affected an individual, group or community. It helps illustrate the results of your organization's work beyond what can be shown through numerical measures alone.

Where required, provide an impact statement describing an individual's experience related to one of the funding stream objectives. Follow the instructions in the applicable follow-up or funding report.

Appendix D: Follow up Reporting

This appendix explains the follow-up and funding reports required for CIGP recipients, including submission deadlines, required information, financial documentation and how reports are reviewed.

For information about the performance indicators your organization must track and report, see **Appendix C: Reporting on Performance**.

1. Follow-up Reporting and Evaluation

The City collects information from New Initiative Follow-up Reports, Annual Activity New Follow-up Reports and Annual Activity Returning Funding Reports. This information helps the City assess individual funded activities and report on the overall impact of the CIGP.

Organizations that received New Initiative or Annual Activity funding in the previous year must submit the required follow-up or funding report before they are eligible to receive additional funding. Reporting requirements and deadlines depend on the type of grant received, as outlined below.

1.1 New Initiative Follow-up Report

Organizations that receive New Initiative funding must submit a Follow-up Report **within 90 days** of completing the initiative. The report must include:

- Progress toward the initiative's objectives.
- Performance indicator information relevant to the applicable funding stream, as listed in **Appendix C**.
- A project budget showing the initiative's revenue and expenses.

Financial documentation requirements:
Organizations are required to submit receipts for expenses.

Review and evaluation:
City staff will review each Follow-up Report against the original application, responses to follow-up questions, applicable funding guidelines, and reported performance indicators.

The review will assess whether the initiative achieved its stated objectives and met the requirements of the grant.

Final payment:
The final 20% of the approved grant funding will be released once the City has reviewed and approved the Follow-Up Report.

1.2 Annual Activity New Follow-up Report

Organizations that receive this grant funding must submit an Annual Activity New Follow-up Report. This report combines the previous year's follow-up report with the application for the upcoming funding year. The report must include:

- Information about the previous year's activities and progress toward the applicable funding objectives.
- A completed CIGP Program Budget & Expenditure Verification Workbook showing the previous year’s activity budget and actual revenue and expenses, and the proposed activity budget for the upcoming funding year, if applying.
- Annual financial statement.

The Grant Review Committee will review the report as part of the annual funding adjudication process.

Submission deadline: The report must be submitted by the applicable grant application deadline.

Organizations that decide not to apply for Annual Activity funding in the following year must still complete and submit the Annual Activity New Follow-up Report for the previous year's activities by the applicable grant deadline.

1.3 Annual Activity Returning Funding Report

Organizations that receive Annual Activity Returning funding must submit an Annual Activity Returning Funding Report. This report combines the previous year's follow-up report with the application for the upcoming funding year. The report must include:

- Information about the previous year's activities and progress toward the applicable funding objectives.

- A completed CIGP Program Budget & Expenditure Verification Workbook showing the previous year's activity budget and actual revenue and expenses, and the proposed activity budget for the upcoming funding year, if applying.
- Annual financial statement.

The Grant Review Committee will review the report as part of the annual funding adjudication process.

Submission deadline: The report must be submitted by the applicable grant application deadline.

Annual Activity Returning Funding Adjustments:
The Grant Review Committee is provided with information about the organization's previous year's funding decision and the reasons for that decision. This information helps the Committee assess the current report and application and make funding recommendations.

Subject to the annual budget and funding decisions, the Committee may recommend:

- An increase: up to 20% above the previous year's funding amount.
- Status quo funding.
- A decrease: up to 20% below the previous year's funding amount.

These limits apply to adjustments recommended by the Grant Review Committee. They do not apply to reductions resulting from a City-wide CIGP budget reduction approved through the City's annual budget process.

Note: If the Grant Review Committee recommends a decrease in funding for two consecutive years, the Committee may recommend that the organization receive no funding in the following year. This applies only when the decreases result from the Committee's assessment, rather than a City-wide CIGP budget reduction.

If the Committee recommends no funding, the organization will no longer be part of the Annual Activity Returning category and must reapply as a new applicant in the following funding year.

The Committee will consider the organization's application, previous funding decisions and the reasons for those decisions when making its recommendation.

Example: Annual Activity Returning Funding Adjustments

Organization X receives $10,000 for its annual program:

- Year 1: Organization X applies for an increase to $12,000. After reviewing the application and the organization's progress toward the City's Culture objectives, the Grant Review Committee recommends a 20% decrease from the previous year's funding. The organization receives $8,000. The City explains the reasons for the decrease and identifies the objectives that need improvement.
- Year 2: The Grant Review Committee reviews the organization's next application and considers the previous year's decision and feedback. If the Committee recommends another 20% decrease, the organization receives $6,400.
- Year 3: Because the organization has experienced two consecutive years of reduced funding based on Grant Review Committee decisions, the Committee may recommend no funding for the next year. If this recommendation is made and approved, the organization leaves the Annual Activity Returning category and must reapply as a new applicant in the following funding year.

This example illustrates how funding adjustments may occur over time. Actual funding decisions depend on the assessment of each application, the applicable funding criteria and the available budget.

Appendix E: Glossary of Common Terms

Accessible: A general term used to describe the degree to which an activity, service, or physical environment is available to as many people as possible, regardless of their physical abilities or socio- economic background. Accessibility can be viewed as outreach activities, the "ability to access" and benefit from the activity, service or physical space. Improving accessibility involves removing economic, physical, cultural and transportation barriers to participation in programs, projects and facilities.

Affordable: A measure of whether residents have access to sufficient resources to participate fully in society, and whether programs, services and activities are priced to allow residents from all income levels the opportunity to participate.

Art: The expression and application of creativity. (E.g. studio arts, film & video, theatre, music, dance and literary arts).

Arts (the Arts): The mechanisms that support and promote art and artists (film production crews, cultural offices, arts administrators, artists, technicians. The expression or application of human creative skill and imagination (e.g. painting, printmaking, drawing, sculpture, crafts, photography, film and video, theatre, music, literary arts, dance). It includes original, creative interpretation and facsimile reproduction and distribution, in addition to cultural industries - publishing, film, sound recording, video and audio-visual broadcasting.

Artist: Any person who creates or gives creative expression to, or re-creates works of art, who considers their artistic creation to be an essential part of their life, who

contributes in this way to the development of art and culture and who is or asks to be recognized as an artist, whether or not they are bound by any relations of employment or association.

Capital projects: Projects that encompass capital development projects, including new construction, renovation, and/or expansion of a facility. Also includes capital equipment required for a program (bleachers, portable stage, etc.).

Community Associations: Volunteer non-profit organizations that plan and provide sport and recreation, arts and culture, and social programs for residents in a particular geographic area (neighborhood).

Core/Primary: This term can be defined as functions of an organization that are critical and most closely related to achieving the organization's mandate.

Culture: The whole complex of distinctive spiritual, material, intellectual and emotional features that characterize a society or social group. It includes creative expression (e.g. oral history, language, literature, performing arts, fine arts and crafts), community practices (e.g. traditional healing methods, traditional natural resource management, celebrations and patterns of social interaction that contribute to group and individual welfare and identity), and material or built forms such as sites, buildings, historic city centres, landscapes, art, and objects.

Cultural Heritage: The intangible practices, expressions, knowledge, and skills of a community or an individual in addition to associated material instruments, public art, artifacts, objects, historic places and cultural spaces. The full list of cultural heritage resources is found in the City of Regina Cultural Plan (www.designregina.ca/cultural-plan/).

Culture Programming: The collection of projects/programs, delivered through events, festivals and other modes of exhibition and distribution.

Cultural Resources: Any cultural activity or asset that contributes to culture, which includes cultural occupations (e.g. artist, graphic designers, cultural managers), cultural enterprises (e.g. museums, libraries, galleries), festivals and events (e.g. fairs, street festivals, music festivals), natural heritage (e.g. community gardens, significant parks), intangible cultural heritage (e.g. customs, traditions, ceremonies), cultural heritage (e.g. public art, plaques and monuments, built heritage properties), cultural spaces and facilities (e.g. cinemas, religious institutions, urban spaces) and community cultural organizations (e.g. arts groups, heritage groups). The full list of cultural resources is found in the City of Regina Cultural Plan (www.designregina.ca/cultural-plan/).

Cultural Space: Culturally defined zones, physical, virtual, geographical or imagined that are produced, sustained, monitored and debated by communities. Cultural Space is often shaped by cultural activity as well as providing room for the commemoration and celebration of beliefs, behaviours, memories and values.

Cultural Workers: Cultural workers are people involved in the creation, production and dissemination of culture goods and services. Examples of cultural workers include actors and comedians, architects, archivists, artisans and craftsperson's, authors and writers, conductors, composers, conservators and curators, dancers, editors, graphic designers and illustrators, industrial designers, interior designers, journalists, landscape architects, librarians, musicians and singers, other performers, painters, sculptors and visual artists, photographers, producers, directors, choreographers, theatre, fashion, exhibit, and other creative designers.

Cultural Support Workers: Cultural Support Workers provide support in the form of technical support, manufacturing, research and analysis, as well as management for culture goods, production and services. Examples of cultural support workers include announcers and other broadcasters, architectural technologists, audio and video recording technicians, binding and finishing machine operators, broadcast technicians, camera, platemaking and other pre-press correspondence, publications and related clerks, desktop publishing operators and related occupations (typesetters) drafting technologists, film and video camera operators, graphic art technicians, landscape and horticultural technicians, library and archive technicians and assistants, library clerks, library, archive, museum and art gallery managers, managers in publishing, motion pictures, broadcasting and performing arts, other technical occupations in motion pictures, broadcasting and performing arts, patternmakers, textile, leather and fur products, photographic and film processors, print machine operators, printing press operators, professional occupations in public relations and communications, supervisors, library, correspondence and related information clerks, supervisors, printing, and related occupations, support occupations in motion pictures, broadcasting and performing arts, technical occupations related to museums, translators, terminologists and interpreters.

Equity-Deserving Group(s)
Groups of people who experience systemic barriers to participating in society based on characteristics such as age, disability, economic status, ethnicity, gender, gender expression, nationality, race, religion, sex and/or sexual orientation. Barriers may be attitudinal, environmental, financial and/or social.

Ethnic/Ethnic Group: An ethnicity, or ethnic group, is a socially defined category of people who identify with each other based on common ancestral, social, cultural, or national experience. Membership of an ethnic group tends to be defined by a shared cultural heritage, ancestry, origins, history, homeland, language (dialect), or even ideology, and manifests itself through symbolic systems such as religion, mythology and ritual, cuisine, dressing style, physical appearance, etc.

Event: An event is a gathering of people designed to celebrate, honour, discuss, educate, observe, encourage, or influence human endeavors. An event is something that happens: an occurrence, an activity accentuating and celebrating community spirit, especially one that is of some importance.

Festival: A specific event designed to present through public access, productions or

services of an arts discipline(s) often multi-faceted and occurring during a brief period of time. Often festivals occur annually and usually in a reasonably contained area, indoors and/or outdoors.

Financial Need: The extent to which City funding is needed to deliver a proposed activity and the difference the funding would make. This includes how the activity would be affected if the organization received partial or no funding.

Heritage Conservation: Actions or processes taken to protect the physical elements of historic places.

Inclusive: A description of the community where all people have access to quality community necessities and amenities, where all people, regardless of any difference, have the same opportunities to take part in all aspects of community life, and where all people have a sense of belonging and respect in the community.

Leverage: The use of a small investment from one source to contribute to greater gains in another source (e.g. funding, volunteers transferred between programs and funded groups).

Child (2-12), Youth (13-18), Young Adult (19-24), Senior (65+) as indicated in admission fees.

Organizational Development: The funding that supports capacity-building and planning activities to improve the long-term sustainability of community-based organizations (e.g. staff or Board training, strategic planning).

Partnership: Partnerships are strategic alliances made between artists, not-for-profit arts and community organizations and/or educational institutions in which resources, material, and/or labour, are shared to realize organizational goals. Partners may include peer organizations that have access to different markets or may be interested in merging programs to increase or widen audience reach and to share expenses. Agreements between organizations and sponsors are not considered partnerships (but part of a wider fund development practice).

Projects/Programs: The specific, time-bound activities and services delivered to the citizens and organizations in Regina.

Programming: The collection of projects/programs, delivered through events, festivals and other modes of exhibition and distribution.

Public Space: Public Space refers to the components of built or natural environments where the public access for individual or collective activities is a priority.

Recreation: Recreation includes all those activities in which an individual chooses to participate in his/her leisure time and is not confined solely to sports or physical recreation programs, but includes artistic, creative, cultural, social and intellectual

activities.

Social Development: Social development is the practice of supporting individuals, families, neighborhoods and communities in disadvantaged positions to receive a share of the community's assets, resources and opportunities in order to improve quality of life.

Sport: Is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, race, or other form of competitive event.

Traditional Approach/Practice: The handing down of statements, beliefs, legends, customs, information, etc., from generation to generation, especially by word of mouth or by practice/custom.

Target Audience: A particular group of people, identified as the intended recipient of a program or service.

Zone Board: The volunteer non-profit organizations consisting of representative Community Association members that plan and provide sport and recreation, arts and culture, and social programs that include all residents at a zone wide level (beyond community association boundaries).

Appendix F: Culture Support Material

The following support material guidelines only apply to Annual Activity Major applications.

1. Labelling Support Material

Support material must be labelled properly, with the following details (where applicable):

- Artist name
- Title of work
- Organization name
- Grant applying for, including deadline (e.g. Major Grant, Feb 2027)
- Running time (e.g. 20 minutes or 20:00)
- Viewing or reading instructions (e.g. start viewing at 2:20 or read pages 4-6)

2. Requirements of Support Material

a. Digital Images

Image files must be:

- .jpg file format;
- maximum of 1 MB file size each;
- maximum resolution of 1024 x 768 pixels;

- RGB or greyscale colour mode only;
- limited to 10 digital images. Support material exceeding 10 images will not be viewed;
- file names to be submitted in the following format: (image number, applicant's initials, year of the work, title of the work). Example: John Smith submits one .jpg image of a painting called "City of Regina", for a 2026 grant deadline, listed as 01JS2014CityofRegina.jpg; and
- no special characters, symbols, periods, quotation marks (such as # / - "&) or spaces in file names.

b. Video and Audio

Indicate on each item at which point within the piece you would like it reviewed if you are unable to cue the appropriate starting point. Please do not submit materials which are compressed (Zip, Stuffit, etc.) or which require software, plug-ins, extensions or other executables that need to be downloaded or installed.

Choose one of the following combinations to submit:

- one video and one audio piece (5 minutes maximum per item)
- one video or one audio piece (10 minutes maximum)

Video files must be:

- formats: .avi, .mpg, .mpeg, .mp4 format
- viewable via Windows Media Player

Audio files must be in the following format:

- a common electronic audio format playable via Windows Media Player

3. Printed Materials

Eligible material include:

- Creative written works in progress
- Synopses, treatments, storyboards
- Excerpts from published materials
- Musical charts

Ineligible printed materials:

- Event or program catalogues
- Promotional materials
- Letters of support

Please indicate on each piece, if relevant, how or at which point in the piece you would like it reviewed. There are two items maximum for printed material submissions. If more than two items are submitted, the Chair of the Grant Review Committee, at their discretion, will select two items for review by the Grant Review Committee. Printed materials may be copied and distributed to the assessors for advance reading. Complete scores, books, feature length scripts or other published materials are accepted for brief viewing at the Grant Review Committee meeting only.

4. Internet / Web Art

Explain how to navigate the website and key pages. Be specific on where to look within the site and what is to be reviewed.

URLs for Internet/web art: only works created specifically for the Internet to take advantage of one or more of its technologies may be submitted.

Ineligible websites include personal websites/online documentation of artworks or events in an online gallery, portfolio, or archive.