Annual Activity New Grant Application

Strong and Weak Response Examples

A learning tool for community applicants

Compare two versions of the same fictional application. Each example answers the same question. The teaching notes explain what information helps the committee understand and assess the activity.

A strong response answers the question, gives relevant details and supports its claims. It can be short and written in everyday language. A weak response may describe valuable work but leave important questions unanswered. These labels describe the responses, not the value of an organization or the people it serves.

How to use this tool

This guide is designed to help organizations understand the type and level of information that is helpful when completing an Annual Activity grant application.

The Annual Activity New Applicant example follows the questions in the Annual Activity New application form. Each question includes a weak response and a strong response addressing the same fictional activity. Compare the examples to see the difference between general statements and responses that provide clear, relevant details to support the proposed activity.

For each question, review the **What Makes the Response Stronger** section. These teaching notes explain what information helps the Grant Review Committee understand the organization, assess the proposed activity and evaluate how well the application addresses the grant criteria and funding stream objectives.

The organization, partners, people, activities, figures and results used throughout this guide are fictional and are provided for illustration only. They are intended to demonstrate the level of detail and supporting information that may be helpful when responding to application questions. They are not intended to prescribe how an organization must operate or what results it must achieve.

When using the examples:

- Focus on the type of information being provided and why it is useful, rather than copying the wording.
- When completing your application, use accurate information that reflects your own organization, activities, experiences and capacity.
- Provide specific details and examples wherever possible, and support statements with relevant information, records or other evidence.

- Ensure that your responses address the question being asked and are consistent with your application, budget and supporting documents.
- You do not need to use the same approach or level of detail for every question. Provide enough relevant information for the Committee to understand and assess your particular activity.

This guide is a learning resource and does not replace the official application form or program guidelines. Always refer to the applicable documents for eligibility requirements, funding limits, submission requirements and deadlines. The examples are provided to support stronger applications but do not guarantee funding approval.

The fictional activity

Prairie Neighbour Connections Society runs Neighbourhood Kitchen and Connections, a free cooking and social connection program for Regina adults aged 18 to 30 who face financial barriers. Both versions describe the same activity and request $18,000. The stronger version makes the plan and evidence clear.

Annual Activity New Grant Program

2026 Application Form (Example only)

General Information

Field	Sample entry
Organization Name (legal entity name)	Prairie Neighbour Connections Society
ISC Entity Number	Training example only — no real entity number
Mailing Address	Fictional address — not for correspondence
City & Postal Code	Regina, Saskatchewan — fictional postal details
Contact Person (Staff member)	Alex Morgan — Program Coordinator
Telephone No / E-mail	306-555-0101 / alex@example.org
Alternate Contact (Board member)	Jordan Lee — Board Chair
Telephone No / E-mail	306-555-0102 / jordan@example.org
Funding Stream	Social Development Stream
Grant Request	$18,000

Field	Sample entry
Grant Type	Major
Name of Annual Activity	Neighbourhood Kitchen and Connections
Type of Annual Activity	Program/Services
Start Date / End Date	01-04-2026 / 31-03-2027

Teaching note: Use the organization's legal name and a board member for the board contact. Check that the request, activity name and dates match the budget and all other parts of the application.

Section 1: Organizational Information, Experience and Capacity

1. Mission Statement:

Weak response example: We help people have better lives and make our community stronger.

Strong response example: We help Regina adults who face financial barriers build practical food skills and supportive community connections through free neighbourhood programs.

What makes the response stronger: It explains who the organization serves, where it works and what it does. A mission statement does not need to describe every activity.

2. Detail your organization's experience in delivering similar projects. Highlight the qualifications and experience of key personnel involved in the Annual Activity. (max. 3000 characters)

Weak response example: We have run programs for years. Our team cares about the community and has the experience to make this program successful.

Strong response example: Our society has delivered free food skills programs in Regina since 2022. From April 2025 to March 2026, we delivered 28 two-hour Neighbourhood Kitchen and Connections sessions for 36 different participants. Attendance records show 420 visits across those sessions.

Alex Morgan, our Program Coordinator, has four years of experience organizing community food programs and holds current food safety certification. Alex manages registration, purchasing, accessibility requests and reporting. A contract facilitator with three years of experience teaching beginner cooking skills leads each session. Two trained volunteers assist with setup and participant support. Our board treasurer reviews activity spending monthly.

What makes the response stronger: It connects experience to the proposed work, identifies staff responsibilities and shows how delivery and finances will be managed. Being new to this grant does not necessarily mean the activity itself is new.

Section 2: Annual Activity Information

3. Provide a detailed description of the Annual Activity, and ensure the inclusion of: the main Annual Activity objectives and activities/schedule of events; the target population/audience of the Annual Activity and estimated number of participants; and the partner organizations for the Annual Activity, describing the nature and role of each of the main partnerships in your Annual Activity.

Weak response example: Our cooking program brings young people together to learn skills, eat healthy food and make friends. We will offer regular sessions throughout the year. Community partners will help us reach people who need support. The program will improve health and reduce isolation.

Strong response example: Neighbourhood Kitchen and Connections will provide 32 free, two-hour sessions between April 2026 and March 2027 at the Prairie Community Hub in Regina. We will offer eight Wednesday sessions per quarter, from 6 to 8 p.m., on dates confirmed in the program calendar. We expect to serve 40 different adults aged 18 to 30 who face financial barriers. Each session has space for up to 20 participants; our planning estimate is 15 attendances per session, or 480 visits over the year.

Participants will practise preparing low-cost meals, planning grocery purchases and storing food safely. They will cook and share a meal together and can ask staff for help connecting with community food resources. Our objectives are to increase confidence preparing affordable meals and help participants build supportive social connections.

Our society will coordinate and deliver the activity. Prairie Community Hub has confirmed the kitchen booking and a reduced rental rate. The Westside Youth Resource Centre has agreed to share program information, refer interested adults and explain its food support services at two sessions. Participants can also register directly; a referral is not required.

What makes the response stronger: It describes the funded activity rather than the organization's whole mandate. The schedule, audience, participant estimates and partner roles let a reviewer understand what will actually happen. Different people and repeat visits are counted separately.

Section 3: Community Need and Impact

4. Describe how the Annual Activity aligns with the funding stream objectives, acknowledging that not all proposals will address every objective.

Weak response example: This activity meets all the City's objectives. Helping people eat well creates a healthier and safer city, improves employment and reduces crime.

Strong response example: This activity supports improved food security by giving participants regular access to a meal and practical skills for preparing affordable food. Participants will practise meal planning and learn where to find additional food supports.

It also provides a more accessible and inclusive community space for young adults who face financial barriers. Free participation, transportation support and flexible registration help people take part. Cooking and eating together provide regular opportunities to build social connections.

We will report on the food access, skills and social connection outcomes we can reasonably measure.

What makes the response stronger: It clearly connects activities to the objectives they support and keeps claims realistic. You do not need to show how your project aligns with every objective.

5. Explain the community need or demand that the Annual Activity addresses. Provide evidence of community support or demand for the Annual Activity.

Weak response example: Food costs are high and many young people are lonely. Everyone knows programs like ours are needed. Our community partners support us.

Strong response example: In February 2026, 30 of the 36 participants in our previous activity year answered a short feedback survey, either independently or with staff recording their spoken responses. Twenty-four said cost made it difficult to join other cooking or social activities. Twenty-two asked us to continue the program. Our registration log recorded 12 additional eligible people seeking a space after sessions were full.

Prairie Community Hub and Westside Youth Resource Centre have confirmed their support and roles in letters. This evidence shows demand among the people we serve.

What makes the response stronger: It gives local evidence, the date and the number of respondents. It explains what partner support means and avoids treating a small feedback group as a city-wide survey.

Section 3: Community Need and Impact continued

6. Outline the expected outcomes of the Annual Activity for this year and how they will positively impact the community. Include clear, measurable and realistic outcomes.

Weak response example: Participants will become healthier, happier and more independent. We expect excellent attendance and positive feedback. The activity will make a big difference to the whole community.

Strong response example: We plan to serve 40 different participants through 32 two-hour sessions. These are our delivery targets.

By March 2027, our outcome targets are for at least 75% of participants who complete both an initial and a final feedback check to report greater confidence preparing a low-cost meal, and at least 70% to report feeling more connected to other people. We aim to collect both checks from at least 30 participants and will report the actual number who respond.

Staff will offer written, spoken or supported feedback options. We will also ask participants to name one skill they have used outside the sessions. Attendance records will track different people and repeat visits separately. These results will show whether the activity is helping participants build food skills and social connections.

What makes the response stronger: It separates what will be delivered from what participants are expected to gain. Each outcome has a target, a timeframe and a practical measurement method. Feedback can be gathered accessibly without requiring a written survey.

A useful distinction

Type	Example
Activity	Facilitate a cooking session.
Output	Deliver 32 sessions for 40 different people.
Outcome	Participants report more confidence preparing affordable meals.
Evidence	Compare initial and final responses, and report how many people answered.

Use measures that fit your activity and capacity. A small program can provide useful evidence through a simple attendance log and a few consistent feedback questions. Record what you actually measured, including results that did not meet your target.

Section 4: Accessibility and Inclusion

7. Describe how your program will be inclusive and accessible to diverse community members, especially equity-deserving groups.

Weak response example: Everyone is welcome. We do not discriminate and our location is accessible. We will help anyone who needs it.

Strong response example: Participation is free. We will provide bus tickets when transportation cost is a barrier. Participants can register by telephone, email or in person and do not need a referral.

We have checked the entrance, route to the kitchen and accessible washroom with the venue operator. Seated work areas and adapted utensils will be available. Recipes will use plain language, pictures and large print when requested. Staff can read information aloud, demonstrate each step and offer breaks in a quieter space.

The coordinator will ask privately about dietary and access needs before attendance and discuss what can be arranged. Participants can choose how much personal information they share. We will confirm allergy-related arrangements in advance and explain any limits. Support people may attend without charge. Participant feedback will guide further changes.

What makes the response stronger: It names barriers and practical responses, explains how people request support and avoids promising that one arrangement will meet everyone’s needs. Serving an equity-deserving group does not, by itself, explain how an activity is accessible.

8. Does your Annual Activity directly address any specific Calls to Action or Calls for Justice? If yes, please specify which calls and how they are directly addressed.

Weak response example: Yes. Indigenous people are welcome, so our activity addresses truth and reconciliation and all related Calls to Action.

Strong response example: We are not claiming a direct response to a specific Call to Action or Call for Justice for this activity. Indigenous participants are welcome, and we will respond to their access and dietary needs, but inclusive participation alone does not establish a direct connection to a specific Call. We have not yet developed an Indigenous-led component or confirmed a partnership that would support a more specific claim.

What makes the response stronger: It gives an honest answer instead of claiming an unsupported connection. If your activity directly responds to a specific Call, identify it accurately and explain the activity, the relevant Indigenous involvement and the work completed or planned. Do not invent a relationship or use participation alone as proof.

Section 5: Financial Need

9. Please provide a summary of the current funding status of your initiative/activity and explain why City funds are required. If the City does not provide funding, what will the impact be on your Annual Activity?

Weak response example: We rely on grants and donations. Costs keep rising and we really need City support. Without it, the program will suffer and participants may lose this important service. We hope donations will cover any extra costs.

Strong response example: The activity's cash budget is $30,000 for April 2026 to March 2027. We have confirmed $8,000 from a foundation and $4,000 from our society's unrestricted fundraising. We are requesting the remaining $18,000 from the City. No pending funding is included as confirmed revenue.

The City request will contribute $8,000 to facilitation, $4,000 to food, $2,400 to participant transportation, $1,600 to adapted resources, $1,000 to kitchen rental and $1,000 to peer mentor honoraria. The attached sample budget shows the full cost and other funding for each item.

Without City funding, the confirmed $12,000 could support a reduced plan of 12 sessions for approximately 20 different participants, using fewer paid facilitation hours, a smaller food budget and fewer transportation supports. We will continue seeking donations and renewing foundation support for future years.

What makes the response stronger: It identifies the total cost, confirmed funding, exact gap and use of City funds. It explains a realistic reduced delivery plan and distinguishes future fundraising intentions from money already secured.

Check the same figures everywhere

The general information section, narrative and budget all show a request of $18,000, a total cash cost of $30,000 and confirmed other cash funding of $12,000. The activity dates and delivery targets also match.

Detailed Annual Activity Specific Budget

Sample budget only; applicants are required to complete and submit the CIGP Budget and Expenditure Verification Worksheet.

Activity period: 01-04-2026 to 31-03-2027. These are projected activity costs, not the organization's whole operating budget. This example illustrates budget clarity; use the required budget worksheet and check eligible costs in your guidelines.

Cash expenses

Expense and calculation	Total	City request	Other confirmed cash
Facilitator preparation and delivery 240 hours × $50	$12,000	$8,000	$4,000
Food and supplies 32 sessions × $200	$6,400	$4,000	$2,400
Kitchen rental 32 sessions × $100	$3,200	$1,000	$2,200
Participant transportation 32 sessions × $75	$2,400	$2,400	$0
Adapted utensils and accessible resources	$1,600	$1,600	$0

Expense and calculation	Total	City request	Other confirmed cash
Activity coordination and reporting 60 hours × $40	$2,400	$0	$2,400
Activity share of insurance	$1,000	$0	$1,000
Peer mentor honoraria 20 contributions × $50	$1,000	$1,000	$0
Total expenses	**$30,000**	**$18,000**	**$12,000**

Cash revenue

Revenue source	Status	Amount
Foundation grant	Confirmed	$8,000
Society fundraising allocation	Confirmed	$4,000
City of Regina grant	Requested	$18,000
Total revenue	**Includes City request**	**$30,000**

Weak budget example: One line reading “Program costs — $30,000” would not explain the calculation, which costs the City would support or whether other revenue is confirmed. A detailed budget should support the same plan described in the application..

Section 6: Confirmation and Authorization

This section is part of the original new-applicant template. Required declarations and the application agreement must be completed in the official form. The notes below demonstrate completion; they are not signatures or authorization.

Item	Strong completion example
Active non-profit status and verification authorization	Confirm active status and incorporation period; provide accurate registration details in the official form.
Optional consent for other City program uses	Selecting optional consent does not make an application stronger.

Item	Strong completion example
Authorization to verify unpaid City accounts	Complete the required authorization.
Authorization to verify other City support	Complete the required authorization.
Most recent approved Annual Financial Statements	List the actual statement year and attach the approved statements with the board signature required by the form.
Letters of Support — optional	Attach letters of support whenever possible.:

Application Agreement

Complete the required agreement selections and the two representative fields in the official form: one Board Member and one Board Member or Executive Director.

Weak completion example: Required selections are left blank, the budget worksheet is missing and/or the financial statements are unsigned.