

## 2022 GRANT GUIDELINES

### Adapted Sport & Recreation Stream

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## 1 Adapted Sport & Recreation Funding Overview

The Adapted Sport & Recreation funding program provides financial support for eligible organizations that are aligned with the City's Adapted Sport & Recreation priorities.

### 1.1 Application Deadline

The deadline for applications to this funding program is **June 23, 2022 at 4:45 p.m.**

### 1.2 Funding Period

All funds shall be spent by December 31, 2023, unless approval is given for a project that requires longer to complete.

Applicants will be notified on the results of their application no later than August 15, 2022.

### 1.3 Funding Amounts

There is no maximum amount for applications to this funding program. The total funding amount available is \$200,000, which will be distributed among the top eligible applicants as determined by the Grant Review Committee.

As a unique funding program, usual funding limits within the Community Investment Grants Program do not apply.

Organizations who are already funded under other streams of the Community Investment Grants Program are eligible to apply to this fund.

For questions around funding amounts, contact us at [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca) or (306) 777-7507.

### 1.4 Contact Us!

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

All inquiries can be sent to:

Community Investments  
[communityinvestments@regina.ca](mailto:communityinvestments@regina.ca)  
(306) 777-7507

## 2 Eligibility

### 2.1 Who can apply?

All applicants must:

- a) be one of the following:
  - a. 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;
  - b. a School Community Council or registered non-profit organization on behalf of a school or School Board.
- b) be based in Saskatchewan or be a provincial organization and deliver services to the residents of Regina;
- c) demonstrate sound financial management and accountability;
- d) be responsible for the development, implementation, and evaluation of those activities for which the funds are intended;
- e) 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;

- f) 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); and
- g) be considered in good standing by the City of Regina (e.g. no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc.) or follow-up reports from previous CIGP funding.

## **2.2 Who is ineligible to apply?**

The following organizations are not eligible to apply for City of Regina Minor and Major funding:

- a) post secondary institutions, universities or private schools;
- b) municipal service providers such as fire, police and libraries;
- c) Saskatchewan Health Authority, hospitals and nursing homes;
- d) charitable foundations; and
- e) organizations hosting a conference.

## **2.3 What Qualifies for Funding?**

The following **types of proposals** are eligible for funding:

- **New Programs/Projects/Services:** Specific, first-time, time-bound activities, programs and services delivered to people with disabilities in Regina
- **One-Time Support for Existing Programs/Projects/Services:** One-time costs to expand or provide additional accessibility-related supports to pre-existing programs, services or activities
- **Accessibility Audit:** One-time cost to evaluate an existing facility, space or service to improve accessibility for the future
- **Capital Initiatives:** Capital development projects, including new construction, renovation and/or expansion of a facility, and/or capital equipment that will improve the accessibility of a facility or program for people with disabilities
- **Events:** For the purpose of this program, eligible events are defined as:
  - Sport and recreation events specifically for people with disabilities, or activities that enhance the accessibility of existing sport and recreation events; and
  - Events that offer participants a unique experience not duplicated by other organizations and their on-going activities.

## **2.4 Eligible and Ineligible Expenses**

### Eligible Expenses:

Eligible expenses include:

- a) Costs directly related to the implementation, delivery, and evaluation of programs or services, such as rent, location or venue rentals and utilities, program/event staffing, materials and program equipment, honorariums and fees, and participant transportation.
- b) Labour and supplies to renovate a facility, provided the facility is located in Regina and is:
  - in a building or on land owned, leased or managed by the City of Regina; or
  - in or on public property, including school board property or crown lands; or
  - in or on private property, leased to a non-profit organization (copy of lease required); or
  - in a facility or on land owned by a non-profit organization if the facility or land is publicly accessible.
- c) Costs of purchasing new equipment or other capital costs related to making programs or facilities more accessible

### Ineligible Expenses:

Ineligible expenses include:

- a) deficits, financing costs or debt repayment
- b) ongoing maintenance or operating costs;
- a) transportation, activities and/or travel outside of Regina except for activities that are not available within Regina and where the primary benefactors are Regina residents
- b) expenses incurred before City funding is awarded
- c) any initiative or activity where the primary purpose is fundraising
- d) administrative equipment
- e) alcohol or drugs
- f) awards/gifts/trophies/prizes
- g) socials/volunteer appreciation

## 2.5 Capital Projects

All Capital Projects are subject to the following additional requirements:

- Approval in Principle – Approval by a property owner to implement a project on their property must accompany your application. The approval must be dated within the past 12 months and specific to this project. (See below for additional requirements if your project is on City of Regina property).
- Volunteer Labour – volunteer labour may be included in a project's revenue and expenses and should be calculated at the current minimum wage rate.

Capital Projects on City of Regina property are subject to the following additional requirements:

- You are required to contact your Community Consultant at least 3 weeks prior to the grant deadline to ensure adequate turn-around time for the Approval in Principle.
- Agreements - Following acceptance of your grant application, the City will provide the Organization with an agreement outlining the respective rights and obligations of the City and the Organization with respect to the project for execution
- Insurance - Organizations approved for funding for capital projects on City of Regina property will be required to provide general liability insurance at a level acceptable to the City of Regina.
- Landscape Projects - If your project is a landscape project on City of Regina park space or property, the City of Regina will assist with the landscape design work required for your project; however, you must contact the City prior to submission of your application. If the City of Regina is not able to accommodate the timelines for your particular landscape project, then you may be required to hire a Landscape Architect to complete the necessary design work. The City of Regina will not provide design services for landscape projects that are not on City of Regina property or projects that require other professional design services (e.g. architectural, engineering, irrigation, etc.).

## 3 Priorities

### 3.1 Funding Stream Priorities

The City of Regina uses an outcomes-based approach to funding. All applications are evaluated based on their alignment and support of the City's funding priorities.

The City of Regina's vision is to be Canada's most vibrant, inclusive, attractive, sustainable, community, where people live in harmony and thrive in opportunity. The priorities for this funding stream are presented in the table below. Key terms are further defined in **Appendix A: Glossary of Common Terms**.

Funding Stream	Stream Priorities
Adapted Sport and Recreation	<ul style="list-style-type: none"><li>• Approaches that enhance inclusion in sport and recreation for people with disabilities</li><li>• Increase accessibility of sport and recreation programs, activities, services and events</li><li>• Remove barriers to participation in adapted sport and recreation initiatives</li><li>• Promote active and healthy lifestyles among children and youth with disabilities</li><li>• Support community initiatives that encourage accessible, multi-season use of open space</li><li>• Support efforts by organizations that deliver programs, services and space that align with the Truth &amp; Reconciliation Calls to Action (TRC)</li></ul>

## 4 Priorities

### 4.1 Application Submission

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

#### **Electronic:**

Applications and attachments provided electronically are to be sent to:

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

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

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

#### **Mail:**

Applications can be mailed to:

Community Investment Office – 6<sup>th</sup> Floor  
City Hall, 2476 Victoria Ave  
PO Box 1790  
Regina, SK S4P 3C8

#### **In Person Delivery:**

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

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

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

### 4.2 Multiple Applications

Multiple applications from the same organization may be considered, if they are for two distinct projects. If you are considering submitting more than one application, please contact us in advance at [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca) or (306) 777-7507.

## 5 Application Review, Evaluation and Funding Recommendation

### 5.1 Overview

Applications will be processed by City Administration and assessed for completeness and eligibility. Applications will then be distributed to the Grant Review Committee for their review, evaluation and funding recommendations. Those recommendations are forwarded to the Director, Parks, Recreation & Cultural Services for consideration and approval.

## **5.2 Grant Review Committees**

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. The Adapted Sport & Recreation Committee will be comprised of individuals with lived experience of disability, representatives from organizations that have shown a commitment to accessible sport and recreation in Regina, and City staff.

## **5.3 Application Evaluation**

Applications are evaluated and awarded funding based on their merit and the degree to which they address the City's Adapted Sport & Recreation priorities, as well as available funding and competing applications. Each application will be scored equally based on the following six criteria:

i) Organization, ii) Program Merit, iii) Community Need, iv) Community Impact, v) Accessibility, and vi) Financial Need.

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

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

**Community Need:** The organization has clearly demonstrated a community need or opportunity that aligns with the City's Adapted Sport & Recreation priorities.

**Community Impact:** The organization is capable of measuring the success of its programming against City Adapted Sport & Recreation priorities and community needs.

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

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

## **5.4 Funding Recommendations**

The process is competitive; therefore, not all eligible applications may receive funding.

Organizations will receive 100 per cent of the payment upon approval.

## **5.5 Grant Notification**

Applicants will be notified of the Grant Review Committee's decision by August 15, 2022. If a grant is successful, an organization will receive an electronic notification and will be followed up with a letter advising that a grant is offered, along with payment in full. This is one-time funding, and approval does not commit the City of Regina to any future funding of that group or organization.

## **5.6 Application Appeal Process**

Unsuccessful applicants may appeal their decision in writing to the Director, Parks, Recreation & Cultural Services or their designate, who will have the final decision-making authority. Appeals will only be considered where it can be demonstrated that an error in process was made. Appeals must be received by the City of Regina, Parks, Recreation & Cultural Services Department within 60 days of receipt of the notification letter.

# **6 Follow Up Reporting**

## **6.1 Performance Measurement**

In order to better assess and report on the impact of the CIGP, the City has developed a set of funding priorities.

Organizations that receive funding from the program will be required to identify and report on relevant indicators (measurements) against these priorities. This will allow the City to better understand and communicate the collective impact of its funding and identify areas of strength and weakness for future investment.

Refer to Appendix B: Reporting on Performance for Adapted Sport and Recreation priorities and indicators.

## **6.2 Follow-Up Reporting and Evaluation**

The City will collect and integrate performance information received through the Follow-up Report, so that the City can report on the overall impact of funded initiatives and activities.

Organizations whose programs have been completed will not be eligible to apply for additional funding until a Follow-Up Report has been submitted to the City.

Grant recipients will be required to submit a completed Follow-Up Report, including reporting on outcomes and performance indicators for the Adapted Sport and Recreation stream, as listed in Appendix B. This Follow-Up Report must be submitted within 90 days of the completion of the initiative.

Applicants will also be required to submit a project budget, including actual revenue and expenses for the specific initiative. Applicants will not have to submit receipts for non-capital expenditures, but will have to make them available upon request. Receipts for all capital expenditures will have to be submitted. Organizations without a successful funding track record (e.g. one or more years of funding with satisfactory performance and reporting) with the City may be required to submit all receipts.

Follow-Up Report forms will be reviewed internally and evaluated against the original application submission, responses to follow-up questions, compliance with funding guidelines and reported performance indicators. This information will be used to conduct a simple evaluation to assess whether they achieved their stated objectives. A more in-depth assessment will be conducted on those initiatives that encountered significant challenges or did not meet their requirements. This evaluation may involve an in-person meeting and a review of key organizational documents, such as annual reports, audited financial statements, etc.

If all initiative objectives have been met, organizations will receive an approval of their follow up report.

## **7 Terms and Conditions for Applicants Awarded Funding**

The application form for Adapted Sport & Recreation grants will act as the agreement for funding through the CIGP.

Organizations receiving funding from the City of Regina must abide by City's bylaws, policies and procedures. An organization that has breached a City of Regina bylaw may be ineligible for grants in the future. If an organization has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a City Bylaw.

## APPENDIX A: Glossary of Common Terms

**Accessibility:** The degree to which an activity, service or environment is available to as many people as possible, regardless of attributes including physical abilities or socio-economic background. It also includes the ease with which someone or a group of people can access and benefit from an activity, service or space. Improving accessibility involves removing barriers to inclusion (See “Barriers to Inclusion” in this Glossary for more details).

**Adapted:** In the context of sport and recreation activities, this means that some component of the activity or the way it is delivered has been changed or designed specifically to make it more accessible to people with disabilities.

**Barriers to Inclusion:** Could include physical, social, financial, communication or other factors that can prevent someone or a group of people from being able to access an activity or space. Physical barriers include structural obstacles in the built environment. Social barriers include discrimination and systemic power imbalances that lead to an inaccessible, unsafe or unwelcoming environment for some people based on an aspect of their identity. Financial barriers include anything that prevents someone from accessing an activity or space based on money; in addition to program fees, this can include cost of transportation, childcare, lost income, or other indirect costs. Communication barriers include using language or communication methods that exclude some people. We encourage applicants to assess the specific barriers to inclusion for your particular initiative and community.

**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.).

**Child:** ages 2-12

**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.

**Financial Need:** The degree to which City funding is integral to proposed activity.

**Inclusive:** The degree to which 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.

**Partnership:** A strategic alliance made between two or more parties (organizations, community members, businesses, etc.) in which resources, material, and/or labour, are shared to realize mutual 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 residents 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 their leisure time, and is not confined solely to sports or physical recreation programs, but includes artistic, creative, cultural, social and intellectual activities.

**Senior:** ages 65+



**Sport:** 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.

**Young Adult:** ages 19-24

**Youth:** ages 13-18

## Appendix B: Adapted Sport & Recreation Priorities and Indicators

Priorities are anticipated outcomes, which are the changes, benefits, knowledge or other results that happen as a result of the organization or project. They describe an effect of the project on an individual, group or community.

Indicators are used to measure a program’s achievement and the progress made toward the priorities. While the priorities answer the question “what are we hoping to achieve?” indicators answer the question “how will we know when we have achieved it?” Indicators describe observable, measurable characteristics or changes. They may be quantitative (numbers) or qualitative (narrative) or a combination of both.

The following are the Adapted Sport & Recreation stream priorities. Listed with each priority are indicators (or output measurements) that organizations can use when answering the Community Impact section of the application, and when filling out the Follow-Up Report at the end of the project.

PRIORITIES	INDICATORS
Approaches that enhance inclusion in sport and recreation for people with disabilities	<ul style="list-style-type: none"> <li>• # of people with disabilities involved in the development and planning of this activity</li> <li>• # of people with disabilities employed through this activity</li> <li>• Estimated # of people with disabilities who will benefit from this activity</li> <li>• # of programs and/or programming hours specifically targeted to people with disabilities</li> </ul>
Increase accessibility of sport and recreation programs, activities, services and events	<ul style="list-style-type: none"> <li>• # of sport and recreation programs, activities, services and/or events that will be made more accessible to people with disabilities through this activity</li> <li>• # of new program spots opened to people with disabilities as a result of this activity</li> <li>• # of sport and recreation facilities that will be made more accessible to people with disabilities through this activity</li> <li>• Estimated # of people with disabilities who will benefit from improved access to sport and recreation facilities through this activity</li> </ul>
Promote active and healthy lifestyles among children and youth with disabilities	<ul style="list-style-type: none"> <li>• Total # of child and youth participants with disabilities</li> <li>• Total # of programming hours specifically targeted towards children and youth with disabilities</li> </ul>
Remove barriers to participation in adapted sport and recreation initiatives	<ul style="list-style-type: none"> <li>• Estimated # of people who identify as having a disability and as a member of another equity-seeking group (e.g. Indigenous, 2SLGBTQIA, women, etc.) who will benefit from this activity</li> <li>• # of programs and/or programming hours specifically targeted to people with disabilities who also identify as a member of another equity-seeking group</li> <li>• # of free or no-cost registrations or admissions offered to people with disabilities through this activity</li> <li>• # of people with disabilities who have been able to participate in sport and recreation programming as a result of purchase of new adapted equipment</li> </ul>
Support community initiatives that encourage accessible, multi-season use of open space	<ul style="list-style-type: none"> <li>• # of parks, natural spaces and/or outdoor facilities that will be made more accessible through this activity</li> <li>• # of programming hours using parks, natural spaces and/or outdoor facilities</li> </ul>

	<ul style="list-style-type: none"> <li>• # of park, natural space and/or outdoor facilities used in programming</li> </ul>
Support efforts by organizations that deliver programs, services and space that align with the Truth & Reconciliation Calls to Action (TRC)	<ul style="list-style-type: none"> <li>• # of programs directly or indirectly delivered that respond to the Truth &amp; Reconciliation Calls to Action (TRC).</li> </ul>
General	<ul style="list-style-type: none"> <li>• Total amount of funding received from other organizations (grants, sponsorships, and donations)</li> <li>• Total # of volunteers</li> <li>• Total # of volunteer hours</li> <li>• Total # of programming hours delivered</li> <li>• Total # of event/activity hours</li> </ul>

## Appendix C: Community Investment Grants Program (CIGP) Overview

### VISION

To improve quality of life and contribute to achieving Regina's vision of becoming Canada's most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity.

### MISSION

To fund and partner with community non-profit organizations to deliver programs, projects and services that align with the City's priorities, have a clear community impact and respond to community needs.

### INVESTMENT GRANT PROGRAMS

The Community Investments Grant Program funds organizations through seven different grants, each with its own guidelines, application form and timelines:

**Community Partner grant** - Up to four years of core operation and core program funding to organizations that play a unique, strategic and essential role in Regina related to one of the funding streams.

**Annual Activity grant** - recurring or ongoing activities for Major (up to \$30,000) and/or Minor (up to \$10,000) funding related to one of the funding streams.

**New Initiatives grant** - one time or first time initiatives for Major (up to \$30,000) and/or Minor (up to \$10,000) funding related to one of the funding streams.

### COMPLEMENTARY INVESTMENT GRANT PROGRAMS

**Special Events – Major Grant** – Funding for organizations up to \$50,000 for one time and first time events that celebrate, preserve and enhance Regina's identity by commemorating notable people, places and events, symbols and 10<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> and 100<sup>th</sup> anniversaries; or local events that promote the values of citizenship and identity on Canada Day, National Indigenous Peoples Day, Remembrance Day and Saint Jean Baptiste Day); or re-occurring events that have established history of City of Regina service support (e.g. transit services).

**Special Events – Minor Grant** - Funding for organizations up to \$5,000 for new or unique one-time events that contribute to building community pride and encouraging community interaction and spirit.

**Hosting** - Funding for organizations up to \$10,000 for sanctioned amateur championship events at the Provincial, Western Canadian, National or International level, being held in Regina.

**Saskatchewan Lotteries Community Grant Program** - Funding for initiatives that assist in the development of sport, culture and recreation programs. The City of Regina administers this grant on behalf of Saskatchewan Lotteries Trust Fund.