

## **Community Investment Grant Program Grant Deadline Extension Policy**

### **Purpose**

The City of Regina (City) is committed to administering grant programs in a fair, transparent and consistent manner. Application and reporting deadlines help ensure submissions are reviewed equitably and funding decisions can be made within established timelines. This policy outlines the circumstances under which a deadline extension may be considered and how requests will be managed.

### **Policy**

Applicants and funding recipients are expected to submit all applications, funding reports and supporting documentation by the published deadline. Extensions will only be considered in exceptional circumstances where factors beyond the organization's reasonable control prevent the submission of a complete application or funding report by the deadline. An extension is not guaranteed and may be approved or denied at the sole discretion of the City.

### **Requesting an Extension**

Organizations requiring additional time must submit a written request before the published deadline whenever possible. Requests must include:

- The reason the extension is required
- A description of the circumstances preventing timely submission
- The proposed submission date
- Contact information for the person responsible for the submission

Extension requests should be submitted to Community Investments at 306-777-7507 or [CommunityInvestments@regina.ca](mailto:CommunityInvestments@regina.ca).

### **Circumstances That May Be Considered**

Examples of circumstances that may support an extension request include:

- Serious illness, injury or death affecting key personnel responsible for the submission.
- Unforeseen organizational emergencies.
- Technology or system failures that prevent submission.
- Accessibility, language or cultural barriers where additional support or accommodation is required.
- Other exceptional circumstances deemed reasonable by the City.

All requests will be considered on a case-by-case basis.

## **Circumstances That Will Normally Not Be Considered**

Extensions will generally not be approved for:

- Missed deadlines due to oversight or poor planning.
- Staff vacations or scheduling conflicts.
- Delays in gathering routine information or documentation.
- Incomplete preparation of an application or funding report.
- Failure to review program requirements before the deadline.

## **Accessibility and Accommodation**

The City recognizes that some organizations may face accessibility, cultural, language or other barriers when participating in grant programs.

Organizations experiencing barriers are encouraged to contact City staff as early as possible before the deadline. Reasonable accommodations and additional time may be considered where appropriate to support equitable access to the grant program.

## **Communication of Extension Decisions**

The City will review extension requests as quickly as possible. Applicants will be notified of the decision by writing by email. The notification will indicate:

- Whether the extension request has been approved or denied.
- The revised submission deadline, if approved.
- Any conditions associated with the extension, if applicable.

All extension decisions made by the City are final.

## **Late Submissions**

Applications received after the deadline without an approved extension will not be considered. Funding reports received after the deadline without an approved extension may result in:

- Delayed funding payments
- Additional review requirements
- Changes to funding recommendations
- Suspension of funding until reporting requirements are met
- Ineligibility for future funding opportunities

The City reserves the right to determine the appropriate response based on the circumstances and the organization's compliance history.

## **Important Notice**

Organizations are encouraged to begin preparing applications and funding reports well in advance of the deadline. Contacting City staff early provides the best opportunity to address questions, request accommodations and consider extension requests where appropriate.