# NEW INITIATIVE & ANNUAL ACTIVITY
## 2020 GRANT GUIDELINES

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1 New Initiatives and Annual Activity Grants Overview

The New Initiative and Annual Activity grants provide Minor or Major funding for eligible non-profit organizations that are aligned with the City’s Cultural Development priorities. There are two levels of funding, each with their own application form:

- **Minor** funding of up to $10,000, for proposals, either New Initiatives or Annual Activity that are completed within 12 months.

- **Major** funding of over $10,000 and up to $30,000, for proposals, either New Initiatives or Annual Activity that are completed within 12 months. Special exceptions will be made for New Initiatives grants receiving major funding that have a unique nature and demonstrate that it will take longer than 12 months to complete. In those cases, organizations may receive approval to spend their allocated funds over a period of up to 24 months.

1.1 Application Deadline

The deadline for Minor and Major funding applications for Culture is **February 20, 2020 at 4:45 p.m.**

1.2 Funding Period

The grant period is May 1, 2020 to April 30, 2021 unless approval is given for Major funding for a project that requires longer than 12 months to complete.

1.3 Funding Limits

The maximum amount of funding available for an individual project is $10,000 under Minor funding and $30,000 under Major funding.

All organizations (including Community Partners) are eligible to apply for two (2) grants in total: one (1) Major and one (1) Minor or two (2) Minor grants through the New Initiatives program. The total value of the two (2) grant applications cannot exceed $40,000. Any requests above the $40,000 limit will not be considered in adjudication.

Organizations who apply for Minor or Major funding may also apply for the same project under the Saskatchewan Lotteries Community Grant Program, if the project meets the eligibility requirements.

1.4 Grant Information Workshop

An applicant workshop will be held to provide more detailed guidance on the Community Investment Grants Program (CIGP) and the application process. Please register on the City of Regina’s website at Regina.ca/grants to reserve your space.

**Workshop Date:**
January 7, 2020, at 4:00 p.m. in the Darlene Hincks Committee Room, Main Floor, City Hall.

2 Eligibility

2.1 Who can apply?

For all proposals, either New Initiatives or Annual Activity, organizations must:

a) be a **registered non-profit community organization** that has been incorporated for at least one year at the time of application submission; verification of current non-profit incorporation (e.g. Profile Report from the Corporate Registry) must be submitted with the application;

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);

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; and

h) be a School Community Council or registered non-profit organization on behalf of a school or School Board.

i) business improvement districts partnering with the City of Regina are eligible to apply.

For Annual Activity proposals, organizations must also:

j) 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.

k) organizations that host a biennial program/project/initiative/event are eligible to apply for annual activity funding. If approved through adjudication to be funded, the program/project/initiative/event will only receive funding on years’ the initiative is being held in Regina.

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) Regina Qu’Appelle Health Region, hospitals, nursing homes;

d) charitable foundations;

e) organization hosting a conference; and

f) events or projects related to that same event, that qualify for funding under other City of Regina grant programs (e.g.: Special Event or Hosting Grant).

2.3 What Qualifies for Funding?

Initiatives and activities that are already funded by the City through other streams of the CIGP, as well as initiatives and activities, which primary purpose is fundraising, are not eligible for funding under the CIGP. The following types of proposals are eligible for funding:

New Initiatives

• Programs/Projects: Specific, time-bound programs/programming and services delivered to Regina citizens that are accessible to the public. Events that meet eligibility under Special Events should be applying to that fund as they will be ineligible for Culture stream funding.

• Organizational Development: Funding to support capacity-building and planning activities to improve the long-term sustainability of community-based organizations (e.g. staff or Board training, strategic planning). City Community Partners are ineligible to apply for organizational development initiatives.

• Capital Initiatives: Capital development projects, including new construction, renovation and/or expansion of a facility, and capital equipment. Capital initiatives are a matching grant of up to a maximum of 50 per cent of the initiative cost.
Annual Activity

- **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/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.

2.4 **Eligible and Ineligible Expenses**

**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: 1) Groups must demonstrate the need for the organizational development opportunity and the impact it will have, 2) Organizations must demonstrate that the opportunities are not available in Regina; 3) Organizations will be encouraged to apply for the opportunities closest to Regina.

**Ineligible Expenses**:

For all proposals, either New Initiatives or Annual Activity, ineligible expenses include:

a) deficits
b) expenses incurred before City funding is awarded
c) fundraising initiatives
d) administrative equipment
e) alcohol
f) awards/gifts/trophies/prizes
g) socials/volunteer appreciation
h) projects and programs within the direct jurisdiction or mandate of other levels of government local authorities will not be funded

For Annual Activity applications, the following are ineligible expenses:

i) organizational development; and
j) more than 20 per cent of City funding towards permanent staff, utilities or rent.

Annual Activity funding does not fully support the core operations of the organization, but instead enables the operations to be leveraged to the annual activity in the application. In this way, only 20 per cent of the City’s funds can be directed to the salaries and wages of permanent staff (not counting term or contract positions), utilities (water, electricity, gas) and rent (lease or mortgage costs and any insurance). It is anticipated that at least 80 per cent of City funding goes towards contracting artists and creators, activity materials costs, venue expenses and other activity expenditures.
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 each funding stream are presented in the table below. Key terms are used here and are further defined in Appendix A: Glossary of Common Terms.

<table>
<thead>
<tr>
<th>Funding Stream</th>
<th>Stream Priorities</th>
</tr>
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</table>
| Culture        | • Preserve and conserve Regina’s intangible cultural heritage; e.g., languages, traditions, stories  
• Improve awareness and access to arts and cultural activity and resources; e.g., artistic practices, cultural spaces and cultural industries.  
• Animate the city’s public spaces  
• Reflect the cultural aspirations of newcomers, First Nations, Métis and Inuit people  
• Strengthen the cultural community through meaningful partnerships between organizations  
• Support efforts by organizations that deliver programs, services and space that align with the Truth & Reconciliation Calls to Action (TRC). |

3.2 Cultural Development Summary

**Priority: Strengthen the cultural community through meaningful partnerships between organizations.**

Examples fitting this priority include organizational mentoring, resource sharing, community engagement through volunteerism and innovative collaborations with agencies and non-profit organizations. See the definition of Partnership in the Glossary for further context and clarity.

**Priority: Animate the city’s public spaces.**

In animating cultural and public spaces, public, private, non-profit, and community sectors can strategically shape the physical and social character of a centre, neighbourhood and city by utilizing art and cultural resources. Creative place-making animates public and cultural spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired. See the definitions of Public Space and Cultural Space in the Glossary for further context and clarity.

**Priority: Improve awareness and access to arts and cultural activity and resources (e.g. artistic practices, cultural spaces, cultural industries).**

The organization provides the physical, emotional or intellectual tools to audiences to augment their capacity to appreciate artistic or cultural activities or objects. Examples include providing a sliding scale ticket pricing program to remove economic barriers, or incorporating artist Q&A sessions after presentations to contextualize the work and further audience engagement. See the definition of Cultural Resources in the Glossary for further context and clarity.

**Priority: Reflect the cultural aspirations of newcomers, First Nations, Métis and Inuit people.**

Newcomers, First Nations, Métis and Inuit people are an increasingly significant social, political, cultural and economic presence in Regina’s urban landscape. These populations are striving to maintain their unique cultural identities in the city and aspire to contribute toward Regina’s cultural growth and development. An example of meeting this priority would be the inclusion of
Indigenous perspectives in the decision making structures of an organization, which then filters down to the creation or delivery of an activity.

<table>
<thead>
<tr>
<th>Priority: Preserve and conserve Regina’s intangible cultural heritage (e.g. languages, traditions, stories).</th>
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</thead>
<tbody>
<tr>
<td>Not all heritage is tangible heritage (physical places and objects). However, despite the lack of built structure, intangible cultural heritage requires conservation planning as well. Intangible cultural heritage includes traditional knowledge, practices and skills. These things that define the culture (language, oral history, art techniques, rituals, stories and place names) can all be an aspect of organizational programming and events. See the definitions of <em>Cultural Heritage and Heritage Conservation</em> in the Glossary for further context and clarity.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Priority: Support efforts by organizations that deliver programs, services and space that align with the Truth &amp; Reconciliation Calls to Action (TRC).</th>
</tr>
</thead>
<tbody>
<tr>
<td>The efforts by organizations that are used to deliver programs, services and space can be referred to as creation or maintenance of cultural spaces, as well as programs that directly or indirectly respond to the Truth &amp; Reconciliation Calls to Action (TRC).</td>
</tr>
</tbody>
</table>

### 3.3 Capital Projects

Eligible for Capital Projects – Funding may be requested for a capital development project or equipment that is accessible and beneficial to the public, is located in Regina and is:

- a) in a building or on land owned, leased or managed by the City of Regina; or
- b) in or on public property, including school board property or crown lands; or
- c) in or on private property, leased to a non-profit organizations for a minimum of 5 years (copy of lease required); or
- d) in a facility or on land owned by a non-profit organization if the facility or land is publicly accessible.

Ineligible Capital Expenses – The following costs are not eligible for capital funding:

- a) ongoing maintenance or operating costs;
- b) financing costs or debt repayment;
- c) fund raising costs or volunteer appreciation;
- d) facility rental fees;
- e) program supplies or consumable equipment (unless approved as part of a larger project)

Approval in Principle – Approval by a property owner to implement a project on their property must accompany your application. If your project will be located on City of Regina property, an approval in principle is also required prior to consideration of your grant application.

Agreements - For projects on City property, following acceptance of your grant application, an agreement outlining the respective rights and obligations of the City and the Organization with respect to the project will be provided for execution by the Organization.

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.

Volunteer Labour – volunteer labour may be included in a project’s revenue and expenses and should be calculated at the current minimum wage rate.

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.).
4 Grant Application Process

4.1 Application Submission

One application per proposal can be submitted electronically to communityinvestments@regina.ca OR through mail or hand delivered to:

Community Investments Office – 6th Floor
City Hall, 2476 Victoria Ave
PO Box 1790
Regina, SK S4P 3C8

Applications submitted in person can be left with Ambassador’s Desk on the Main Floor at City Hall with Attention to 6th 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.

Culture Support Materials – Major Grants only. For details on how to submit support material, see Appendix D in the guidelines.

4.2 Choosing an Application Funding Stream

Organizations are invited to apply for funding under the stream that is most relevant to their proposal, rather than the stream the organization is aligned with (e.g. an arts organization could apply for funding for a project under the Social Development stream). City Administration will be available to assist applicants with identifying the most relevant stream for their application. Please contact one of the following staff members for assistance:

- Culture – Coordinator, Cultural Development at (306) 535-2758 or msylvest@regina.ca
- Social Development - Coordinator, Social Inclusion at (306) 751-4029 or dpslater@regina.ca
- Sport and Recreation - Coordinator, Sports Facilities and Special Events at (306) 536-8470 or cdezotel@regina.ca

If you are unsure of who to contact or require more for information, please call (306) 777-7507 or email communityinvestments@regina.ca

4.3 Multiple Applications

Organizations may apply to different streams for distinct activities (e.g. an organization could apply for a New Initiative under the Culture stream and for a separate project under the Sport and Recreation stream). Applicants are required to submit separate applications for separate project requests (e.g. a capital upgrade to a facility and program funding for an after school program) rather than to combine them into one application. Each application will be assessed on its own merits. Organizations will also be allowed to apply for other programs administered by the City through the CIGP, such as the Saskatchewan Lotteries Community Grant Program. Eligibility still applies to these organizations, where they may only apply for two (2) funding levels with a maximum funding limit of $40,000: two (2) Minor or one (1) Major and one (1) Minor Funding (see Funding Limits 1.3).
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 then forwarded to the Director, Parks, Recreation & Cultural Services for consideration and approval.

5.2 Grant Review Groups

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 artists, cultural workers 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 representation, the City ensures the Grant Review Committee is reflective of the City’s population, it’s demographics and its diversity through related experience and/or knowledge.

5.3 Application Evaluation

Applications are evaluated and awarded funding based on their merit and the degree to which they address the City’s Cultural Development 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 (public and private) and to effectively manage its operations. With Annual Activity applicants, the Grant Review Committee considers the history of City support to the organization over a range of years when scoring.

Community Need: An organization’s work and programming reflects contemporary, regional, national or international practices which result in satisfaction of the City’s Cultural Development priorities. Programming is unique and a measured necessity that does not duplicate the work of other organizations.

Community Impact: The organization is capable of measuring the success of its programming against City Cultural Development priorities and community needs.

Accessibility: The organization works to remove social, geographic and economic barriers to engagement and participation and ensures the expansion of audience access to, and comprehension of work and programming.

Financial Need: The organization demonstrates that City funding is integral to their vitality. With Annual Activity applicants, the Grant Review Committee considers the activity’s sustainability, continued work in the community, history of City support over a range of years and the implications of increased or decreased City support to the activities.

5.4 Funding Recommendations

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

For New Initiatives grants, organizations receive 80 per cent of the payment upon approval. In order to receive the final 20 per cent, organizations must submit a Follow-Up report within 90 days of the completion of the initiative. See section 6 in the guidelines for more details on follow-up reporting.

For Annual Activity grants, organizations receive 100 per cent of the payment upon approval. Approved Annual Activity grants receive reoccurring stable funding, pending budget approval each year. In order to receive funding in the following year, organizations must submit a combined
application and follow-up report called an Annual Activity Funding Report. The Grant Review Committee will review this as part of their annual adjudication. See section 6 in the guidelines for more details on Annual Activity Funding Report.

5.5 Grant Notification
The process from application date to notification of decision is approximately 12 weeks. If a grant is successful, an organization will receive a letter advising that a grant is offered. Payment of a grant with the full amount awarded is made after the grant conditions have been accepted. The City of Regina does not release results by telephone or by e-mail. Except where specified, approval of any funding to a group or organizations 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 Cultural Development Priorities and Indicators.

6.2 Follow-Up Reporting and Evaluation
The City will collect and integrate performance information received through the Follow-up Report and Annual Activity Funding 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 or Annual Activity Funding Report has been submitted to the City. See below for specifics related to New Initiatives and Annual Activity reporting requirements.

New Initiatives Follow-Up
Grant recipients will be required to submit a completed Follow-Up Report, including reporting on performance indicators for the stream in which they applied for funding (Culture, Social Development or Sport and Recreation), 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, which includes both 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 Reports will be reviewed internally and evaluated against the original application submission, responses to follow up questions, compliance with Major and Minor 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 approval of their follow up report and their final 20 per cent payment of the approved funding.

**Annual Activity Funding Report**

Organizations that receive Annual Activity funding will be required to submit a completed Annual Activity Funding Report, a combination of the next year’s application and previous year’s follow up report. The Grant Review Committee will review the report as part of their annual adjudication. This Report will include performance indicators for the stream in which the organization applied for funding (Culture, Social Development or Sport and Recreation), as listed in Appendix B. Applicants will also be required to submit their organization’s overall budget and a financial report including funding sources and expenses. This Report must be submitted on or before the grant deadline date.

Grant Review Committees are always informed of the previous year’s Annual Activity decisions and rationale. This information is an important input in their decision making. The Grant Review Committee may only recommend an increase to an organization’s Annual Activity grant that is up to a maximum of 20 per cent of the previous year’s funding level. Similarly, the Grant Review Committee may only recommend reducing an organization’s Annual Activity grant up to a maximum of 20 per cent from the previous year’s funding level. In this manner, organizations have a clear sense of an anticipated range of funding for their Annual Activity grant.

If an organization receives two consecutive annual decreases, of any amount, by the Grant Review Committee, but not due to a city wide CIGP decrease from the City’s annual budget process, the Grant Review Committee can recommend that the organization receives $0 in that year’s allocation of funds. The organization must then re-apply for Annual Activity funding as a new applicant the following funding year.

Example - Organization ‘X’ receives $10,000 towards their annual season of launching 3 new plays. Only 20 per cent of that funding, so $2,000, could be used towards their permanent staff, utilities or rent. The next year, Organization ‘X’ could apply for up to $12,000 for their plays (a maximum of 20 per cent increase), and they decide that they merit the increase. The Grant Review Committee adjudicates the application and decides that the organization is not meeting City’s Cultural Development priorities and, as a result, recommends that they receive a decrease of 20 per cent, the maximum they could recommend. Consequently, the organization receives $8,000 that year. It is explained to the organization which priorities they were not meeting and that improvement is needed. In the following year, the Grant Review Committee, familiar with the decisions and rationale of the previous year, again decides to reduce the organization’s funding, again by 20 per cent. In this year, the organization receives $6,400 (down 20 per cent from the previous year’s $8,000). Again, the rationale for the decrease is explained to the organization. Next year, now having seen two consecutive years of decreases, the Grant Review Committee could decide to not fund the organization, based on their application and the previous year’s communication to them. This would effectively remove them from the Annual Activity program and, therefore, they would be required to re-apply for funds as a new applicant the following funding year.

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

The application form for New Initiative and Annual Activity 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 will lose, if applicable, the 20 per cent outstanding payment following the initial breach of a bylaw. In the case of an organization holding an Annual Activity grant, the breach will be presented to the forthcoming Grant Review Committee who will consider the breach as part of their annual adjudication. Subsequent incidents
will result in the group being 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

**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, print-making, 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 organizations 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.desig Regina.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.

**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 organization demonstrates that City funding for core operations and programming is integral to their vitality, sustainability and continued work in the community.

**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).
Newcomer: An immigrant or refugee who has been in the country for a short time, usually 3-5 years.

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 B: Reporting on Performance

All CIGP funding recipients will be required to report on the performance of the funded activity using indicators (measurements). See the Cultural Development Priorities and Indicators table below for the list of performance indicators that your organization will be required to track and report on.

The experience of other funders, who have adopted outcomes-based approaches, is that recipients benefit from the process as it leads organizations through a meaningful process of evaluation through the gathering of information on impacts and builds in a mechanism for continuous improvement through the annual re-application process. Recipients also benefit from a transparent adjudication process based on priorities.

Priorities and Indicators:

The City’s Cultural Development priorities are also 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.
**Cultural Development Priorities and Indicators (measurements)**

The City has identified a number of culture stream priorities. Listed below, along with each priority, are indicators (or output measurements) that organizations can use when answering the Community Impact section of the application.

<table>
<thead>
<tr>
<th>PRIORITIES</th>
<th>INDICATORS</th>
</tr>
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</table>
| Preserve and conserve Regina’s intangible cultural heritage; e.g., languages, traditions, stories. | • Total # of hours that Indigenous or heritage languages were incorporated into your intangible heritage activities (e.g. Singing, storytelling, etc.)  
• Total # of hours of storytelling or presenting dance, song, and or musical traditions about Regina’s heritage |
| Improve awareness and access to arts and cultural activity and resources; e.g., artistic practices, cultural spaces, cultural industries | • Total attendance (# of people that participated in the core programming)  
• Total # program hours delivered  
• Total # of professional development opportunities provided; residencies, workshops or artist talks  
• Per cent of attendance (ticket sales, registrants) resulting from subsidized or reduced pricing structure (e.g. post-secondary student rate; senior citizen’s rate) |
| Animate the city’s public spaces                                           | • Does the organization own or lease its own creation or presentation space? (e.g. workshop, gallery, theatre)  
• Total # of events delivered in spaces besides those owned or leased by the organization  
• Total # of venues (separate buildings or open air spaces) used in programming |
| Reflect the cultural aspirations of newcomers, First Nations, Métis and Inuit people | • Total # of self declaring Dakota and Lakota (Sioux), Denesuline (Dene/Chipewyan), Inuit, Métis, Nêhiyawak (Plains Cree), Nahkawininiwak (Saulteaux), Nakota (Assiniboine), and other Indigenous artists and/or cultural workers engaged in planning and delivering of programs, services and events  
• Total # of self declaring newcomer artists and/or cultural workers engaged in planning and delivering of programs, services and events |
| Strengthen the cultural community through meaningful partnerships between organizations | • Total # of volunteers  
• Total # of volunteer hours  
• Total # of partners engaged in core program delivery (see definition of Partnership in Glossary) |
| Support efforts by organizations that deliver programs, services and space that align with the Truth & Reconciliation Calls to Action (TRC). | • Total # of creation or maintenance of cultural spaces that align with the Truth & Reconciliation Calls to Action (TRC)  
• Total # of programs directly or indirectly delivered that respond to the Truth & Reconciliation Calls to Action (TRC) |
| General                                                                    | • Total # of cultural workers  
• Total revenue for your organization  
• Total expenditures for your organization  
• Total amount of funding received from other organizations (grants, sponsorships, and donations)  
• Total # of exposures of the City of Regina logo (# of brochures and posters, # of website views, etc.)  
• Total # of people that reside outside Regina that participated in programming |

**Impact Statements** – The City is also asking organizations to provide personal impact statements related to an experience in a specific priority area from the previous year. This compelling statement or story will help to demonstrate the impact or success your organization has on the community.
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.

FUNDING STREAM
Choosing a Funding Stream - Organizations are invited to apply for funding under a stream (culture, social development or sport & recreation) that is most relevant to their organization’s core operations or initiative. City Administration will assist applicants with identifying the most relevant stream for their application.

<table>
<thead>
<tr>
<th>STREAM PRIORITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Culture</strong></td>
</tr>
<tr>
<td>• Preserve and conserve Regina’s intangible cultural heritage; e.g., languages, traditions, stories.</td>
</tr>
<tr>
<td>• Improve awareness and access to arts and cultural activity and resources; e.g., artistic practices, cultural spaces, cultural industries.</td>
</tr>
<tr>
<td>• Animate the city’s public spaces.</td>
</tr>
<tr>
<td>• Reflect the cultural aspirations of newcomers, First Nations, Métis and Inuit people.</td>
</tr>
<tr>
<td>• Strengthen the cultural community through meaningful partnerships between organizations.</td>
</tr>
<tr>
<td>• Support efforts by organizations that deliver programs, services and space that align with the Truth &amp; Reconciliation Calls to Action (TRC).</td>
</tr>
<tr>
<td><strong>Social Development</strong></td>
</tr>
<tr>
<td>• Support communities to create collaborative strategies to address hunger and food security as well as access to housing.</td>
</tr>
<tr>
<td>• Strengthen development of safe neighbourhoods through community activities and resources.</td>
</tr>
<tr>
<td>• Support organizations that represent First Nations, Métis, Inuit people, new Canadians, residents with disabilities and citizens who are marginalized to build a welcoming and socially inclusive community.</td>
</tr>
<tr>
<td>• Support efforts by organizations that deliver programs, services and space that align with the Truth &amp; Reconciliation Calls to Action (TRC).</td>
</tr>
<tr>
<td><strong>Sport &amp; Recreation</strong></td>
</tr>
<tr>
<td>• Increase accessibility to sport and recreation activities and resources, including sporting events and celebrations.</td>
</tr>
<tr>
<td>• Support community initiatives that address the recreation aspirations of our diverse community.</td>
</tr>
<tr>
<td>• Promote active and healthy lifestyles among children and youth.</td>
</tr>
<tr>
<td>• Support community initiatives that encourage multi-season use of open space.</td>
</tr>
<tr>
<td>• Support efforts by organizations that deliver programs, services and space that align with the Truth &amp; Reconciliation Calls to Action (TRC).</td>
</tr>
</tbody>
</table>

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 10th, 20th, 25th, 50th, 75th and 100th 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.

CIGP – New Initiative and Annual Activity Grant Guidelines: Culture

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Appendix D: Culture Support Material Guidelines

Support Material guidelines and requirements apply to applications to the Annual Activity grant requesting amounts above $10,000. Major funding requests only.

Labelling Support Material
Support material must be labelled properly, with the following details (where applicable):
• Artists Name
• Title of Work
• Organization Name
• Grant applying for, including deadline (e.g. Major Grant, Jan 2014)
• 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)
• Indicate if you want support material returned

Requirements of Support Material:

1. Digital Images
Image files must be:
• In jpg file format
• A maximum of 1 MB file size each
• A 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 2014 grant deadline, listed as 01JS2014CityofRegina.jpg
• Please do not put any special characters, symbols, periods, quotation marks (such as # / - “&) or spaces in file names

2. 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:
• 1 video and 1 audio piece (5 minute maximum per item)
• 1 video or 1 audio piece (10 minute maximum)

Video files must be:
• In .avi, .mpg, .mpeg format
• Viewable Windows Media Player

Audio files must be:
• In a common electronic audio format playable via Windows Media Player

3. Printed Materials
Eligible material includes:
• 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 is a two (2) item maximum for printed material submissions. If more than two (2) items are submitted, the Chair of the Grant Review Committee, at their discretion, will select two (2) 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 adjudication 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.