Special Event Minor Grant Program

2027 Guidelines



REGINA

Land Acknowledgement

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

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

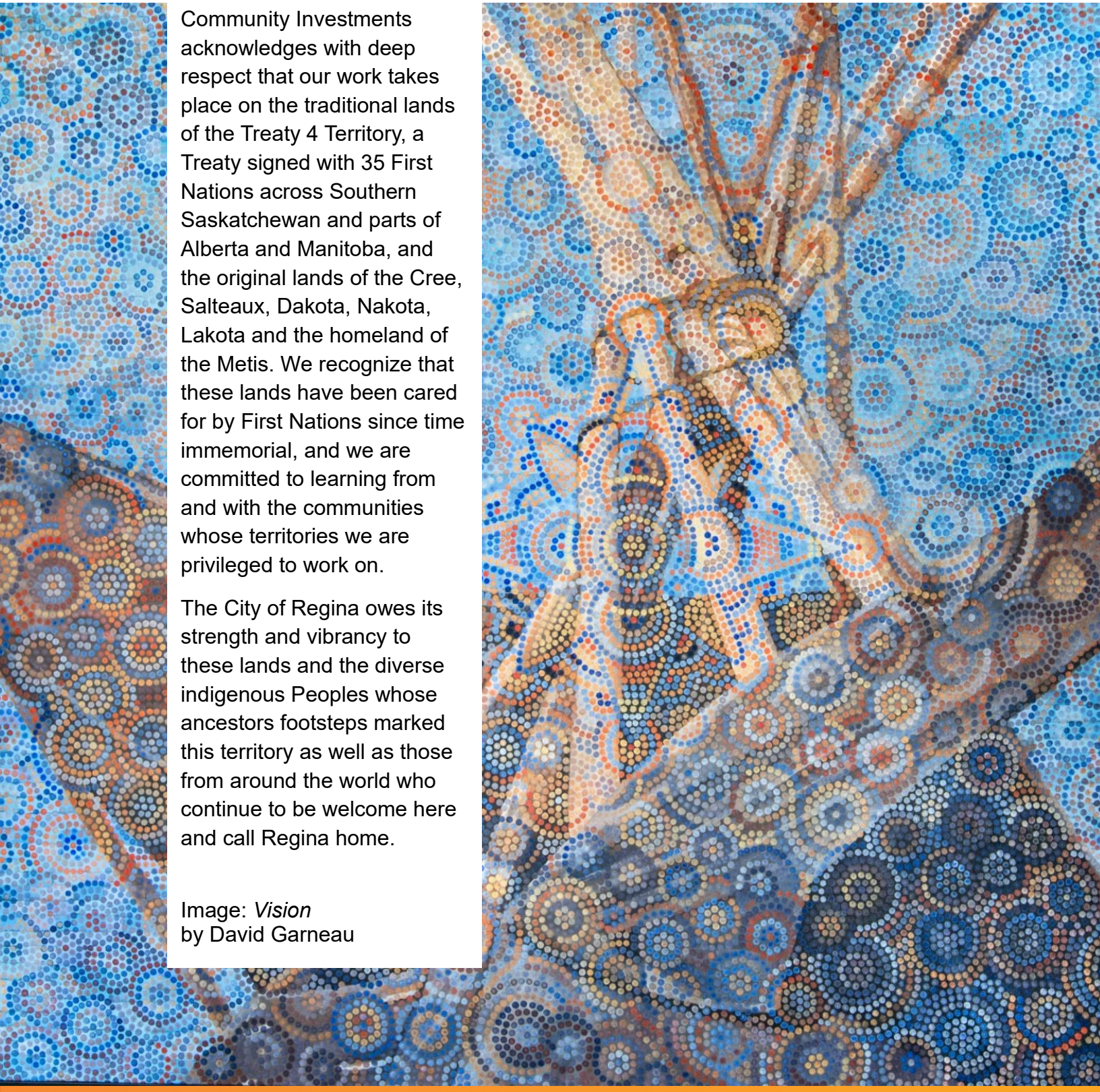


Image: *Vision*
by David Garneau

Welcome

Thank you for your interest in the Community Investment Grant Program (CIGP): Special Event Minor Grant Program.

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

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

The Special Event Grant Minor Program is offered through the City of Regina's Community Investment Grant Program. It supports new or unique one-time community events that build community pride and encourage community interaction and spirit. Eligible events must be community-based, open to the public, and held in Regina.

This guide has been written to help applicants understand:

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

Please read these guidelines carefully before preparing your application.

Special Event Minor At A Glance

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

🗓 **Application Deadline**: Applications will be accepted on four (4) deadline dates, that is **January 29, April 30, July 30, and October 29, 2027**. Funding is available while funds last. Choose an application deadline that is **at least 8 weeks** before your event.

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

Required information and documents

✓ Special Event Minor grant application

✓ Annual Financial Statements

✓ Program budget
✓ Letters of support (optional)

Important Updates and Reminders

1. Additional Reminders:

- Applications **must be submitted by email.** See 'How to Submit Your Application' for submission requirements.
- **Late or incomplete applications may be deemed ineligible for review.**
- Organizations must remain **in good standing** with the Community Investment Grant Program to continue receiving funding. See 'Good Standing Status' (page 9) for more information.

Program Overview

The Special Event Minor Grant Program supports new or unique one-time events that contribute to building community pride and encouraging community interaction and spirit.

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

❓ Need Support with Your Submission?

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

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

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

Community Investments

- **Phone:** 306-777-7507

- **Email:** CommunityInvestments@regina.ca

Are You Eligible to Apply?

Eligible Organizations

- Must be a registered non-profit community organization that is operating with an active status and that has been incorporated for at least on year at the time of application submission. Verification of current non-profit incorporation must be submitted with the application.
- Must 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.
- Must be considered in good standing by the City of Regina. Applicants must not have any outstanding taxes or other charges owing to the City, must not be in active litigation against the City and must abide by all applicable laws and bylaws as well as the City's policies and procedures. An applicant that has outstanding taxes and/or Community Investment Grant Program (CIGP) follow-up reports, is in active litigation or has breached a law or policy will lose, at the discretion of the City, any outstanding grant payment and/or unused funds.
- Must comply with all applicable City of Regina bylaws, policies and permit requirements.
- Must be a community-based activity which is open to the public.
- The event must be held in Regina.
- Events that result in cash prizes, awards and/or gifts are eligible to apply.
- Business improvement districts partnering with the City are eligible to apply.

Ineligible Organizations

- Organizations that have already received a Special Event Grant in the same year.
- Organizations with a current or projected deficit.
- Organizations that have not met the terms and conditions of any City funding program.
- Charitable foundations.
- Municipal service providers, such as fire departments, police services and libraries.
- The Saskatchewan Health Authority, hospitals and nursing homes.
- Schools, school boards, educational institutions, or school-related activities such as open houses, celebrations, anniversaries or barbecues.

What Cannot be Funded?

Ineligible Requests

- Events that are eligible for funding through another City grant program.
- Events that have already received approval of funding from another City department.
- Conferences.
- Annual or recurring events.
- Annual general meetings, educational seminars or professional development activities.
- Fundraising events.
- Initiatives that promote a particular religious or political belief.

Ineligible Expenses

Funding cannot be used for:

- Alcohol or cannabis.
- Building renovations or improvements.
- Cash prizes, awards or gifts.

How Much Funding Can I Apply For?

The following guidelines apply:

- Organizations may request a maximum of $5,000. This funding amount is subject to change at the discretion of the City of Regina.
- There is no guarantee of funding. Applications may result in full, partial or no funding.
- Your organization must also comply with all applicable City bylaws, policies and permit requirements.

How to Submit Your Application

Important – Submission Process

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

Accessibility Services
Email: Accessibility@regina.ca

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

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

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)

Please do not scan your completed application. **Scanned PDF documents will not be accepted.**

🗓 Submission Deadline
Applications will be accepted for these deadlines: **January 29, April 30, July 30 and October 29, 2027**. Funding is available while funds last. Choose an application deadline that is **at least 8 weeks** before your event.

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

Program Considerations and Scoring

Applications are evaluated using six equally weighted criteria.

1. Organizational Strength:
Can your organization successfully manage and deliver the program?

- History and current state of the organization as an incorporated non-profit organization.
- Mandate of the organization.
- Accomplishments of the organization.
- Ability of the organization to undertake, manage and complete the proposed program.
- Financial status of the organization.
- How clearly the application explains the proposed activities, intended outcomes, and how the funding will be used. Completeness of the proposal.

2. Program Merit:
Is the proposed program well planned and a good fit for Special Event Minor?

- Extent to which the program supports the purpose of the grant.
- Objectives of the program.

- Quality of the proposed program. Well planned and organized program.
- Number of program hours offered.
- Program budget.
- Partnerships.

3. Community Need:
Is there a clear need for this program?

- Program need.
- Unique program.
- Community support.

4. Community Impact:
What difference will the program make?

- How the success of program will be determined; evaluation methods.
- Program benefits: For the community? For the participants?
- Number of participants that will benefit.
- How the event will contribute to community pride and connections.

5. Accessibility:
What barriers might prevent participation, and how will you address them?

- The event is open to the public.
- Which activities are free and which have an admission fee?
  How will you reduce or remove barriers such as cost, physical access, transportation, communication, language or other factors that could prevent people from participating.

Accessibility Consideration: Accessibility is more than physical access. Organizations are encouraged to consider affordability, transportation, language, communications, cultural inclusion, digital access and other barriers that may affect participation.

6. Financial need:
Why is Special Event Minor funding needed?

- Financial need of the organization.
- Reasonableness of the budget.
- Impact if the program does not receive this grant or receives reduced funding.
- Ability of the organization to complete the event without financial assistance from this grant.
- Other grant funding applied for and/or confirmed.

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

Good Standing Status

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

- Submit required applications and supporting documents by the deadlines.
- Follow the terms and conditions of your funding agreement.
- Keep accurate financial and program records that show how grant funding was used.

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

If Program Requirements Are Not Met

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

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

If Compliance issues Continue

Repeated, significant or unresolved compliance issues may:

- Affect an organization's good standing;
- Impact current or future funding eligibility;
- Delay, reduce or withhold funding payments; or
- Require grant funds to be repaid.

Your organization's compliance history may also be considered when future funding decisions are made.

How Funding Decisions Are Made

Each application is reviewed through the following process:

Step	What Happens
1	Community Investment staff review the application for completeness and eligibility.
2	The Special Event Minor Grant Adjudication Committee* evaluates the applications using assessment criteria and makes a funding recommendation.
3	The Director, Recreation & Cultural Services (or designate) makes the final funding decision.
4	Organizations are notified of the decision by email.

* The Review Committee is composed of City Administration.

Notification of Grant Results

Organizations will be notified of their grant results by email from **Community Investments**.

Don’t Miss Our Email
Add the email address CommunityInvestments@regina.ca to your safe sender or contact list to help ensure you receive grant notifications.

After You Receive Funding

Receiving Special Event Minor funding comes with a few responsibilities. Keeping good records and staying in touch with Community Investments will help your organization manage the funding and complete the Follow-up Report.

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

2. Use funding only for approved purposes
Use Special Event Minor funding only for the program and eligible expenses

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

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

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

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

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

4. Submit your Follow-up Report
The Follow-up Report tells the City what happened and how Special Event Minor funding was used. The report must include:

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

The Follow-up Report is due within 90 days of completing the program**.** Meeting this deadline is important. A late report may affect the final grant payment and future City grant funding requests.

5. Receive the final payment
An initial payment of **80 per cent of the approved funding** is made following approval. The remaining **20 per cent** is released after:

1. the program has been completed;
2. the Follow-up Report has been submitted; and
3. the report has been reviewed and approved by the City.

Keeping your records up to date and submitting a complete Follow-up Report will help avoid delays in the final payment.

Appendix

The appendix provides additional guidance and tools to help you complete your application. It is provided for reference only. The official assessment criteria used to evaluate applications are described in the **Program Considerations and Scoring** section.

Appendix A: Application Tips and Submission Checklist

A strong application clearly explains your event, why it is needed, who will benefit, how it will be delivered and why funding is needed. Use these tips and the checklist to prepare your application.

1. Organization; Show that your organization can successfully manage and deliver the event.
Describe your organization's mandate, relevant experience and accomplishments. Explain how your organization will plan, manage and complete the event, including who will be responsible for delivering it.

Provide information about your organization's financial position and appropriate insurance. Complete all required application sections and include the supporting documents listed in the guidelines.

2. Program Merit: Explain what the event is and why it is a good fit for the grant.
Describe:

- What makes the event new or unique.
- The event's objectives and planned activities.
- When and where the activities will take place.
- The event's duration or number of activity hours.
- Who will participate and how they will be involved.
- How the event will be organized and delivered.
- Any partner organizations and their roles.
- Opportunities for participation by under-represented populations, where applicable.

Explain how the event will build community pride and encourage community interaction and spirit. Make sure the budget supports the activities you have described.

Tip: Instead of saying "Our event will bring the community together," explain who will attend, what they will do and how the activities will help people connect.

3. Community Need: Explain the community need or opportunity your event responds to.
Describe why the event is needed and what makes it a useful or unique opportunity for Regina residents. Support your explanation with relevant information, such as community feedback, expressed interest, letters of support or partnerships.

If the event builds on previous activities, explain what makes the proposed event new or unique and how it fits the purpose of this grant.

4. Community Impact; Describe the difference the event will make for participants and the community.
Explain the expected benefits and estimate how many people will participate or benefit. Describe how you will determine whether the event achieved its objectives. Possible ways to track success include attendance counts, participant feedback, volunteer participation or other measures connected to the event's intended benefits. Where relevant, explain how previous evaluation results have informed your plans.

Tip: Use realistic estimates and explain how you arrived at them. Specific information helps reviewers understand the expected impact.

5. Accessibility: Identify barriers to participation and explain how you will address them.
Explain how the event will be open and accessible to the public. Consider barriers related to:

- Admission fees or other participation costs.
- Transportation.
- Physical access.
- Equipment.
- Communication or language.
- Cultural inclusion.
- Digital access.
- Scheduling.

Describe the steps your organization will take to reduce or remove these barriers. If a barrier cannot be fully removed, explain what accommodations or alternatives will be available.

6. Financial Need: Explain why Special Event Minor Grant funding is needed.
Provide a clear event budget showing anticipated revenues and expenses. Identify other funding sources that have been applied for or confirmed. Explain:

- What the requested City funding will support.
- Why your organization needs this funding.
- What would happen if the request receives partial or no funding.
- Whether your organization could deliver the event without City funding and what changes would be required.

Ensure the requested amount is no more than $5,000 and that the budget amounts agree with the information in your application.

Submission Checklist
Use this checklist before emailing your application.

Eligibility and Event Fit
☐ My organization meets the eligibility requirements in the guidelines, including any applicable provisions for business improvement districts partnering with the City.
☐ Where applicable, my organization is a registered non-profit community organization with active status and has been incorporated for at least one year.
☐ My organization's participation policies meet the non-discrimination requirements described in the guidelines.
☐ The proposed event is a new or unique one-time community event that builds community pride and encourages community interaction and spirit.
☐ The event is community-based, open to the public and will take place in Regina.
☐ I have reviewed the applicable City bylaws, policies and permit requirements.

Event Plan and Organizational Capacity
☐ I have described my organization's mandate, relevant experience and ability to manage the event.
☐ I have explained the event's objectives, planned activities and delivery arrangements.
☐ I have included the event dates, times, locations and expected duration or activity hours.
☐ I have identified the intended participants and estimated attendance.
☐ I have described partner roles and opportunities for participation, where applicable.

Community Need and Impact
☐ I have explained the community need or opportunity the event addresses.
☐ I have described what makes the event new or unique.
☐ I have explained the expected benefits for participants and the broader community.
☐ I have described how success will be measured.
☐ I have included relevant evidence or examples, where available.

Accessibility
☐ I have explained how the event will be open and accessible to the public.
☐ I have identified barriers that may affect participation, including any participation costs.
☐ I have described how those barriers will be reduced, removed or accommodated.

Financial Need and Budget

☐ My funding request does not exceed $5,000.

☐ I have explained why City funding is needed and what it will support.

☐ I have explained the effect of receiving partial or no funding.

☐ My budget is reasonable and supports the proposed event.

☐ I have identified other funding sources applied for or confirmed.

☐ Budget amounts are consistent across the application and supporting documents.

Required Attachments

☐ Completed Special Event Minor application.

☐ Annual financial statements.

☐ Event budget.

Final Submission Check

☐ All required application sections are complete.

☐ Required signatures or authorizations have been completed.

☐ The application and attachments are clear, accurate and consistent.

☐ Documents are provided in Microsoft Word or Excel format, as required by the guidelines.

☐ I have checked the applicable application deadline.

☐ I will email the application and all required attachments to CommunityInvestments@regina.ca by the deadline.

☐ I will retain a copy of the submitted application and attachments for my organization's records.