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.

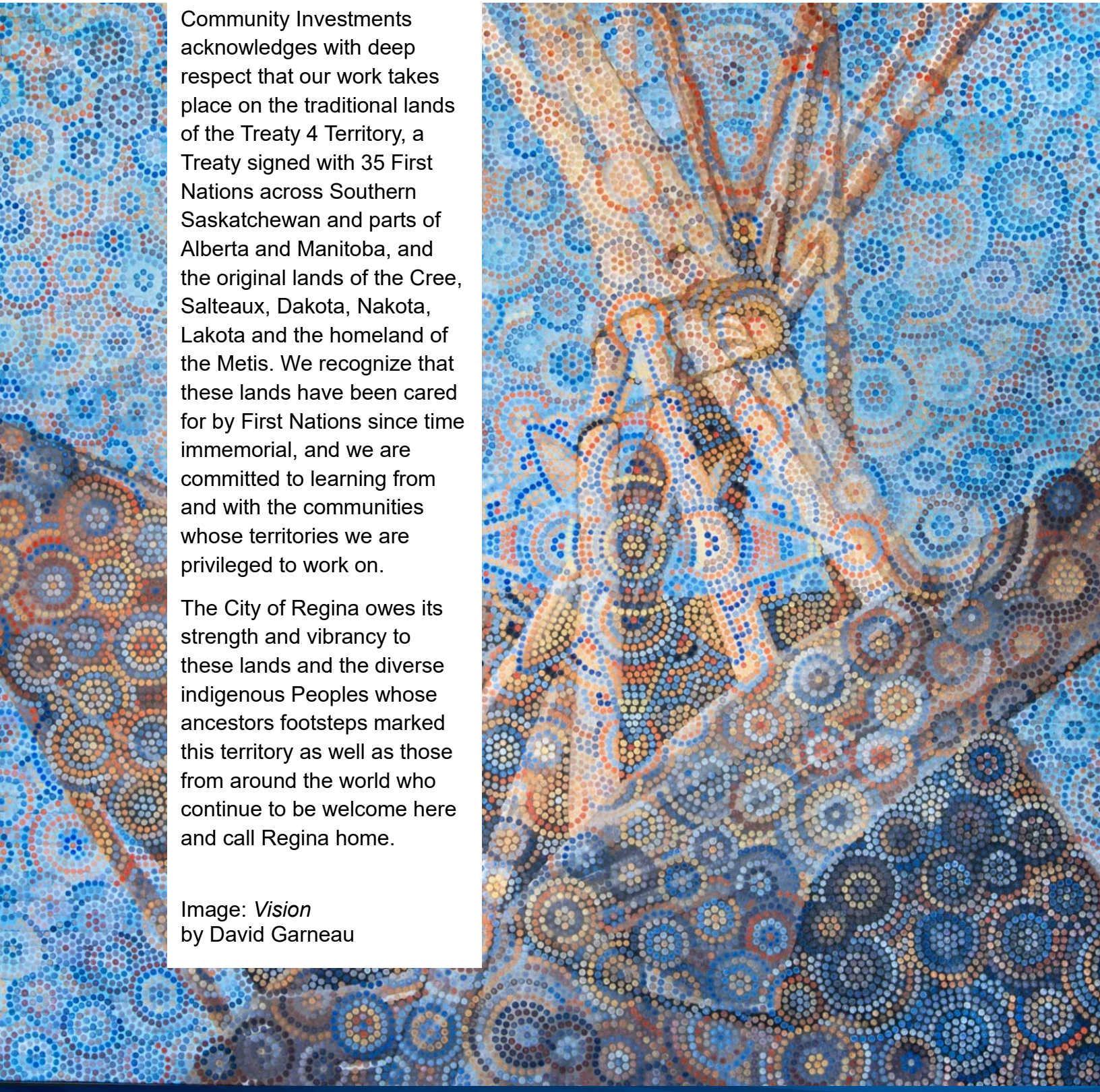


Image: *Vision*
by David Garneau

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 Events Minor Grant program supports new or unique, one-time community events that build community pride and encourage people to connect and participate. Eligible events must be community-based, open to the public and held in Regina.

This guide has been written to help applicants understand:

- what you need to include in your application;
- how applications are reviewed;
- what information will be considered;
- what may affect future funding; and
- where to find more information about eligibility and reporting.

Please read these guidelines before you prepare your application.

Special Event Minor At A Glance

The following is a quick summary of the key information you need to know.

🗓 **Application Deadlines**: Applications will be accepted on four deadline dates - **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 Reminders

- Applications must be submitted by email. See How to Submit Your Application for the required format.
- Late or incomplete applications may be considered ineligible.
- Your organization must remain in good standing with the City and the CIGP to continue receiving funding. See Good Standing Status on page 8.

Need help with your application?

Community Investments staff can help with eligibility questions, application requirements, forms, submissions and deadlines. Staff can also help connect organizations with available supports and resources and provide assistance if you experience accessibility, cultural or language barriers.

Community Investments: 306-777-7507 | CommunityInvestments@regina.ca

Program Overview

The Special Event Minor Grant Program supports new or unique, one-time events that help build community pride and encourage community interaction and spirit.

Review 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 meet all applicable requirements.

Eligible Organizations

To apply, your organization and event must meet all of the following requirements:

- Your organization must be a registered non-profit that has been incorporated for at least one year and is currently active. You must provide proof of your non-profit incorporation with your application.
- Your organization must not exclude people based on religion, ethnic or national background, race, sex, sexual orientation, age, or disability. Organizations that serve specific groups to address disadvantage or inequity may still be eligible.
- Your organization must be in good standing with the City. This means:
    - You do not have any outstanding taxes, fees, or charges owed to the City.
    - You do not have any overdue CIGP follow-up reports.
    - You are not involved in active legal action against the City.
    - You follow all applicable laws, bylaws, City policies, and procedures.

  Organizations that do not meet these requirements may lose any remaining grant payments or be required to return unused funding.
- The event must be a community event that is open to the public.
- The event must take place in Regina.
- Events that award cash prizes, gifts, or other prizes are eligible.
- Business Improvement Districts that partner with the City are eligible to apply.

Ineligible Requests

The City does not provide funding for or to:

- Events that are eligible for funding through another City grant program.
- Organizations that have already received a Special Event Grant in the same year.
- Events that have already received 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.
- 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.

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?

- Organizations may request up to $5,000.
- Funding is not guaranteed. An application may receive full funding, partial funding or no funding.
- Your organization must also comply with all applicable City bylaws, policies and permit requirements.

How to Submit Your Application

Applications must be submitted by email to CommunityInvestments@regina.ca. The City uses email submission to improve accessibility for applicants, staff and adjudication committee members. If you need help with the submission process or have accessibility questions, contact Accessibility Services at Accessibility@regina.ca.

Submission format

To support accessibility, submit documents in one of these formats:

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

Do not scan your completed application. **Scanned PDF applications will not be accepted.**

Application deadlines

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, see the Deadline Extension Policy.

How Applications Are Reviewed

Applications are evaluated using six equally weighted criteria.

1. Organizational Strength
Can your organization successfully plan and deliver the proposed event? This considers your organization's mandate, experience, past accomplishments and ability to plan and deliver the event. It also considers your organization's financial position and whether the application and required supporting documents are complete.

2. **Program Merit:**
Is the proposed event well planned and a good fit for the grant? This considers how well the event fits the purpose of the Special Event Minor Grant Program, including its focus on new or unique, one-time events that build community pride and encourage community interaction and spirit. It also considers the planned activities, dates, locations, opportunities for public participation and the roles of partner organizations.

3. Community Need
Is there a clear need or opportunity for the proposed event? This considers the community issues, challenges or opportunities the event is intended to address and how the event responds to them.

4. Community Impact:
What difference will the event make for participants and the community? This considers the expected benefits of the event, the number of people expected to attend and how the event will contribute to community pride, connections and participation. It also considers how your organization will measure success and demonstrate the event's impact.

5. Accessibility:
What barriers could prevent people from participating, and how will your organization address them? This considers whether the event is accessible to the public, including which activities are free and which have admission fees. It also considers the steps your organization will take to reduce or remove barriers related to cost, physical access, transportation, communication, language or other factors that could affect participation.

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 City funding needed for your event? This considers your organization's ability to financially support the event and how the Special Event Minor Grant would help you deliver it. It also considers whether the event budget is reasonable, what other funding and contributions are available, and how you would deliver or adjust the event if City funding is reduced or not provided.

📌 **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 face challenges in meeting program requirements. Community Investments staff are available to answer questions and work with organizations to address concerns whenever possible.

- submit required applications and supporting documents by the deadlines;
- follow the terms and conditions of your funding agreement; and
- keep accurate financial and program records that show how grant funding was used.

❓ **Need Help?** If you are having difficulty meeting a requirement or deadline, contact Community Investments as soon as possible. Staff can discuss your situation and work with you to identify solutions whenever possible.

If Program Requirements Are Not Met

When program requirements are not met, the City will generally work with the organization 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; and
- 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;

- affect 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
Publicly acknowledge the City of Regina as a source of funding for your program. Information and approved recognition materials will be included with your funding notification.

2. Use funding only for approved purposes
Use Special Event Minor funding only for the approved program and eligible expenses. If your plans change or you are not sure whether an expense is eligible, contact Community Investments before using the funding.

3. Keep records and receipts
Keep accurate financial and program records throughout the funding period. Keep receipts and other records showing 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 expense verification.

4. Submit your Follow-up Report
The Follow-up Report tells the City what happened and how Special Event Minor funding was used. It must include actual program expenditures, copies of receipts that verify those expenditures, and information showing how the City was publicly acknowledged as a funding source.

The report is due within 90 days of completing the program. A late report may affect the final grant payment and future City grant requests.

5. Receive the final payment
An initial payment of 80% of the approved funding is made after approval. The remaining 20% is released after the program is completed, the Follow-up Report is submitted, and the report is reviewed and approved by the City.

Tip: Keep receipts and program information together as you go. It is easier than gathering everything when the Follow-up Report is due.

Appendix

The appendix provide additional guidance, reference material 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

Use these tips to explain your event clearly and check that your application is complete.

1. Organization: Show that your organization can plan and deliver the event.
Explain:

- Your organization's purpose.
- Your experience with similar events or activities.
- Relevant accomplishments.
- Who will organize and manage the event.
- How your organization will manage the funding.

Include the required financial statements policy.

2. Program Merit: Describe your event and how it fits this grant.
Explain:

- What makes the event new or unique.
- What you want to achieve.
- What activities will take place.
- When and where the event will happen.
- How long the event or activities will run.
- Who will participate.
- How partners will help, if applicable.
- How you will involve under-represented groups, where applicable.

Show how the event will build community pride and help people connect. Make sure your budget matches your event plans.

Tip: Instead of saying "Our event will bring people together," describe who will attend, what they will do and how they will connect.

3. Community Need: Explain why your event is needed.
Describe:

- The community need or opportunity your event responds to.
- Why the event is useful or offers a unique opportunity for Regina residents.
- Any information that supports your explanation, such as community feedback, interest in the ep334vent, partnerships, or letters of support.
- If your event builds on past activities, what makes this event new or different.

4. Community Impact: Explain how people and the community will benefit.
Describe:

- Who will benefit.
- How many people you expect to attend or participate.
- What participants and the community will gain.

- How you will know whether the event was successful.

You could track attendance, collect participant feedback or use other measures that relate to your event's goals. If you have relevant results from earlier activities, explain how they helped shape your plans.

Tip: Use realistic estimates and explain how you calculated them.

5. Accessibility: Explain how you will make it easier for people to participate.
Think about barriers such as:

- Admission fees or other costs.
- Transportation.
- Physical access.
- Equipment.
- Language or communication.
- Cultural barriers.
- Access to online information.
- Event times.

Explain what you will do to reduce or remove these barriers. If you cannot fully remove a barrier, describe the support or alternatives you will offer.

6. Financial Need: Explain why you need City funding.
Provide a budget showing expected income and expenses. Identify other funding you have applied for or received confirmation of. Explain:

- What City funding will pay for.
- Why your organization needs this funding.
- What you would change if you received less funding.
- Whether the event could go ahead without City funding.

Your request must not exceed $5,000. Check that the amounts in your budget match the amounts in your application.

Submission Checklist

Use this checklist before you submit your application.

Eligibility

☐ My organization meets the eligibility requirements in the guidelines.

☐ If applying as a non-profit organization, it has active status and has been incorporated for at least one year.

☐ My organization meets the non-discrimination requirements explained in the guidelines.

☐ My event is new or unique, will take place once and will build community pride and bring people together.

☐ My event is community-based, open to the public and will take place in Regina.
☐ I have reviewed the City bylaws, policies and permit requirements that apply to the event.

Event Plan
☐ I have explained my organization's purpose and ability to deliver the event.
☐ I have described the event's goals and activities.
☐ I have included the dates, times, locations and length of the event or activities.
☐ I have identified who will participate and how many people I expect.
☐ I have explained how the event will be organized and what partners will do, if applicable.

Community Need and Benefits
☐ I have explained why the event is needed and what makes it new or unique.
☐ I have described how participants and the community will benefit.
☐ I have explained how I will measure success.
☐ I have included supporting information, where available.

Accessibility
☐ I have explained how the public can take part in the event.
☐ I have identified barriers, including participation costs.
☐ I have explained how we will reduce barriers or provide support.

Funding and Budget
☐ My request is no more than $5,000.
☐ I have explained why City funding is needed and what it will pay for.
☐ I have explained what would happen if we received less funding or no funding.
☐ My budget is realistic and matches the event plans.
☐ I have listed other funding applied for or confirmed.
☐ The amounts match across my application and supporting documents.

Documents
☐ Completed Special Event Minor application.
☐ Annual financial statements.
☐ Event budget.

Final Check
☐ I have completed all required sections, signatures and authorizations.

☐ The information is clear, accurate and consistent.

☐ My documents are in Microsoft Word or Excel format.

☐ I have checked the application deadline.

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

☐ I will keep a copy for my organization’s records.