**Snow angels community grant Program**

2025 Grant Guidelines

1. **Program Purpose:**

The Snow Angels Community Grant supports volunteer-driven residential snow removal programs. Programs must target households where one or more members experience barriers to shoveling snow from their property and who would not otherwise be able to access snow removal services.

Successful applicants will be responsible for creating a volunteer-based snow removal initiative that matches volunteers with residents in need (i.e., people with disabilities, reduced mobility or other barriers, and who cannot afford to pay for snow removal services), and includes the following elements:

1. Identifying target communities that would benefit from this service;
2. Establishing promotional tools to reach targeted audiences/residents in need;
3. Establishing/providing an intake process for residents in need/target audiences;
4. Identifying a source of labour, such as an existing volunteer base, or a partnership with schools or service organizations (honorariums can be provided to volunteers as incentives);
5. An approach to administering, marketing, and monitoring the initiative such that City administration will receive performance data at key milestones; and
6. Establish accessible neighbourhoods (paths of travel, sidewalks) within the winter months including some or all the following:
   * 1. Snow removal in driveways, sidewalks, and/or pathways around residential properties
     2. Snow removal in the parking lane for residents that need parking
     3. Assisting in accessing the City’s sandbox locations.
7. **Eligibility Requirements:**

To qualify for funding, all the following eligibility conditions must be met:

1. The applicant must have $2,000,000 of liability and participants’ insurance in place for programs funded through this grant. A copy of the Insurance Policy must be submitted with the application. If your organization is a Community Association (Phase I, II or III), the insurance you access through the City will be sufficient.
2. The applicant must not exclude anyone because of religion, national or ethnic origin, race, sex, sexual orientation, gender identity or expression, age, or mental or physical disability. This does not preclude organizations from applying 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.
3. The applicant must be considered in good standing by the City of Regina (i.e., no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous Community Investment Grant Program funding).
4. The project must be free for people to participate in.
5. The project must occur in Regina.
6. **Ineligible Requests:**

The City of Regina does not provide funding to:

1. Applicants that do not have the appropriate liability and participants’ insurance.
2. Applicants that have already received a City of Regina grant for the same program and/or project.
3. Projects whose purpose is the furtherance of a religious or political belief.
4. **Ineligible Expenses:**

City of Regina funding may not be used for:

1. Deficits
2. Cannabis or Alcohol
3. Transportation, activities and/or travel outside of Regina
4. City of Regina grant funding used specifically for gifts and/or awards
5. **Funding Levels, Review & Approval Requests (up to a maximum of $15,000)**

Requests for funding range to a maximum of $15,000 through the Snow Angels Community Grant Program. Snow Angels Community Grant Program applications are adjudicated by City Administration and members of the public; the authority to approve the funding has been delegated to the Director of Parks, Recreation & Cultural Services by City Council.

1. **Terms and Conditions of Funding**

Organizations receiving funding from the City of Regina must abide by City bylaws, policies, and procedures. When unaware of a bylaw, policy or procedure, the organization will be informed of the regulations. Subsequent incidents will result in the group being ineligible for grants in the future, as well as agreeing to the return of funds, as outlined in the application agreement.

1. **Application Process \* NEW**
2. Applications will be accepted until **June 26, 2025, at 4:45pm***.*
3. Applicants will receive electronic notification of the status of their application by **August 31, 2025**.
4. Applications are for one-time funding for projects between **October 1, 2025, and April 30, 2026.**
5. Incomplete or late applications will not be forwarded to the Grant Review Committee for consideration.

**There is no guarantee of funding. Applications may result in full, partial, or no funding**.

**New:** To ensure the grant application forms are accessible, we have updated our grant guidelines to receive applications by email only and have separated the Application into two parts: Part One includes the application form and Part Two includes the signature page. Instructions are as follows:

* Complete all required sections of Application - Part One via computer/electronic device.
* Complete required signatures on Application - Part Two via computer/electronic device OR print the document, sign it, and scan the document to your computer/electronic device.
* E-mail Application Part One document and Part Two document, with required attachments, to   
  [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca).

This is a new process for us all to ensure that everyone who reviews the applications can access them. We have staff and others who are a part of the adjudication process who have disabilities, and we want to ensure that they can read your applications in full to assist with making their decisions.

If you require support with the new process or have any questions about the process, please email [accessibility@regina.ca](mailto:accessibility@regina.ca).

All documents are required to be in a PDF, MS Word or Excel format. If you require assistance with submitting your application electronically, please contact us and we would be glad to assist you.

Applications are required to include two signatures. It is the applicant’s responsibility to ensure the Community Investments Office has received the information prior to the above-mentioned deadline.

## Contact Us!

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

Questions can be directed to:

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

1. **Evaluation**

Questions on the application form provide a framework for the applicant to provide information regarding the initiative.

Requests will be evaluated using the following criteria:

* **Organization:** The applicant has an appropriate structure and capacity to fulfill its mandate. It has the ability to identify and access viable funding opportunities and to effectively manage its operations.
* **Program Merit:** The initiative is well-planned, clearly articulated, and likely to address the Community Need described.
* **Community Need:** The organization has clearly defined their target population and demonstrated a community need or opportunity.
* **Community Impact**: The organization is capable of measuring the success of its programming.
* **Accessibility**: The organization works to remove social, geographic and economic barriers to engagement and participation.
* **Financial Need**: The budget is clear and demonstrates that City funding is integral to the project’s vitality.

Applicants will also be evaluated based on number of households supported, and socio-economic data of their communities such as number of people aged 65+, number of people beneath the low-income cutoff rate, and number of people commuting by walking, transit and bicycle.

1. **Post Approval**
   1. **Payment –** Organizations will receive 100 per cent of the payment upon approval.
   2. **Recognition –** Recipients are required to provide recognition of the City of Regina’s contribution, if the funding request is approved.
   3. **Follow-Up Report –** Recipients will be required to submit a Follow-Up Report to the City of Regina within 30 days of project completion. Copies of receipts related to the funding are not required at this time; however, please retain those receipts as the City may request copies in some instances during the review of the Follow-Up Report.