



**COMMUNITY INVESTMENT
GRANTS PROGRAM**

**NEW INITIATIVE & ANNUAL ACTIVITY GRANT
2024 MINOR FUNDING APPLICATION
(\$10,000 Maximum)**

Social Development Stream

The deadline for Social Development Minor Grant applications is **February 1, 2024 at 4:45 p.m.**

Please note that late or incomplete applications will not be considered for funding.

Instructions:

- Read the New Initiative and Annual Activity Grant Guidelines for Major and Minor Funding before completing this application; it provides guidance on answering the questions and definitions of key terms.
- Submit ONE application per proposal.
- Ensure the report contains two authorizing signatures.
- All attachments have been included. **Please note that only the requested supportive information and documents will be reviewed.**
- Keep one copy of this completed application form and attachments for your records.

Questions:

General inquiries regarding the Community Investment Grants Program (CIGP) may be directed to:
(306) 777-7507 or communityinvestments@regina.ca

Questions about the application itself, adjudication or Social Development priorities, may be directed to the Coordinator, Social Inclusion at (306) 519-7125 or sstock@regina.ca



COMMUNITY INVESTMENT GRANTS PROGRAM

Submission Guidelines

Organizations may submit their application(s) and all applicable attachments through electronic transmission, mail or hand delivered to City Hall.

Mail or Hand Delivered

Parks, Recreation & Cultural Services Department – Community Investments
6th Floor, City Hall
PO Box 1790
Regina, SK S4P 3C8

Electronic:

Applications and attachments provided electronically are to be sent to:
communityinvestments@regina.ca

All documents are required to be in a PDF, MS Word or Excel format.

Please Note: CIGP application forms found on Regina.ca/grants are developed as a fillable PDF. As part of the fillable PDF application, the forms offer editable text, as well as scrollable text boxes in order to encompass all relevant information when providing responses to the questions on the application. To ensure your application includes all information, please submit the *original fillable pdf application*.

Please note that when mailing or emailing information, it is the applicant's responsibility to ensure the Community Investments Office has received the information prior to the above-mentioned deadline.



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ORGANIZATION

Organization's Legal Name: _____

Contact Information:

Address: _____ Postal Code: _____

Primary Contact:

Name: _____ Title: _____
Phone: _____ Email: _____

Secondary Contact:

Name: _____ Title: _____
Phone: _____ Email: _____

Grant Funding Request:

Name of Proposal: _____

Please describe your proposal in one sentence: _____

Start and End Dates: Start Date: _____ End Date: _____

Amount of Request: \$ _____ **(maximum \$10,000)**

Proposal Type (choose one):
(Refer to the Grant Guidelines for
proposal descriptions)

- New Initiative** - Programs/Projects/Services, Organizational Development, Capital Initiative(s)
- Annual Activity** – Events, Programs/Services

Please answer the questions specific to the grant you are applying.

3.

a. NEW INITIATIVES APPLICANTS PLEASE ANSWER:

Has your organization applied for and/or received funding in the last two years from the City of Regina (e.g., community grants, tax assistance, payments in-kind, etc.)? If yes, please list.

b. ANNUAL ACTIVITY APPLICANTS PLEASE ANSWER:

Has the Annual Activity been supported by the City in the past? Please list the years, type of support or type of grant and the amount of the support (to a maximum of 5 years).

B) PROGRAM MERIT

4.

a. NEW INITIATIVES APPLICANTS PLEASE ANSWER:

Provide a brief summary of the new initiative. Address what you will do, how and when you will do it, who will be involved, and what you will accomplish. List any significant partnerships with other social development organizations and describe the nature of the partnership.

b. ANNUAL ACTIVITY APPLICANTS PLEASE ANSWER:

Provide a synopsis of the annual activity, how it relates to the organization's strategic plan, and the number of years the organization has been delivering this event. Describe what the activity is, when it will be undertaken and how the organization resources the event. List any significant partnerships with other social development organizations and describe the nature of the partnership.

C) COMMUNITY NEED

5. NEW INITIATIVE AND ANNUAL ACTIVITY APPLICANTS PLEASE ANSWER:

Why is your initiative or activity needed? Describe the community issue, challenge, or opportunity that your initiative is designed to address. What is the gap in the community that it is meeting?

D) COMMUNITY IMPACT

6. NEW INITIATIVE AND ANNUAL ACTIVITY APPLICANTS PLEASE ANSWER:

Describe how your organization's initiative or activity addresses the City's Social Development funding priorities, acknowledging that not all will address every priority. *For a list of the City's priorities see Appendix B of the Guidelines.*

7. ANNUAL ACTIVITY PLEASE ANSWER:

Provide a summary of how the previous years' Annual Activity was evaluated and identify any changes or improvements made to the Annual Activity as a result of evaluation.

E) ACCESSIBILITY

8. NEW INITIATIVE AND ANNUAL ACTIVITY APPLICANTS PLEASE ANSWER:

Is there a specific audience that you aim to reach through the initiative? If you have identified a specific audience, please indicate how you plan to reach that audience and how barriers to participation will be overcome.

9. NEW INITIATIVE AND ANNUAL ACTIVITY APPLICANTS PLEASE ANSWER:

What is cost, if any, for members of the public to participate in the initiative?

F) FINANCIAL NEED AND BUDGET

(New Initiative and Annual Activity Applicants, please complete)

10. Provide a budget with confirmed and expected revenue and expenses of your initiative or annual activity for the funding period. Include both eligible and ineligible expenses, as stated in the Guidelines. **The expenses should only list those directly relevant for the proposal.**

Please refer to the following list of revenues and expenses, but not limited to, for providing your budget details:

- | Revenue | Expenses |
|--|--|
| <ul style="list-style-type: none">○ Contribution from your organization○ Donations/ Fundraising○ In-kind Contributions○ Government Contributions○ Sales Revenue○ Community Funders (e.g. non-profit agency)○ Other Sources | <ul style="list-style-type: none">○ Administrative Costs (e.g. rental fees)○ Project Costs (e.g. supplies, materials)○ Marketing/Promotion (e.g. design, printing) |

11. Based on your completed budget details, please provide a brief summary of the current funding status of your initiative and explain why City funds are required. If the City does not provide funding, what will the impact be to your initiative? (500 words or less)

12. Attach a budget from the previous year for this initiative if one exists. If applicable, please explain the reason for any increase in your funding request over the previous year.

G) CAPITAL INITIATIVES (Only applicable to New Initiative applications)

- Provide a letter of **approval in principle from the property owner**, including information on **who will be providing long term responsibility and maintenance for the project**. In addition, please provide a site plan indicating the location of your project and/or conceptual plans outlining what your capital project will include.

- Organizations approved for capital funding may be asked to submit detailed drawings and technical information which could include, but are not limited to:
 - Grading Plans
 - Detailed architectural plans or engineering stamped drawings
 - Layout or site plans, including dimensions
 - Manufacturers specifications
 - Installation details
 - Information regarding who owns the property where the project will be located
 - Information pertaining to the lifespan of the capital initiative and how it will be maintained
 - Permits to comply with all applicable codes, regulations and standards

The above list of information may be required if funding is approved, depending on the specific details of the capital project in question. This information will then be submitted for further review and approval by the City.

If your project is landscape based and located on City of Regina property or park space, please contact the City prior to submitting this application. Initial discussions will outline the design process and the development of technical drawings for your project with a City of Regina Landscape Architect.

Use of Money

The Organization hereby agrees to use any money or services provided to the Organization only in the manner set out in this application and agrees to comply with any conditions as set out in the approval letter issued by the City. The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Organization agrees to return the monies, if the Organization: does not comply with the conditions set out in this application or the approval letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Community Investment Grants Program, does not use the money in accordance with the description of the intended use of the funds as set out in this application, if the undersigned made a material misrepresentation in the application, if the Organization did not use all of the money or if the organization used the money for something not described in this Application without the written consent of the City.

Compliance with Bylaws and Policies

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 percent outstanding payment following the initial breach of a bylaw. 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.

Freedom of Information and Protection of Privacy

The City of Regina is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected in this application will be used to administer the Community Investment Grants Program. De-identified, aggregate information will be used by City of Regina for program planning and evaluation. This application will be distributed to the adjudicators of the Community Investment Grants Program.

Representations

In making this application, we the undersigned Board Members/Executive Director hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application and the related attached supporting documents are truthful and accurate, that we have read and agree to comply with the Grant Guidelines and the application is made on behalf of the above-named organization and with the Board of Director’s full knowledge and consent. We further represent that the above-named organization is registered as a non-profit corporation pursuant to the laws of Saskatchewan and agree that the organization shall remain so registered for the duration of the term of the grant.

Two signatures are required:

Board Member Name (print)	Signature	Position	Date
Board Member or Executive Director Name (print)	Signature	Position	Date