

WINTER ACTIVITIES GRANT 2020-21 GUIDELINES & APPLICATION (\$500 minimum - \$5,000 maximum)

Guidelines

1. Program Purpose

The Winter Activities Grant supports sport, cultural and recreation projects for Regina residents in response to COVID-19 during the 2020-21 winter season. The program aims to enhance community inclusion, accessibility and outdoor activity in the coldest months of the year when residents typically move indoors.

2. Eligibility Requirements:

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

- The applicant must have \$2,000,000 of liability and participants' insurance in place for programs funded through this grant. If approved for funding, a copy of the Insurance Policy must be proven prior to receiving any funding.
- The applicant 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.
- The applicant must be considered in good standing by the City of Regina (e.g., no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous CIGP funding).
- The project must provide outdoor sport, recreation and cultural opportunities for residents of Regina during the winter of 2020-21 (December 1, 2020 – April 30, 2021).
- The project must align to Public Health Orders and the *Re-open Saskatchewan Plan*.
- The project must be free or low-cost.
- The project must occur in Regina; and

3. Ineligible Requests:

The City of Regina does not provide funding to:

- Applicants that do not have the appropriate liability and participants' insurance.
- Applicants that have already received a City of Regina grant for the same program and/or project during the 2020-21 winter season; and
- Projects whose purpose is the furtherance of a religious or political belief.

4. Ineligible Expenses:

City of Regina funding may not be used for:

- Cannabis or Alcohol;
- Building renovations or improvements; and
- Cash prizes, awards and/or gifts.

5. Funding Levels, Review & Approval Requests (up to a maximum of \$5,000)

Requests for funding range from a minimum of \$500 to a maximum of \$5,000 through the Winter Activities Grant. Winter Activities Grant applications are adjudicated by Senior City Administration; the authority to approve the funding has been delegated to the Director of Parks, Recreation & Cultural Services by City Council.

6. Terms and Conditions of Funding

Organizations receiving funding from the City of Regina must abide by City bylaws, policies and procedure. 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.

7. Application Process

- Applications will be accepted through two deadlines during the 2020-21 winter season. A primary deadline of December 1, 2020 and dependent on available funds, a secondary deadline of February 1, 2021.
- Depending on the volume of applications submitted, the City of Regina commits to providing a response within two (2) weeks of each of the above deadline dates.
- Applications are one-time funding for projects between December 1, 2020 and April 30, 2021.
 - Incomplete applications will not be forwarded to the Adjudication Committee for consideration.

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

Applications along with required attachments may be submitted electronically to communityinvestments@regina.ca, or hand delivered or mailed to:

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

If you have questions, please contact communityinvestments@regina.ca or 306-777-7507.

8. Evaluation

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

Requests will be evaluated using the following criteria:

- Program Merit & Planning
 - The applicant demonstrates the skills and ability to manage the project.
 - The project is realistic, clearly presented, and planned.
 - The project must align with Public Health Orders and the *Re-open Saskatchewan Plan*.
 - The budget for the project is reasonable and cost-effective.

- Community Need & Impact
 - The project supports and aligns with the City of Regina Winter Activities purpose.
 - The project is relevant, accepted, and needed by the community.
 - The project demonstrates clear, measurable benefits to the community.
 - The project provides equitable and inclusive access.

9. Post Approval

- a) **Recognition** – Recipients are required to provide recognition to the City of Regina, if the funding request is approved.
- b) **Funding Payment** – A payment of 100 per cent of the approved funding is made following approval of a request.
- c) **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.



WINTER ACTIVITIES GRANT 2020-21 APPLICATION (\$5,000 maximum)

Instructions:

- Complete all sections of this form in the space provided; type-written applications are preferred.
Keep one copy of this completed application form and attachments for your records.
Number all attachments.

GENERAL INFORMATION:

1. Applicant and/or Group Name:

Mailing Address: Postal Code:

2. Contact Person:

Mailing Address: Postal Code:

E-mail:

3. Alternate Contact:

Mailing Address: Postal Code:

E-mail:

4. Name of Project:

Project Dates: Start Date: End Date:

5. Amount of Request: \$

Attachments (number all attachments to correspond with this list):

- #1 - Schedule of Work, which includes information on the timeline/planning of the project (e.g., who does what, when do they do it, etc.).
#2 - Project Budget, which includes a list of estimated revenues (including this grant), estimated expenses and other confirmed funding sources, sponsorships and in-kind donations. The estimated expenses should also indicate what this grant funding will be used for.
(Optional) Copy of Insurance Policy
The copy of Insurance Policy should include the policy number, the insurer, amount of coverage and current expiry or policy renewal date. Insurance is not required at the time of application submission but must be proven prior to release of any approved funds.
(Optional) Letters of Support

6. **Provide an overview of your initiative?** *The overview should include information on what the project is, who is leading it, how it aligns or furthers the City of Regina Winter Activities purpose, how the event will comply with provincial health orders and the impact it will have on the City's residents (up to 1000 words).*

APPLICATION AGREEMENT

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. 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. 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 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 applicant's full knowledge and consent.

Two signatures are required:

| Name* (print) | Signature | Position | Date |
|-------------------------------|-----------|----------|------|
| Board Member or Name* (print) | Signature | Position | Date |

*In the case of a not for profit organization, one signatory must be a Board Member.