

## **WINTER INITIATIVES GRANT 2023-24 APPLICATION (\$5,000 maximum)**

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**Instructions:**

- Keep one copy of this completed application form and attachments for your records.
- Number all attachments.

**GENERAL INFORMATION:**

1. **Applicant,  
Organization,  
and/or Group  
Name:**

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

2. **Contact Person:**

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. **Alternate Contact:**

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. **Name of Initiative:**

Initiative Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

5. **Grant Request:**

\$ \_\_\_\_\_

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

- ☐ #1 – **Schedule of Work**, which includes information on the timeline/planning of the initiative (e.g., who does what, when do they do it, etc.).
- ☐ #2 – **Initiative 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)** Letters of Support
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6. **Initiative Statement**

Please provide a brief summary (50 words or less) that outlines your initiative.

*Note: If selected for funding, this statement will be posted on Regina.ca to describe your initiative.*

7. **Provide an overview of your initiative?** *The overview should include information on what the initiative is, who is leading it, how it aligns or furthers the City of Regina Winter Initiative Grant's purpose with specific references to the Winter City Strategy and the impact it will have on the City's residents (up to 1000 words).*

## APPLICATION AGREEMENT

**Applicant.** For the purposes of this agreement the Applicant shall mean the corporate entity, individual or group of individuals who are applying for the grant as named on the application and supporting documents. Should an unincorporated entity be named as the applicant, any individual who signs this application shall be deemed to be the Applicant. Groups of individuals who are an Applicant shall be jointly and severally liable for the purposes of this Agreement.

**Use of Money.** The Applicant agrees to use any money or services provided to the Applicant only in the manner set out in this application (including supporting documents) and agrees to comply with the Grant Guidelines and any conditions as set out in the approval letter issued by the City of Regina (City). The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Applicant agrees to return the monies, if the Applicant: 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 Program, does not use the money in accordance with the description of the intended use of the money as set out in this application, if the Applicant made a material misrepresentation in the application, if the Applicant did not use all of the money or if the Applicant used the money for something not described in this application without the written consent of the City.

**Compliance with Bylaws and Policies.** Applicants receiving funding from the City must abide by City's bylaws, policies and procedures. An Applicant that has breached a City bylaw will lose, if applicable, any outstanding payment and/or unused funds following the initial breach of a bylaw. Subsequent incidents will result in the Applicant being ineligible for grants in the future. If an Applicant 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 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 Program. De-identified, aggregate information will be used by City for program planning and evaluation. This application will be distributed to the adjudicators of the Program.

**Indemnification.** The City's role is limited to providing the Grant to the Applicant and promoting activities funded by the City. The Applicant agrees that the City shall not be liable for any activity carried out by the Applicant. The Applicant is responsible to determine if it has adequate insurance for its activities. The Applicant agrees to fully indemnify the City, including its officers, agents, employees and affiliates, and hold each of them harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities and costs relating to, arising out of, or connected to, directly or indirectly, with the Applicant's activities under this Agreement including, without limitation and no matter when asserted, claims relating to: the injury (physical or psychological) or death of any person; and damages to or loss of any property, excluding claims resulting from an act or omission amounting to the City's negligence or breach of contract to the extent attributable to the City.

**Representations.** In making this application, I the undersigned hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. In the case of a corporate entity or partnership I represent that I have the authority to bind the corporate entity or partnership.

Where the Applicant is a group of individuals each individual must sign the application.

### 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.