NEW INITIATIVE & ANNUAL ACTIVITY
2024 GRANT GUIDELINES

Social Development Stream

Contents

1   New Initiatives and Annual Activity Grants Overview

The New Initiative and Annual Activity grants provide Minor or Major funding for eligible non-profit organizations that are aligned with the City's Social Development priorities. There are two levels of funding, each with their own application form:

- **Minor** funding of up to $10,000, for proposals, either New Initiatives or Annual Activity that are completed within 12 months.

- **Major** funding of over $10,000 and up to $30,000, for proposals, either New Initiatives or Annual Activity that are completed within 12 months.

Special exceptions will be made for New Initiative grants, either Major or Minor that have a unique nature and demonstrate that it will take longer than 12 months to complete. In those cases, organizations may receive approval to spend their allocated funds over a period of up to 24 months.

1.1 Application Deadline

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

1.2 Funding Period

The grant period is May 1, 2024, to April 30, 2025, unless approval is given for a project that requires longer than 12 months to complete.

1.3 Funding Limits

The maximum amount of funding available for an individual project is $10,000 under Minor funding and $30,000 under Major funding.

All eligible organizations are able to apply for two (2) grants in total: one (1) Major and one (1) Minor or two (2) Minor grants through the Annual Activity and New Initiative programs, or a combination of both. The total value of the two (2) grant applications cannot exceed $40,000. Any requests above the $40,000 limit will not be considered in adjudication. City of Regina Community Partners are only eligible to apply for two (2) grants in total: one (1) Major and one (1) Minor or two (2) Minor grants through the New Initiative program.

Organizations who apply for Minor or Major funding may also apply for the same project under the Saskatchewan Lotteries Community Grant Program, if the project meets the eligibility requirements.

2   Eligibility

2.1 Who can apply?

For all proposals, either New Initiatives or Annual Activity, organizations must:

a) be a **registered non-profit community organization** that is operating with an active status, and that has been incorporated for at least one year at the time of application submission. *Verification of current non-profit incorporation must be submitted with the application;*

b) be based in Saskatchewan or be a provincial organization and deliver services to the residents of Regina;

c) demonstrate sound financial management and accountability;

d) be responsible for the development, implementation, and evaluation of those activities for which the funds are intended;

e) 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;

f) have a distinct line of separation between the budget of its funded activities and the furtherance of an organization's religious and political mandate (if applicable);

g) be considered in good standing by the City of Regina (e.g. no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc.) or follow-up reports from previous CIGP funding; and

h) be a School Community Council or registered non-profit organization on behalf of a school or School Board.

i) business improvement districts partnering with the City of Regina are eligible to apply

For Annual Activity proposals, organizations must also:

j) have completed at least one year of the proposed programming and consider the activities to be a demonstrable, ongoing element of the organization's core programming, related to their mandate.

k) organizations that host a biennial program/project/initiative/event are eligible to apply for annual activity funding. If approved through adjudication to be funded, the program/project/initiative/event will only receive funding on years' the initiative is being held in Regina.

2.2 Who is ineligible to apply?

The following organizations are not eligible to apply for City of Regina Minor and Major funding:

a) post secondary institutions, universities or private schools;

b) municipal service providers such as fire, police and libraries;

c) Saskatchewan Health Authority, hospitals, nursing homes;

d) charitable foundations;

e) organization hosting a conference; and

f) events or projects related to that same event, that qualify for funding under other City of Regina grant programs (e.g.: Special Event or Hosting Grant)

2.3 What Qualifies for Funding?

Initiatives and activities that are already funded by the City through other streams of the CIGP, as well as initiatives and activities, which primary purpose is fundraising, are not eligible for funding, under the CIGP. The following **types of proposals** are eligible for funding:

New Initiatives

- **Programs/Projects/Services**: Specific, first-time, time-bound activities programs/programming and services delivered to Regina citizens that are accessible to the public.

- **Organizational Development:** Funding to support capacity-building and planning activities to improve the long-term sustainability of community-based organizations (e.g., staff or Board training, strategic planning). *City Community Partners are ineligible to apply for organizational development initiatives*.

- **Capital Initiatives**: Capital development projects, including new construction, renovation and/or expansion of a facility, and capital equipment. Capital initiatives are a *matching grant* of up to a maximum of 50 per cent of the initiative cost, or a maximum of $30,000.

Annual Activity

- **Events:** Festivals or events which the organization aims to present on an annual basis. As per eligibility, this does not include festivals or events in their first year of operation.

- **Programs/Services**: Specific, reoccurring, time-bound activities, programs/programming and services delivered to Regina citizens that are accessible to the public.

2.4 Eligible and Ineligible Expenses

Eligible Expenses:

For all projects, either New Initiatives or Annual Activities, eligible expenses include:

a) **costs directly related to the implementation, delivery, and evaluation of services,** such as rent, location or venue rentals and utilities, program/event staffing, materials and program equipment, honorariums and fees, and participant transportation.

b) travel costs for organizational development outside of Regina (within North America) are permitted under the following considerations: 1) Groups must demonstrate the need for a capacity building opportunity and the impact it will have; 2) Organizations must demonstrate that the opportunities are not available in Regina; 3) Organizations will be encouraged to apply for the opportunities closest to Regina.

Ineligible Expenses:

For all proposals, either New Initiatives or Annual Activity, ineligible expenses include:

a) deficits

b) transportation, activities and/or travel outside of Regina is ineligible. *Special exceptions could be made for activities that are not available within Regina and where the primary benefactors are Regina residents.*

c) expenses incurred before City funding is awarded

d) fundraising initiatives

e) administrative equipment

f) alcohol

g) awards/gifts/trophies/prizes

h) socials/volunteer appreciation

i) projects and programs within the direct jurisdiction or mandate of other levels of government local authorities will not be funded.

For **Annual Activity applications,** the following are ineligible expenses:

j) organizational development

3 Priorities

3.1 Funding Stream Priorities

The City of Regina uses an outcomes-based approach to funding. All applications are evaluated based on their alignment and support of the City's funding priorities.

The priorities for each funding stream are presented in the table below. Key terms are used here and are further defined in *Appendix A: Glossary of Common Terms.*

Funding Stream	Stream Priorities
Social Development	• Support communities to create collaborative strategies to address hunger and food security as well as access to housing. • Strengthen development of safe neighbourhoods through community activities and resources. • Support organizations that represent equity-deserving groups to build a welcoming and socially inclusive community. • Support efforts by organizations that deliver programs, services and space that align with the Truth & Reconciliation Calls to Action (TRC).

3.2 Capital Projects

Eligible for Capital Projects – Funding may be requested for a capital development project or equipment that is accessible and beneficial to the public, is located in Regina and is:

a) in a building or on land owned, leased or managed by the City of Regina; or
b) in or on public property, including school board property or crown lands; or
c) in or on private property, leased to a non-profit organization for a minimum of 5 years (copy of lease required); or
d) in a facility or on land owned by a non-profit organization if the facility or land is publicly accessible.

Ineligible Capital Expenses – The following costs are not eligible for capital funding:

a) ongoing maintenance or operating costs;
b) financing costs or debt repayment;
c) fund raising costs or volunteer appreciation;
d) facility rental fees;
e) program supplies or consumable equipment (unless approved as part of a larger project)

Approval in Principle – Approval by a property owner to implement a project on their property must accompany your application. If your project will be located on City of Regina property, an approval in principle is required prior to consideration of your grant application.

Agreements - For projects on City property, following acceptance of your grant application, an agreement outlining the respective rights and obligations of the City and the Organization with respect to the project will be provided for execution by the City.

Insurance - Organizations approved for funding for capital projects on City of Regina property will be required to provide general liability insurance at a level acceptable to the City of Regina.

Volunteer Labour – volunteer labour may be included in a project's revenue and expenses and should be calculated at the current minimum wage rate.

Landscape Projects - If your project is a landscape project on City of Regina park space or property, the City of Regina will assist with the landscape design work required for your project; however, you must contact the City prior to submission of your application. If the City of Regina is not able to accommodate the timelines for your particular landscape project, then you may be required to hire a Landscape Architect to complete the necessary design work. The City of Regina will not provide design services for landscape projects that are not on City of Regina property or projects that require other professional design services (e.g. architectural, engineering, irrigation, etc.).

4 Grant Application Process

4.1 Application Submission

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

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.***

Mail:

Applications can be mailed to:

Community Investment Office – 6th Floor
City Hall, 2476 Victoria Ave
PO Box 1790
Regina, SK S4P 3C8

In Person Delivery:

Applications can be delivered in person to the Ambassador's Desk on the Main Floor at City Hall (2476 Victoria Ave), with Attention to 6th Floor, Community Investments.

Materials submitted to the Community Investments Office will not be returned.

All applications require two signatures. It is the applicant's responsibility to ensure the Community Investments Office has received the information prior to the above-mentioned deadline. Please see application forms for more details on submission guidelines.

4.2 Choosing an Application Funding Stream

Organizations are invited to apply for funding under the stream that is most relevant to their proposal, rather than the stream the organization is aligned with (e.g., an arts organization could apply for funding for a project under the Social Development stream). City Administration will be available to assist applicants with identifying the most relevant stream for their application. Please contact one of the following staff members for assistance:

- o **Culture –** Coordinator, Cultural Development at (306) 535-0331 or rbarclay@regina.ca
- o **Social Development -** Coordinator, Community Social Inclusion at (306) 519-7125 or sstock@regina.ca
- o **Sport and Recreation** - Coordinator, Sports Facilities and Special Events at (306) 536-8470 or cdezotel@regina.ca

If you are unsure of who to contact or require more information, please call (306) 777-7507 or email communityinvestments@regina.ca.

4.3 Multiple Applications

Organizations may apply to different streams for distinct activities (e.g., an organization could apply for a New Initiative under the Culture stream and for a separate project under the Sport and Recreation stream). Applicants are required to submit separate applications for separate project requests (e.g., a capital upgrade to a facility and program funding for an after-school program) rather than to combine them into one application. Each application will be assessed on its own merits. Organizations will also be allowed to apply for other programs administered by the City through the CIGP, such as the Saskatchewan Lotteries Community Grant Program.

5 Application Review, Evaluation and Funding Recommendation

5.1 Overview

Applications will be processed by City Administration and assessed for completeness and eligibility. Applications will then be distributed to the Grant Review Committee for their review, evaluation and funding recommendations. Those recommendations are then forwarded to the Director, Parks, Recreation & Cultural Services for consideration and approval.

5.2 Grant Review Committees

Grant applications are reviewed by multi-stakeholder Grant Review Committees that are specific to each funding stream. City Administration staff acts as the Chairperson for the Committee but does not participate in adjudicating or voting. Together, the Social Development Committee is comprised of individuals that have technical, subject matter and/or lived experience related to food security, 2SLGBTQIAP+, housing/homelessness, Indigenous, addictions/harm reduction, newcomer or immigrant, sexuality & gender diversity, black, person of colour, or member of an ethnocultural group, disability, disabled or person with a disability, mental health, youth/young adult (age 15-29), domestic violence, older Adult (age 65+) or racism & discrimination.

5.3 Application Evaluation

Applications are evaluated and awarded funding based on their merit and the degree to which they address the City's Social Development priorities, as well as available funding and competing applications. Each application will be scored equally based on the following six criteria:
i) Organization, ii) Program Merit, iii) Community Need, iv) Community Impact, v) Accessibility, and vi) Financial Need.

Organization The organization has an appropriate structure and capacity to fulfil its mandate. It has the ability to identify and access viable funding opportunities (public and private) and to effectively manage its operations. With Annual Activity applicants, the Grant Review Committee considers the history of City support to the organization over a range of years when scoring.

Community Need: An organization's work and programming reflect contemporary, regional, national or international practises which result in satisfaction of the City's Social Development priorities. Programming is unique and a measured necessity that does not duplicate the work of other organizations.

Community Impact: The organization is capable of measuring the success of its programming against City Social Development priorities and community needs.

Accessibility: The organization works to remove social, geographic and economic barriers to engagement and participation and ensures the expansion of audience access to, and comprehension of work and programming.

Financial Need: The organization demonstrates that City funding is integral to their vitality. With Annual Activity applicants, the Grant Review Committee considers the activity's sustainability, continued work in the community, history of City support over a range of years and the implications of increased or decreased City support to the activities.

5.4 Funding Recommendations

The process is competitive; therefore, not all eligible applications may receive funding.

For New Initiative grants, organizations receive 80 per cent of the payment upon approval. In order to receive the final 20 per cent, organizations must submit a Follow-Up report within 90 days of the completion of the initiative.

For Annual Activity grants, organizations receive 100 per cent of the payment upon approval. Approved Annual Activity grants receive reoccurring stable funding, pending budget approval each year. In order to receive funding in the following year, organizations must submit a combined application and follow-up report called an Annual Activity Funding Report. The Grant Review Committee will review this as part of their annual adjudication.

5.5 Grant Notification

The process from application date to notification of decision is approximately 12 weeks. If a grant is successful, an organization will receive a letter advising that a grant is offered. The City of Regina does not release results by telephone or by e-mail, but is subject to change. Except where specified, approval of any funding to a group or organization does not commit the City of Regina to any future funding of that group or organization.

5.6 Application Appeal Process

Unsuccessful applicants may appeal their decision in writing to the Director, Parks, Recreation & Cultural Services or their designate, who will have the final decision-making authority. Appeals will only be considered where it can be demonstrated that an error in process was made. Appeals must be received by the City of Regina, Parks, Recreation & Cultural Services Department within 60 days of receipt of the notification letter.

6   Follow-up Reporting

6.1 Performance Measurement

In order to better assess and report on the impact of the CIGP, the City has developed a set of funding priorities.

Organizations that receive funding from the program will be required to identify and report on relevant indicators *(measurements)* against these priorities. This will allow the City to better understand and communicate the collective impact of its funding and identify areas of strength and weakness for future investment.

Refer to *Appendix B:* Reporting on Performance for Social Development priorities and indicators.

6.2 Follow-Up Reporting and Evaluation

The City will collect and integrate performance information received through the Follow-up Report and Annual Activity Funding Report, so that the City can report on the overall impact of funded initiatives and activities.

Organizations, whose programs have been completed, will not be eligible to apply for additional funding until a Follow-Up or Annual Activity Funding Report has been submitted to the City. See below for specifics related to New Initiatives and Annual Activity reporting requirements.

New Initiatives Follow-Up

Grant recipients will be required to submit a completed Follow-Up Report, including reporting on performance indicators for the stream in which they applied for funding (Culture, Social Development or Sport and Recreation), as listed in *Appendix B.* This Follow-Up Report must be submitted within 90 days of the completion of the initiative.

Applicants will also be required to submit a project budget, which includes both revenue and expenses for the specific initiative. Applicants will not have to submit receipts for non-capital expenditures, but will have to make them available upon request. Receipts for all capital expenditures will have to be submitted. Organizations without a successful funding track record (e.g. one or more years of funding with satisfactory performance and reporting) with the City may be required to submit all receipts.

Follow-Up Reports will be reviewed internally and evaluated against the original application submission, responses to follow-up questions, compliance with Major and Minor funding guidelines and reported performance indicators. This information will be used to conduct a simple evaluation to assess whether they achieved their stated objectives. A more in-depth assessment will be conducted on those initiatives that encountered significant challenges or did not meet their requirements. This evaluation may involve an in-person meeting and a review of key organizational documents, such as annual reports, audited financial statements, etc.

If all initiative objectives have been met, organization will receive approval of their follow-up report and their final 20 per cent payment of the approved funding.

Annual Activity Funding Report

Organizations that receive Annual Activity funding will be required to submit a completed Annual Activity Funding Report, a combination of the next year's application and previous year's follow-up report. The Grant Review Committee will review the report as part of their annual adjudication. This Report will include performance indicators for the stream in which the organization applied for funding (Culture, Social Development or Sport and Recreation), as listed in *Appendix B.* Applicants will also be required to submit their organization's overall budget and a financial report including funding sources and expenses. This Report must be submitted on or before the grant deadline date.

Grant Review Committees are always informed of the previous year's Annual Activity decisions and rationale. This information is an important input in their decision making. The Grant Review Committee may only recommend an increase to an organization's Annual Activity grant that is up to a maximum of 20 per cent of the previous year's funding level. Similarly, the Grant Review Committee may only recommend reducing an organization's Annual Activity grant up to a maximum of 20 per cent from the previous year's funding level. In this manner, organizations have a clear sense of an anticipated range of funding for their Annual Activity grant.

If an organization receives two consecutive annual decreases of any amount, by the Grant Review Committee, but not due to a city wide CIGP decrease from the City's annual budget process, the Grant Review Committee can recommend that the organization receives $0 in that year's allocation of funds. The organization must then re-apply for Annual Activity funding as a new applicant the following funding year.

Example on decreases for funded Annual Activity:
- Each year the organization completes their Annual Activity Funding Report.
- The Grant Review Committee adjudicates the application and decides that the organization is not meeting the City's funding priorities and recommends that they receive a decrease of up to 20 per cent, the maximum they could recommend.
- An explanation is provided to the organization on which priorities they were not meeting, and that improvement is needed.
- In the following year, the Grant Review Committee, familiar with the decisions and rationale of the previous years' Committee, again decides to reduce the organization's funding, again by up to 20 per cent.
- Rationale for the decrease is explained to the organization.
- Next year, now having seen two consecutive years of decreases, the Grant Review Committee could decide to not fund the organization. This would effectively remove them from the Annual Activity program and require them to re-apply for funds as a new applicant in the next year.

7 Terms and Conditions for Applicants Awarded Funding

The application form for New Initiative and Annual Activity grants will act as the agreement for funding through the CIGP.

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 per cent outstanding payment following the initial breach of a bylaw. In the case of an organization holding an Annual Activity grant, the breach will be presented to the forthcoming Grant Review Committee who will consider the breach as part of their annual adjudication. 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.

APPENDIX A: Glossary of Common Terms

Accessible: A general term used to describe the degree to which an activity, service, or physical environment is available to as many people as possible, regardless of their physical abilities or socio-economic background. Accessibility can be viewed as outreach activities, the "ability to access" and benefit from the activity, service or physical space. Improving accessibility involves removing economic, physical, cultural and transportation barriers to participation in programs, projects and facilities.

Affordable: A measure of whether residents have access to sufficient resources to participate fully in society, and whether programs, services and activities are priced to allow residents from all income levels the opportunity to participate.

Art: The expression and application of creativity. (E.g. studio arts, film & video, theatre, music, dance and literary arts).

Arts (the Arts): The mechanisms that support and promote art and artists (film production crews, cultural offices, arts administrators, artists, technicians. The expression or application of human creative skill and imagination (e.g. painting, printmaking, drawing, sculpture, crafts, photography, film and video, theatre, music, literary arts, dance). It includes original, creative interpretation and facsimile reproduction and distribution, in addition to cultural industries - publishing, film, sound recording, video and audio-visual broadcasting.

Artist: Any person who creates or gives creative expression to, or re-creates works of art, who considers their artistic creation to be an essential part of their life, who contributes in this way to the development of art and culture and who is or asks to be recognized as an artist, whether or not they are bound by any relations of employment or association.

Capital projects: Projects that encompass capital development projects, including new construction, renovation, and/or expansion of a facility. Also includes capital equipment required for a program (bleachers, portable stage, etc.).

Community Associations: Volunteer non-profit organizations that plan and provide sport and recreation, arts and culture, and social programs for residents in a particular geographic area (neighborhood).

Core/Primary: This term can be defined as functions of an organization that are critical and most closely related to achieving the organizations mandate.

Culture: The whole complex of distinctive spiritual, material, intellectual and emotional features that characterize a society or social group. It includes creative expression (e.g. oral history, language, literature, performing arts, fine arts and crafts), community practices (e.g. traditional healing methods, traditional natural resource management, celebrations and patterns of social interaction that contribute to group and individual welfare and identity), and material or built forms such as sites, buildings, historic city centres, landscapes, art, and objects.

Cultural Heritage: The intangible practices, expressions, knowledge, and skills of a community or an individual in addition to associated material instruments, public art, artifacts, objects, historic places and cultural spaces. The full list of cultural heritage resources is found in the City of Regina Cultural Plan (www.designregina.ca/cultural-plan/).

Culture Programming: The collection of projects/programs, delivered through events, festivals and other modes of exhibition and distribution.

Cultural Resources: Any cultural activity or asset that contributes to culture, which includes cultural occupations (e.g. artist, graphic designers, cultural managers), cultural enterprises (e.g. museums, libraries, galleries), festivals and events (e.g. fairs, street festivals, music festivals), natural heritage (e.g. community gardens, significant parks), intangible cultural heritage (e.g. customs, traditions, ceremonies), cultural heritage (e.g. public art, plaques and monuments, built heritage properties), cultural spaces and facilities (e.g. cinemas, religious institutions, urban spaces) and community cultural organizations (e.g.

arts groups, heritage groups). The full list of cultural resources is found in the City of Regina Cultural Plan (www.designregina.ca/cultural-plan/).

Cultural Space: Culturally defined zones, physical, virtual, geographical or imagined that are produced, sustained, monitored and debated by communities. Cultural Space is often shaped by cultural activity as well as providing room for the commemoration and celebration of beliefs, behaviours, memories and values.

Cultural Workers: Cultural workers are people involved in the creation, production and dissemination of culture goods and services. Examples of cultural workers include actors and comedians, architects, archivists, artisans and craftsperson's, authors and writers, conductors, composers, conservators and curators, dancers, editors, graphic designers and illustrators, industrial designers, interior designers, journalists, landscape architects, librarians, musicians and singers, other performers, painters, sculptors and visual artists, photographers, producers, directors, choreographers, theatre, fashion, exhibit, and other creative designers.

Cultural Support Workers: Cultural Support Workers provide support in the form of technical support, manufacturing, research and analysis, as well as management for culture goods, production and services. Examples of cultural support workers include announcers and other broadcasters, architectural technologists, audio and video recording technicians, binding and finishing machine operators, broadcast technicians, camera, platemaking and other pre-press correspondence, publications and related clerks, desktop publishing operators and related occupations (typesetters) drafting technologists, film and video camera operators, graphic art technicians, landscape and horticultural technicians, library and archive technicians and assistants, library clerks, library, archive, museum and art gallery managers, managers in publishing, motion pictures, broadcasting and performing arts, other technical occupations in motion pictures, broadcasting and performing arts, patternmakers, textile, leather and fur products, photographic and film processors, print machine operators, printing press operators, professional occupations in public relations and communications, supervisors, library, correspondence and related information clerks, supervisors, printing, and related occupations, support occupations in motion pictures, broadcasting and performing arts, technical occupations related to museums, translators, terminologists and interpreters.

Equity-Deserving Group(s)
Groups of people who experience systemic barriers to participating in society based on characteristics such as age, disability, economic status, ethnicity, gender, gender expression, nationality, race, religion, sex, and/or sexual orientation. Barriers may be attitudinal, environmental, financial, and/or social.

Ethnic/Ethnic Group: An ethnicity, or ethnic group, is a socially-defined category of people who identify with each other based on common ancestral, social, cultural, or national experience. Membership of an ethnic group tends to be defined by a shared cultural heritage, ancestry, origins, history, homeland, language (dialect), or even ideology, and manifests itself through symbolic systems such as religion, mythology and ritual, cuisine, dressing style, physical appearance, etc.

Event: An event is a gathering of people designed to celebrate, honour, discuss, educate, observe, encourage, or influence human endeavors. An event is something that happens: an occurrence, an activity accentuating and celebrating community spirit, especially one that is of some importance.

Festival: A specific event designed to present through public access, productions or services of an arts discipline(s) often multi-faceted and occurring during a brief period of time. Often festivals occur annually and usually in a reasonably contained area, indoors and/or outdoors.

Financial Need: The organization demonstrates that City funding for core operations and programming is integral to their vitality, sustainability and continued work in the community.

Heritage Conservation: Actions or processes taken to protect the physical elements of historic places.

Inclusive: A description of the community where all people have access to quality community necessities and amenities, where all people, regardless of any difference, have the same opportunities to take part in

all aspects of community life, and where all people have a sense of belonging and respect in the community.

Leverage: The use of a small investment from one source to contribute to greater gains in another source (e.g. funding, volunteers transferred between programs and funded groups).

Newcomer: An immigrant or refugee who has been in the country for a short time, usually 3-5 years.

Child (2-12), Youth (13-18), Young Adult (19-24), Senior (65+) as indicated in admission fees.

Organizational Development: The funding that supports capacity-building and planning activities to improve the long-term sustainability of community-based organizations (e.g. staff or Board training, strategic planning).

Partnership: Partnerships are strategic alliances made between artists, not-for-profit arts and community organizations and/or educational institutions in which resources, material, and/or labour, are shared to realize organizational goals. Partners may include peer organizations that have access to different markets or may be interested in merging programs to increase or widen audience reach and to share expenses. Agreements between organizations and sponsors are not considered partnerships (but part of a wider fund development practice).

Projects/Programs: The specific, time-bound activities and services delivered to the citizens and organizations in Regina.

Programming: The collection of projects/programs, delivered through events, festivals and other modes of exhibition and distribution.

Public Space: Public Space refers to the components of built or natural environments where the public access for individual or collective activities is a priority.

Recreation: Recreation includes all those activities in which an individual chooses to participate in his/her leisure time and is not confined solely to sports or physical recreation programs, but includes artistic, creative, cultural, social and intellectual activities.

Social Development: Social development is the practice of supporting individuals, families, neighborhoods and communities in disadvantaged positions to receive a share of the community's assets, resources and opportunities in order to improve quality of life.

Sport: Is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, race, or other form of competitive event.

Traditional Approach/Practice: The handing down of statements, beliefs, legends, customs, information, etc., from generation to generation, especially by word of mouth or by practice/custom.

Target Audience: A particular group of people, identified as the intended recipient of a program or service.

Zone Board: The volunteer non-profit organizations consisting of representative Community Association members that plan and provide sport and recreation, arts and culture, and social programs that include all residents at a zone wide level (beyond community association boundaries).

Appendix B: Reporting on Performance

All CIGP funding recipients will be required to report on the performance of the funded activity using indicators *(measurements).* See the Social Development Priorities and Indicators table below for the list of performance indicators that your organization will be required to track and report on.

The experience of other funders, who have adopted outcomes-based approaches is that recipients benefit from the process as it leads organizations through a meaningful process of evaluation through the gathering of information on impacts and builds in a mechanism for continuous improvement through the annual re-application process. Recipients also benefit from a transparent adjudication process based on priorities.

Priorities and Indicators:

The City's Social Development priorities are also anticipated outcomes, which are the changes, benefits, knowledge or other results that happen as a result of the organization or project. They describe an effect of the project on an individual, group or community.

Indicators are used to measure a program's achievement and the progress made toward the priorities. While the priorities answer the question "what are we hoping to achieve?" indicators answer the question "how will we know when we have achieved it?" Indicators describe observable, measurable characteristics or changes. They may be quantitative (numbers) or qualitative (narrative) or a combination of both

Social Development Stream Priorities and Indicators (measurements)

The City has identified a number of social development stream priorities. Listed below, along with each priority, are indicators (or output measurements) that organizations can use when answering the Community Impact section of the application.

PRIORITIES	INDICATORS
Support communities to create collaborative strategies to address hunger and food security as well as access to housing.	• Total # of clients obtaining safe and stable housing • Total # of vulnerable women, children and youth provided with direct shelter (24-48-hour emergency respite housing)
Strengthen development of safe neighbourhoods through community activities and resources.	
Support organizations that represent equity-deserving groups to build a welcoming and socially inclusive community.	• Total # of health care and wellness programs • Total # of First Nation, Métis, Inuit people engaged in planning and delivering of programs, services and events. • Total # of people from ethnocultural minorities engaged in planning and delivering of programs, services and events. • Total # of 2SLGBTQIAP+ people engaged in planning and delivering of programs, services and events. • Total # of people with disabilities engaged in planning and delivering of programs, services and events. • Total # of older adults engaged in planning and delivering of programs, services and events. • Total # of youth engaged in planning and delivering of programs, services and events.
Support efforts by organizations that deliver programs, services and space that align with the Truth & Reconciliation Calls to Action (TRC).	• Total # of programs directly or indirectly delivered that respond to the Truth & Reconciliation Calls to Action (TRC). • Total # of organizational services that align with the Truth & Reconciliation Calls to Action (TRC).
General	• Total # of community development workers • Total amount of funding received from other organizations (grants, sponsorships, and donations) • Total # of volunteers • Total # of volunteer hours • Total attendance (# of people that participated in core programming) • Total # of programming hours delivered

Impact Statements – The City is also asking organizations to provide personal impact statements related to an experience in a specific priority area from the previous year. This compelling statement or story will help to demonstrate the impact or success your organization has on the community.