

**NEW INITIATIVE & ANNUAL ACTIVITY GRANT
2024 MINOR FUNDING APPLICATION**

(\$10,000 maximum)

Sport & Recreation Stream

The deadline for Sport & Recreation Minor Grant applications is **February 8, 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 Sport & Recreation priorities, may be directed to the Coordinator, Sport Facilities and Special Events at (306) 536-8470 or cdezotel@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.



COMMUNITY INVESTMENT
GRANTS PROGRAM

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

Sport & Recreation Stream

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 _____ 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

A) ORGANIZATION

Attachments – Please attach the following supporting information to your application:

- #1 Profile Report from the Corporate Registry, Information Services Corporation (ISC); the profile report must be dated no more than 30 days prior to submission of the application.
- #2 A copy of the event/project budget to this application. Ensure the event/project budget includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.
- #3 Most recent Annual Financial Statements for your organization (audited statements where required by ISC).
- #4 Capital Initiative Support Documentation **(if applicable)**.

If you are undertaking a Capital Initiative, please ensure that you read the **Capital Projects section** of the Guidelines for more information regarding technical information required.

1. Provide a description of your organization, including the following (maximum 250 words):
 - a. Mandate or Purpose

b. History of Organization

2. Does your organization have any unpaid accounts with the City of Regina (taxes, utilities, tickets, permits, CIGP follow-up reports, etc)? If yes, what are they?

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 sport and recreation 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 activity. Describe what the activity is, when it will be undertaken and how the organization resources the event. List any significant partnerships with other sport and recreation 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 Sport and Recreation funding priorities, acknowledging that not all will address every priority. *For a list of the City's priorities see Appendix B of the Guidelines.*

a. ANNUAL ACTIVITY APPLICANTS 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

7. 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.

8. 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)

9. 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) |

10. 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)

11. 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.

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 Polices. 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:

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