



Community Initiatives Fund – Community Grant Program

Program Objectives

The **CIF Community Grant Program** provides project grants to community initiatives that enhance **human development** and **community vitality**, focusing on:

- a) development opportunities for children, youth and families;
- b) increased positive activities for young people at the local level, including physical activity, arts and cultural activity;
- c) increased community leadership capacity, particularly leadership opportunities for youth; and,
- d) inclusion of First Nations and Métis people as leaders in the planning and/or delivery of community activities.

Annual Grants support projects that will be delivered throughout the year.

Summer Grants assist community organizations in delivering projects between May and September.

Priority Areas For Funding

The CIF Community Grant Program is focused on human development - supporting community organizations to deliver activities that improve the education, health, and/or well-being of children, youth and families. Projects supported provide development opportunities for children, youth and families that focus on prevention and early intervention, as opposed to crisis intervention. Requests must meet at least one of the following priority areas:

- family violence prevention projects that reflect a balance between residential and outreach services in the community;
- health projects designed for prevention and early intervention;
- social services prevention projects;
- justice-related education projects and services for children and youth in the areas of crime prevention and early intervention;
- sport, culture, and recreation projects and services that reduce barriers to and support access and participation for youth, children, and families;
- school-based projects that assist the school and the community to build partnerships to address the complex and diverse needs of students; and,
- projects that respond to the increased number of Aboriginal people living off-reserve, particularly those that are developed and delivered with inclusion of First Nations and Métis people living in urban centres.

Note: The priorities above may be weighed based on community consultations conducted at the regional level. **Contact your RIC Coordinator for information on funding priorities identified for your region.**

What is the Community Initiatives Fund?

The Community Initiatives Fund (CIF) was introduced by the provincial government in 1996 to ensure that Saskatchewan communities received benefits from casino profits. The CIF receives a portion of profits from the Regina and Moose Jaw casinos. The Fund is managed by an independent government-appointed board. The board has many years of experience as community volunteers.

The CIF Community Grant Program is delivered at the regional level with the assistance of Human Service Regional Intersectoral Committees (RICs).

Eligible Applicants

To be eligible to apply for the Community Grant Program, a community organization must:

- have a primary purpose and activities that are charitable in nature (i.e. relief of poverty, advancement of education or other purposes considered beneficial to the community), and
- be incorporated in Saskatchewan as a non-profit corporation; and/or,
- be a community-based or voluntary Saskatchewan group that is endorsed by a recognized partner organization such as a municipality, school, school division or health region.

Federal and provincial government departments and ministries are not eligible for funding.

Schools, school divisions, municipalities and health regions may apply for projects that are community-based and community-led.

Eligible Projects

Projects supported must begin after the application deadline and will not be funded retroactively.

The CIF is intended to support off-reserve activity. Community organizations that meet the eligible applicant criteria, including First Nations organizations located on-reserve or off-reserve, may apply to the CIF or form partnerships to deliver off-reserve projects. Projects may combine CIF funds with funds from other sources such as Community Development Corporations, Tribal Councils, First Nations, or federal or provincial agencies so that, overall, the project has funds to support components both on-reserve and off-reserve.

Projects must not duplicate existing programs and services already available in the community.

Government delivered projects, programs and services are not eligible.

*Further restrictions apply – see **Eligible and Ineligible Expenses for details.***

Eligible and Ineligible Expenses

All income and expenses must be included in the Budget Form provided in the application. The following restrictions apply on the use of Community Grant Program funds:

- Expenses claimed must be direct project related costs, such as project materials, minor equipment, salaries for project personnel and/or rent and utilities specifically related to project delivery.
- Cash, prizes, gifts, gift cards, food hampers, awards and trophies/plaques are not eligible.
- Construction, renovation, retro-fit and repair to buildings/facilities and major equipment (including fixing doors, shingling roofs, installing flooring, hauling, moving, etc.) are not eligible.
- Professional staff training is not eligible.
- Promotional items such as uniforms, t-shirts, water bottles, etc., are not eligible.
- Donations of in-kind contributions and volunteer time may not be claimed as a cash expense.
- Reasonable expenses for individuals such as volunteer honourariums and participant allowances may be considered provided the expense is justified and directly related to project delivery.
- Wages for project staff are eligible but must directly support project delivery and not replace general operating or core costs for the organization.
- Salaries and expenses for federal, provincial, or municipal government employees are not eligible.
- Out of province travel and activities are not eligible.
- Other expenses that the CIF board deem inappropriate may be excluded.

Grant Levels

- For annual grants, up to a maximum of **\$25,000** per project is allowed.
- For summer grants, up to a maximum of **\$5,000** per project is allowed.
- The amount allocated for each project is based on merit assessed against the grant criteria, the level of eligible requests received, consideration for providing support to requests across the region, and the amount of funding available for distribution.
- Due to limited funding, applicants may receive funding for not more than one annual grant and one summer grant in any given year.

Assessment Criteria

Applicants will be assessed using the following criteria:

- a) Respond to identified priority areas:** The proposed project must advance at least one of the priority areas for funding identified in page 1 of the application guide.
- b) Community support:** The project has community support and partnerships to ensure successful delivery and participation in the project. Support may include donations, in-kind contributions, volunteer time, and financial contributions from the community and partners. Please include letters that demonstrate community need and support for your project.
- c) Project effectiveness:** The project plan is achievable and will support clear results, have real-life outcomes, be preventative in nature, benefit a significant number of individuals in the community, and be based on community needs.
- d) Project integration and coordination:** The project is integrated or coordinated with other community programs and services of a similar nature offered within the same area or region to maximize outcomes and to avoid duplication of similar or existing programs and services within the geographical area. Where possible, the project includes coordination of CIF funding with other funding sources.
- e) Community leadership:** The project is community-based and developed with community input to address community-identified needs. Where possible, there is active involvement in the development, management, and delivery of the projects by those to whom the projects are intended to benefit. Projects that increase community leadership capacity, particularly for smaller communities, youth, First Nations and Métis people, are encouraged.
- f) Funding sustainability:** If the project is intended to be ongoing, the project plan includes consideration for how the project will be supported long-term through other contributions and funding sources.

Funding Obligations

Successful applicants must submit a Follow-up form to the **CIF Administrator** within 60 days of the project completion. A Follow-up form will be provided to all successful grant recipients with their grant cheque. The CIF Administrator will confirm whether the funding obligations have been met and will inform the organization in writing that the follow-up form has been accepted or if there are outstanding issues to address. Follow-up forms will also be shared with the RIC Coordinator.

All grant recipients are asked to acknowledge the CIF and the Government of Saskatchewan as supporters of their activities.

Organizations receiving grants must submit a photocopy of actual receipts or payroll records or an audited financial statement that has been prepared by a recognized audit firm, signed by two Board

Funding Obligations – continued

members. The audited financial statement must clearly outline the CIF grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.

Unused CIF funds, or funds used for purposes other than what was approved, must be returned to the CIF.

Summer grants must be used within the May to September period of the fiscal year awarded. Annual grants must be used within 12 months of the approval date. Extensions may be allowed by the CIF board and require a written request to the attention of the CIF Administrator. The board will inform the organization of the decision.

Failure to meet the above funding obligations to the satisfaction of the CIF board is grounds to restrict access to future funding.

Application Deadlines

- **Annual Grants:** May 1, November 1, February 1
- **Summer Grants:** March 1

Application Process

Two complete copies of the application must be sent to the CIF Administrator at 1870 Lorne Street, Regina, SK S4P 2L7 and postmarked by the deadline date. Faxed or emailed copies will not be accepted.

Late or incomplete applications will not be considered. Organizations with outstanding final reports will have their applications deferred until the outstanding grant is completed and the file closed.

Organizations applying for annual and summer grants are encouraged to consult with their RIC Coordinator prior to making application.

Grant Review Process

The CIF Administrator will receive and review each application to confirm that basic eligibility requirements have been met. Eligible applications will then be forwarded to the RICs to be reviewed by a regional grant review committee. Recommendations from the grant review committees are then sent to the CIF board who makes final grant decisions.

Each organization will be notified, in writing, of the outcome of their funding request.

Appeal Process

Funding decisions may be reconsidered by submitting a written request to the CIF board at the address of the CIF Administrator. The applicant must indicate the grounds for reconsideration of the grant application. The board will respond in writing to the appeal.

Application Guidelines: application guidelines and forms are available by:

- Downloading a copy at <http://www.tpcs.gov.sk.ca/CIF>; or
- Contacting the CIF Administrator (contact information below).

Application Process

Send applications to the attention of CIF Administrator, Rhonda Newton at 1870 Lorne Street, Regina, Saskatchewan, S4P 2L7.

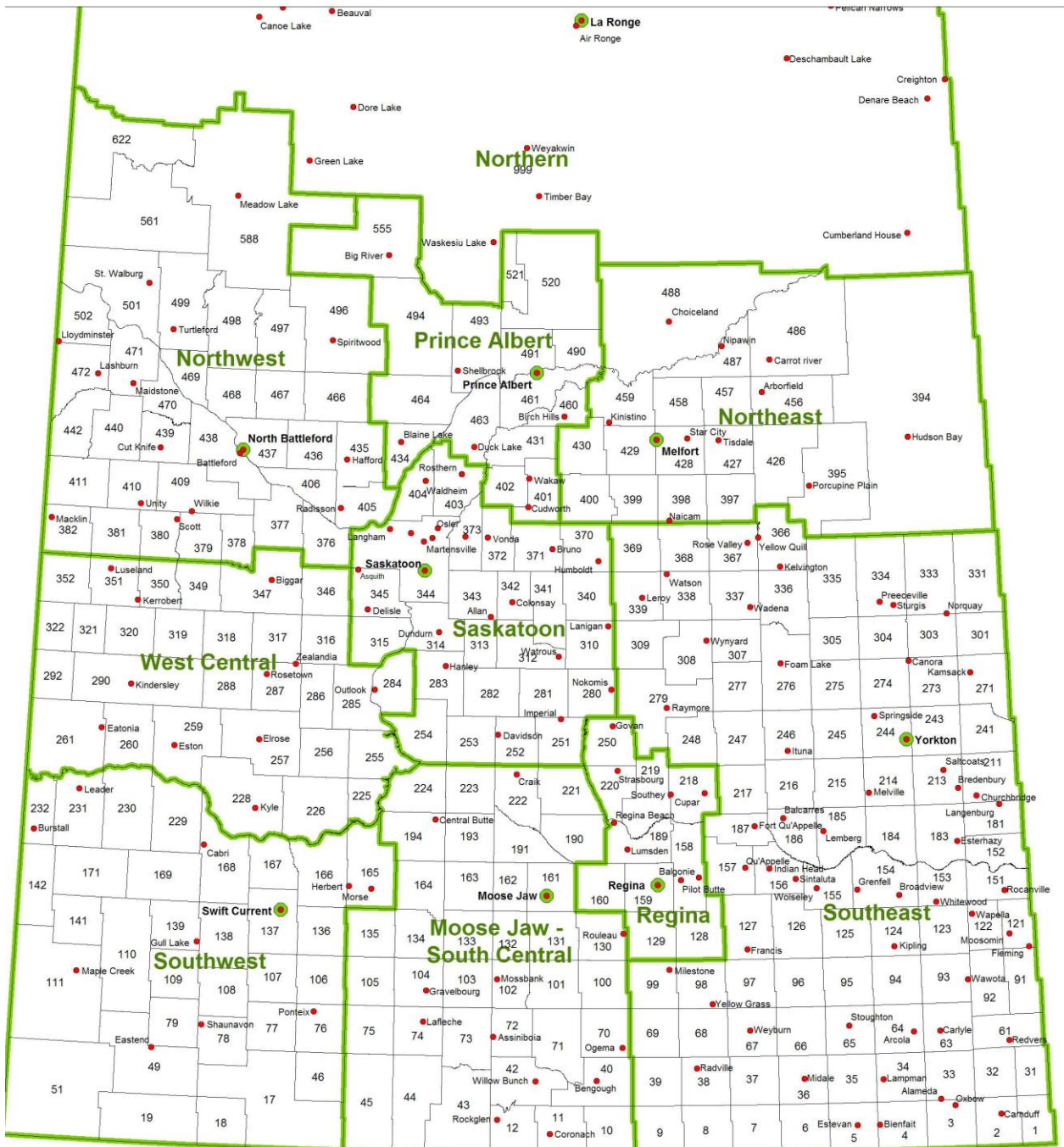
Contact Information

For more information contact the **CIF Administrator, Rhonda Newton** Phone: (306)780-9308,

Email: rnewton@sasksport.sk.ca OR

Contact your **Regional Intersectoral Committee (RIC) Coordinator** (below):

RIC Coordinator	Address	Phone	Fax
Karen Eckhart RIC Coordinator Karen.eckhart@gov.sk.ca	Northern Human Services Partnership (NHSP) c/o Ministry of Health Box 5000 LA RONGE SK S0J 1L0	425-6640 425-6935 (cell)	425-4515
Fred Ozirney RIC Coordinator fred.ozirney@gov.sk.ca	Saskatoon Regional Intersectoral Committee c/o Ministry of Education 122 3 rd Avenue North, 8 th Fl., Sturdy Stone Bldg SASKATOON SK S7K 2H6	933-5032	933-7469
Amanda Dunbar RIC Coordinator amanda.dunbar@gov.sk.ca	Southeast Regional Intersectoral Committee c/o Ministry of Social Services 72 Smith Street East YORKTON SK S3N 2Y4	786-1556	786-1305
Karen Weran RIC Coordinator karen.weran@gov.sk.ca	Northwest Regional Intersectoral Committee c/o Ministry of Education 1146 – 102 nd Street NORTH BATTLEFORD SK S9A 1E9	446-7624	446-7586
Danielle Pass RIC Coordinator danielle.pass@rqhealth.ca	Regina Regional Intersectoral Committee c/o KidsFirst 1672 Albert Street REGINA SK S4P 2S6	766-6797	766-6791
Brenda Ives RIC Coordinator brenda.ives@gov.sk.ca	Northeast Regional Intersectoral Committee c/o Ministry of Education P.O. Box 6500 MELFORT SK S0E 1A0	752-6135	752-6168
Fay Stupnikoff RIC Coordinator fstupnikoff@paphr.sk.ca	Prince Albert Regional Intersectoral Committee c/o Prince Albert Parkland Reg Health Authority 1521 6 th Avenue West PRINCE ALBERT SK S6V 5K1	765-6620	765-6624
Liz Gordon RIC Coordinator lgordon2@dcre.gov.sk.ca	Southwest Regional Intersectoral Committee c/o Ministry of Social Services 350 Cheadle Street West SWIFT CURRENT SK S9H 4G3	778-8476	778-5408
Liz Gordon RIC Coordinator lgordon2@dcre.gov.sk.ca	West Central Regional Intersectoral Committee c/o Ministry of Social Services 350 Cheadle Street West SWIFT CURRENT SK S9H 4G3	778-8476	778-8668
Christine Boyczuk RIC Coordinator christine.boyczuk@fhhr.ca	Moose Jaw /South Central RIC c/o Providence Place Rm. 63, 100 2 nd Ave NE MOOSE JAW SK S6H 1B1	691-1569 631-6339 (cell)	692-6611



**Regional Intersectoral Committee
Boundaries and Offices
of Saskatchewan**

- RIC Region
- RIC Coordinator Office
- Rural Municipality
- Urban Municipality

(data current to July 2006)



Note: West Central RIC Coordinator Office is in Swift Current

Source for RM base map is ISC

<p>Saskatchewan Learning</p>	Dept	Branch	Unit	Designed by	Design date	Revised by	Revision date
	Learning	Policy and Evaluation	Geomatics	B. Andrie	2006.08.25		
	File name \\Project\Dept Map\2006\LRN\RIC\Web Map\RIC_SK_Office_RM_UM_2006.08.25.wor				Layout name	Map projection	Map scale
Title Regional Intersectoral Committee Boundaries and Offices of Saskatchewan				1	UTM - NAD 83 (zone 13)		



Two complete copies of the application must be mailed to the CIF Administrator at 1870 Lorne Street, Regina, SK S4P 2C7, postmarked by the deadline date.

1. **Grant Application** – Select only one grant and indicate amount requested.

Annual Grant (select one) <input type="checkbox"/> May 1 <input type="checkbox"/> November 1 <input type="checkbox"/> February 1	Summer Grant <input type="checkbox"/> March 1 deadline only	Amount Requested \$ _____ <i>(Maximum \$25,000 annual grant; \$5,000 summer grant)</i>
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This application is for a: regional program OR provincial program.

Based on the RIC map on page 6, this project will be held in the _____ region.

Have you applied to other regions? Yes No

If Yes, which regions? _____ .

2. **Applicant Information** - Please complete the following information.

Organization Name:

Mailing Address:

Postal Code:

Contact Person:

Phone:

Fax:

Email:

3. **Organization Eligibility** - Please verify that your organization meets eligibility requirements.

Yes

Are the primary purpose and activities of your organization charitable in nature? (i.e. relief of poverty, advancement of education or other purposes considered beneficial to the community) **AND**

Is your organization registered with the Saskatchewan Justice, Corporations Branch, as a non-profit corporation?

<p>If yes, our non-profit number is _____ OR Please note: this is <u>not</u> the business number (BN) assigned by the Canada Revenue Agency (CRA).</p>	
<p>Are you a community-based or a voluntary Saskatchewan group that is not incorporated but operates on a non-profit basis and is endorsed by a recognized partner organization such as a municipality, school, school division or health region? If yes, please complete the Declaration of Endorsement Form that is located at the back of this application.</p>	
<p>4. Project Overview</p>	
<p>Project Title:</p>	
<p>Start Date: (m/d/y)</p>	<p>End Date: (m/d/y)</p>
<p>How often is the project offered?:</p>	<p>Total Project Expense: (from budget form)</p>
<p>5. Priority areas: Please choose <u>one</u> priority area that directly represents your project:</p> <ul style="list-style-type: none"> <input type="checkbox"/> family violence prevention projects that reflect a balance between residential and outreach services in the community; <input type="checkbox"/> health projects designed for prevention and early intervention; <input type="checkbox"/> social services prevention projects; <input type="checkbox"/> justice-related education projects and services for children and youth in the areas of crime prevention and early intervention; <input type="checkbox"/> sport, culture, and recreation projects and services that reduce barriers to and support access and participation for youth, children, and families; <input type="checkbox"/> school-based projects that assist the school and community to build partnerships to address the complex and diverse needs of students; and, <input type="checkbox"/> projects that respond to the increased number of Aboriginal people living off-reserve, particularly those that are developed and delivered with inclusion of First Nations and Métis people living in urban centres. 	

6. Applicant Agreement

_____ (the “Applicant”) declares and agrees that:

Name of Applicant (Organization Name)

- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization.
- A follow-up form will be submitted to the Community Initiatives Fund (CIF) Administrator within 60 days of the project completion and will include either a photocopy of actual receipts or payroll records or an audited financial statement that has been prepared by a recognized audit firm, signed by two Board members. The audited financial statement must clearly outline the CIF grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.
- Any grant awarded shall be used solely for the purposes stated within this application unless otherwise agreed to by the CIF board.
- The Community Initiatives Fund and the Government of Saskatchewan will be acknowledged as supporters of Applicant initiatives that successfully receive CIF funding.
- All responsibilities and liabilities in connection with the initiative, and the carrying out of the work detailed within the application shall be those of the Applicant and, where applicable, of the Endorsing Partner. The Applicant indemnifies the CIF and all its board members, employees and agents from any and all liabilities arising in connection with this initiative.

Name of Applicant (Organization Name)

Signature

Title (being a duly authorized representative of the Applicant)

Dated (Year/Month/Date)

Mr. / Mrs. / Ms. _____
(Print Name) First Name Surname

7. Applicant Profile: Please attach to your application a brief response using the following headlines.

7.1 Mandate or purpose of your organization.

7.2 Organization Structure: Describe your membership and provide a list of board members.

7.3 Activities and Accomplishments: Provide a short summary that highlights your organization’s history, accomplishments and current activities.

8. **Project Description:** Please attach to your application a brief response using the following headlines.

8.1 **Project Summary:** provide a short summary of the project (one paragraph or less) that could be used for public communication purposes.

8.2 **Project Objectives:** What do you hope to achieve? What are the intended results?

8.3 **Project Activities:** What activities will be undertaken to achieve the objectives of the project? Include anticipated dates and locations where activity will take place. Explain how the activities planned will be preventative in nature, provide services and have real life outcomes for the people involved.

8.4 **Project Participants:** Who will benefit from the project (e.g. gender, age, ancestry)? How many people will directly benefit? How are these beneficiaries involved in the design and delivery of the project?

8.5 **Project Expected Outcomes:** How will you measure and report the results of your project? Please indicate if you are willing to share your evaluation, experiences and any resources or models developed with the Regional Intersectoral Committee partners to contribute to understanding of innovation in human service delivery practices across the region.

9.1 **Background:** If the project is recurring, or an enhancement to an ongoing program or service, provide a short history of how the project has evolved. Include summary results of previous program evaluations if available and other evidence that the project plan is based on community needs.

9.2 **Project Partners:** List the community organizations and other partners that are involved in the project and indicate what each partner will contribute to support the project's success.

9.3 **Community Leadership and Support:** List other community contributions (e.g.) donations, in-kind contributions and volunteer time) that demonstrate community involvement and support. How are community organizations, leaders, and participants involved in project design and delivery?

9.4 **Project integration and coordination:** Indicate the geographical area and population base that the program will be offered to and what coordination or integration has occurred to maximize outcomes and avoid duplication of similar or existing programs and services within the geographical area.

9.5 **Funding Coordination and Sustainability:** What co-ordination has occurred with other funding sources to support the project? If the project is expected to require ongoing financial support, what efforts have been made to explore long-term funding options through other sources?

9.6 **Other:** Provide any other comments or information you think will help support your proposal.

10. **Other Funding Sources:** Please list other funding sources to which you have applied.

Name of Organization/Fund	Amount requested	Amount received

11. **Budget:** Use the budget form (below), or attach a separate sheet to show your planned revenue and expenses. If using a separate sheet, please comply with the budget format below. Reference Eligible and Ineligible Expenses and Grant Levels sections from the Application Guidelines when preparing your budget. Include all projected cash expenses and revenues.

Budget Form. In-kind contributions must be identified.

BUDGET ITEMS	TOTAL PROJECT BUDGET	CIF FUNDING REQUESTED	IN-KIND CONTRIBUTIONS
Income			
Cash donations	\$	\$	\$
Fundraising	\$	\$	\$
Other funding sources (please list and detail in #10. Other Funding Sources (above).	\$	\$	\$
Total Income	\$	\$	\$
Expenditures			
Project materials (please list)	\$	\$	\$
Minor equipment (please list)	\$	\$	\$
Project staff salaries	\$	\$	\$
Project staff benefits	\$	\$	\$
Building rent (portion related to project)	\$	\$	\$
Utilities (portion related to project)	\$	\$	\$
Other direct project-related expenditures (please list)	\$	\$	\$
Total project expenditures	\$	\$	\$
Community Initiatives Fund (amount requested)		\$	

Please mail the completed application form with attachments to: Rhonda Newton, Community Initiatives Fund Administrator, 1870 Lorne Street, Regina, SK S4P 2L7.

Declaration of Endorsement Form

ONLY THOSE ORGANIZATIONS NOT REGISTERED AS A NON-PROFIT CORPORATION SHOULD COMPLETE THIS FORM.

A community-based or voluntary Saskatchewan group that is not incorporated but operates on a not-for-profit basis, must have their application endorsed by a recognized partner organization such as a municipality, school, school division or health region.

Please have your endorsing partner organization complete the form below and attach to your application. Please provide your endorsing partner with a copy of your grant application.

_____ (the “Endorsing Partner”) hereby certifies
Name of Endorsing Partner (Organization Name)

that the information contained in this application is accurate and complete and the Endorsing Partner:

- endorses the Applicant organization as a community-based group that exists for charitable purposes and operates on a not-for-profit basis;
- agrees to accept project funds to distribute to the Applicant group if the project proposed is approved for funding from the Community Initiatives Fund; and
- **agrees that it is responsible for ensuring that the obligations and conditions in this application are met.**

Endorsing Partner (Organization Name)

Signature

Title (being a duly authorized representative of the Endorsing Partner)

Dated (Year/Month/Date)
Mr. / Mrs. / Ms. _____
(Print Name) First Name Surname
Telephone Number: _____
Address: _____

Postal Code