

### Community Initiatives Fund – Community Vitality Program

#### What is the Community Initiatives Fund?

The Community Initiatives Fund (CIF) was introduced by the provincial government in 1996 to ensure that Saskatchewan communities receive 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 with many years of combined experience as community volunteers.

#### Program Objectives

The **Community Vitality Program** is designed to respond to community needs identified through research and consultation. The Community Vitality Program provides project grants to community initiatives that encourage local youth, voluntary and community actions to build sustainable communities and improve quality of life, focusing on:

1. enhancing the quality, accessibility and use of community facilities;
2. building community pride, encouraging volunteerism and community involvement;
3. engaging Aboriginal and young people as leaders in community activities; and,
4. improving access and inclusion for those who experience barriers to community involvement.

The Community Vitality Program will invest in community projects and initiatives that can have a lasting impact on the economic, social and cultural aspects of community life in Saskatchewan. The program has two components: **Small Capital Projects** and **Community Pride Projects and Events**. These are described in further detail later in this document.

#### Eligible Applicants

To be eligible to apply for the Community Vitality Program, an applicant must:

- be a Saskatchewan based registered charitable organization; or
- be incorporated in Saskatchewan as a non-profit corporation with a primary purpose and activities that are charitable in nature; or,
- be a municipality, health region, school or school division applying on behalf of a project that is community-based and community-led.

Youth groups, Aboriginal groups, smaller, rural and Northern communities that meet the eligibility criteria are encouraged to apply.

#### Eligible Projects

Proposed projects may be local, regional or provincial in scope and must meet the grant program objectives and criteria.

Projects must begin after notification of approval by the CIF Board and will not be funded retroactively. The CIF is not responsible for any costs incurred by applicants for projects that begin prior to notification of the CIF Board's decision. Notification is provided approximately 8 weeks after each

application deadline.

A priority of the CIF is to support activities that benefit off-reserve and urban Aboriginal populations as other provisions direct casino profits to on-reserve activities. Activities that occur on-reserve may be supported provided there is evidence that the CIF funds contributed to the project will primarily benefit off-reserve or urban Aboriginal people. First Nations and Métis non-profit community organizations located on-reserve or off-reserve may receive a CIF grant provided they meet the CIF eligibility criteria and the project proposed will primarily benefit people living off-reserve or urban Aboriginal people.

Projects must not duplicate existing programs and services and funds may not be applied to projects or activities currently funded through any other CIF grant program. Only one application per project or event will be considered.

Government delivered projects, programs and services are not eligible.

Organizations may receive CVP funding for only one grant at any given time.

Projects for significant milestones or anniversaries are limited to one successful application every 10 years.

### **Grant Levels**

- Funding may be provided on a matching basis of up to 50% of eligible costs. A maximum grant of \$50,000 per project is allowed.
- Grants, sponsorships, donated goods and services, and self-generated revenues may be considered as eligible matching funds.
- The amount allocated for each project may be less than the amount requested, and is based on merit assessed against the grant criteria, the number of requests received, eligible costs, and consideration for providing support to requests across the province.

### **Application Deadlines**

- **There are two deadlines each year:** April 1, October 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. Applications from organizations that have an outstanding final report for any CIF grant program will not be considered.

### **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 grant review panel. Recommendations from the grant review panel are then forwarded to the CIF Board for final grant decisions.

Each organization will receive written notification of the outcome of their funding request within 8 weeks of the application deadline.

## Appeal Process

Funding decisions may be appealed by submitting a written appeal within 60 days of notice of the grant decision to the CIF Board indicating the grounds for the appeal. The Board will respond in writing with their final decision within 60 days of receipt of the appeal.

## Assessment Criteria

Applications will be assessed using the following criteria:

- a) **Objectives:** The project or event must support at least one of the four program objectives (see page 1 of the guidelines).
- b) **Community support:** The project has broad community support and partnerships to ensure successful delivery and participation in the project. Support may include donations of goods and services, sponsorships, volunteer time, and financial contributions from the community and partners. Letters of support from project partners detailing their contributions must be included with the application.
- c) **Project effectiveness:** The project plan is well-defined and achievable, will involve and benefit a significant number of individuals in the community, will preserve and/or promote the culture and heritage of a community, and will result in long-term benefits and improved quality of life.
- d) **Project integration and coordination:** The project is integrated or coordinated with other community initiatives of a similar nature offered within the same area or region to maximize outcomes. This may include partnerships between two or more organizations, communities, or sectors.
- e) **Community leadership:** The project is community-based and developed with the input of community members to address community-identified needs. Community needs are identified through research, consultation and planning with community members. Where possible, there is active involvement in the development, management, and delivery of the projects by community members including community groups and volunteers as well as by those to whom the projects are intended to benefit. Projects that increase community leadership capacity, particularly for smaller, rural and Northern communities, youth, First Nations and Métis people, are encouraged.
- f) **Funding sustainability:** Funding will be provided on a one-time only basis. Project funding is not intended to support on-going initiatives and should not create unsustainable long term costs for applicants, including but not limited to operating and maintenance costs.
- g) **Scope and impact:** The scope and impact of the project in terms of numbers of people and communities benefitting and the long-term benefits or legacy that the project will create. The project or event is accessible to and will benefit the general public.
- h) **Small Capital projects:** The project will contribute to the sustainability of community programs, services and activities. The plan ensures safe operational standards that comply with all applicable building codes, local bylaws and heritage conservation standards. Renovation and rehabilitation projects will improve the condition and extend the useful life of buildings, structures or landscapes. The facility is multi-purpose, serving a range of community needs in the areas of sport, culture, recreation, physical activity, heritage and human services.
- i) **Community Pride projects and events:** The project or event contributes to community members' increased involvement, pride and sense of belonging within their community. The project or event promotes and celebrates Saskatchewan culture, history, volunteerism, and community achievements. Leadership development of individuals, organizations, and communities is supported and enhanced.

In addition, priority consideration will be given to youth-led and volunteer initiatives, Northern initiatives, and cultural projects and events that meet program objectives and criteria.

## **Funding Obligations**

Successful applicants will be required to provide confirmation of matching funds prior to release of their initial grant payment representing 80% of the total approved grant.

Projects must be completed within 24 months of the CIF Board's notification of approval of the grant.

Extensions may be allowed by the CIF Board upon receiving a written request for consideration of such extension from the applicant prior to the originally stated project completion date. The CIF Administrator will inform the organization of the Board's decision.

**Successful applicants must submit a final Project Report to the CIF Administrator within 60 days of the project completion.** A Project Report form will be provided to all successful grant recipients along with their initial payment. The remaining 20% of the grant will be released pending receipt and acceptance of the final report. The CIF Administrator will confirm whether the funding obligations have been met and will inform the organization in writing that the report has been accepted or if there are outstanding issues to address.

Organizations 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 members. If audited financial statements are provided, they 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.

All grant recipients are required to acknowledge the Community Initiatives Fund as a supporter of their activities.

**Application Guidelines:** application guidelines and forms are available by:

- Downloading a copy at [www.cifsask.org](http://www.cifsask.org) or
- Contacting the CIF Administrator at [rnewton@sasksport.sk.ca](mailto:rnewton@sasksport.sk.ca), or 306-780-9308.

**Application Checklist:** before submitting your application please ensure you have done the following:

- Completed the correct version of the application (January 2011).
- Completed the application fully and completely.
- Provided additional information and attachments where required.
- Double checked the budget to ensure it is completed fully and accurately.
- Included a completed "Declaration of Endorsement Form" (where applicable).
- Signed and dated the application.
- Submitted the application within the deadline date and to the correct address.

## Small Capital Projects

This component of the Community Vitality Program is intended to support minor construction projects and physical upgrades of multi-purpose, community facilities including culture, heritage, recreation, sports and non-profit facilities as well as outdoor improvements. Examples might include upgrades to the local museum, installation of a wheelchair ramp, improvements to ball diamonds, creation of a community garden, playground upgrades, development of a bicycle trail or conservation of a historic place.

Projects involving provincially designated heritage structures must be approved by the Heritage Conservation Branch, Tourism, Parks, Culture and Sport, and must adhere to the “*Standards and Guidelines for the Conservation of Historic Places in Canada*” ([www.pc.gc.ca](http://www.pc.gc.ca)). Projects involving municipally designated heritage properties must be approved by the relevant municipal authority.

Applicants are strongly encouraged to consult with general contractors, engineers, trades workers, etc. applicable to the project to ensure the proposed project meets industry standards; provides for new technology and high efficiency equipment; and the budget is based on accurate and current costs.

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> <li>• Direct project related costs, such as project materials and equipment, wages for project staff or other costs specifically related to project delivery.</li> <li>• Wages for project staff whose only responsibility is to directly support project delivery.</li> <li>• Buildings/spaces must be owned by the applicant organization or if not, applications <u>must</u> include a letter of endorsement from the landlord/owner.</li> <li>• Contractor fees.</li> <li>• Rental of equipment required to complete the project.</li> <li>• Construction or purchase of fixed assets* including materials, appliances, energy efficiency upgrades, or other essential equipment needed to extend the life or use of a facility and to ensure its safety.</li> <li>• Signage that is required for safety and operations and related specifically to the project eg. trail markers.</li> <li>• Out-of-town pick-up and delivery costs at .30/km.</li> <li>• Other costs deemed appropriate by the CIF Board.</li> </ul> <p><i>*A fixed asset is defined as a permanently installed item used in programs or operations that contributes to continued and long-term provision of benefits and services to the community</i></p>	<ul style="list-style-type: none"> <li>• General operating, ongoing or core costs for the applicant organization.</li> <li>• Projects exclusive to a specific family, religious or political group.</li> <li>• Salaries and expenses for federal, provincial, or municipal government employees.</li> <li>• Out of province services, supplies, or travel.</li> <li>• Projects that involve privately owned properties.</li> <li>• Building permit fees, legal fees, feasibility studies, re-zoning applications, architectural / design fees, project tendering costs, safety inspections.</li> <li>• Major building construction.</li> <li>• Site clearing and preparation including installation or re-location of utility lines to property.</li> <li>• Purchase of supplies and equipment (eg. zambonis) needed for the delivery of programs, services, and activities.</li> <li>• Signage that is for advertising and promotion eg. highway signs.</li> <li>• Computer and office equipment.</li> <li>• Insurance.</li> <li>• Purchase of land or buildings.</li> <li>• Purchase, lease or repair of vehicles.</li> <li>• Purchase of trees, shrubs, flowers, sod, etc.</li> <li>• Cemetery maintenance, repair or restoration.</li> <li>• Golf courses.</li> <li>• Routine maintenance (eg. janitorial services, snow clearing).</li> <li>• Other expenses that the CIF board deem inappropriate may be excluded.</li> </ul>

## Community Pride Projects and Events

This component of the Community Vitality Program is intended to support projects and events that build community pride, social cohesion, celebrate cultural heritage and diversity, promote Saskatchewan artists, increase the capacity of community leaders and organizations, and encourage civic involvement. It includes projects and events that commemorate the history and achievements of Saskatchewan communities. Projects that promote youth leadership, Aboriginal inclusion and volunteerism as well as projects that support the participation of people with financial or other barriers may also be supported. Examples might include celebration of a community's 100<sup>th</sup> anniversary, a volunteer recognition event, a project to increase participation of people with disabilities, a documentary project led by youth, leadership development for non-profit Boards.

As of June 1, 2010, *The Arts Professions Act* requires written contracts to be used between professional artists of all types, including performers and anyone wanting to hire, engage or contract them for their work or performance. For more information visit: <http://www.tpcs.gov.sk.ca/arts-professions-act>

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> <li>• Direct project related costs, such as project materials and equipment, wages for project staff or other costs specifically related to project delivery.</li> <li>• Wages for project staff whose only responsibility is to directly support project delivery.</li> <li>• Reasonable allowances for individuals such as volunteer honorariums and participant costs may be considered provided the expense is justified and directly related to project delivery. Individuals receiving honorariums of \$500 or more are required to claim honorariums as income for income tax purposes.</li> <li>• Performance, exhibition and travel fees for Saskatchewan-based artists, artisans and performers.</li> <li>• T-shirts and identification tags if required as part of a project (eg. to identify event volunteers).</li> <li>• Costs related to the creation of a book project (eg. research and writing) that is related to a specific event (eg. community centennial).</li> <li>• Public art development (eg. murals).</li> <li>• Plaques, cairns, monuments, markers.</li> <li>• Costs of promotion.</li> <li>• Production costs including equipment rental; facility rental and fit-up.</li> <li>• Out-of-town pick-up and delivery costs at .30/km.</li> <li>• Event security and insurance.</li> <li>• Volunteer training, including workshop/training materials and Saskatchewan-based facilitator fees.</li> <li>• Volunteer recognition events to a maximum of \$1,000 of eligible expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Cash prizes, gift cards, awards and trophies.</li> <li>• Promotional give-away items such as uniforms, t-shirts, water bottles, etc.</li> <li>• Projects exclusive to a specific family, religious or political group.</li> <li>• Sporting competitions or events;</li> <li>• Floats and parades.</li> <li>• Conferences, trade fairs, display fairs, expositions.</li> <li>• Community planning projects, feasibility studies, business plan development, marketing studies.</li> <li>• Costs related to the cost of printing and/or publishing books.</li> <li>• Costs related to producing a film.</li> <li>• Photographer and videographer expenses.</li> <li>• Fundraising events.</li> <li>• Salaries and expenses for federal, provincial, or municipal government employees.</li> <li>• Out of province travel.</li> <li>• Private family or property events.</li> <li>• Performance, exhibition and travel fees for non-Saskatchewan-based artists, artisans and performers.</li> <li>• Commissioned or purchased artworks for non-public use.</li> <li>• Repair or restoration of artworks.</li> <li>• Purchases of equipment such as computers and stage equipment.</li> <li>• Food and beverages (other than for volunteers), birthday/anniversary cakes.</li> <li>• Alcohol, party favors, balloons, banners, decorations, fireworks.</li> </ul>

**Mail two complete copies of the application to the CIF Administrator at 1870 Lorne Street, Regina, SK S4P 2C7, postmarked by the deadline date.**

**1. Grant Application** – Indicate the type of grant and amount being requested.

<p><b>Grant Stream</b></p> <p><input type="checkbox"/> Small Capital Projects</p> <p><input type="checkbox"/> Community Pride Projects</p>	<p><b>Deadline</b></p> <p><input type="checkbox"/> April 1</p> <p><input type="checkbox"/> October 1</p>	<p><b>Amount Requested</b></p> <p>\$ _____</p>
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**2. Applicant Information** - Please complete the following information.

Organization Name:

Mailing Address:

Postal Code:

Contact Person:

Position:

Phone:

Fax:

Email:

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

Is 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) **OR**

Yes / No

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

**If yes, our non-profit number is \_\_\_\_\_ OR**

Please note: this is not the business number (BN) assigned by the Canada Revenue Agency (CRA)

Yes / No

Are you a municipality, health region, school or school division applying on behalf of a project that is community-based and community-led?

Yes / No

**4. Project Overview**

Project Title:

Start Date: (m/d/y)

End Date: (m/d/y)

Total Project Budget:

**5. 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 final Project Report 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, payroll records and cancelled cheques or an audited financial statement that clearly outlines project expenditures including income and expenses.
- 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. The Applicant indemnifies the CIF and all its board members, employees and agents from any and all liabilities arising in connection with this initiative.

Mr. / Mrs. / Ms. \_\_\_\_\_  
(Print Name)                      First Name                      Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (being a duly authorized representative of the Applicant)

\_\_\_\_\_  
Dated (Year/Month/Date)

5. **Budget:** Use the budget form below to outline your planned revenue and expenses for the project. Be sure to reference the Eligible and Ineligible Expenses from the Application Guidelines when completing the budget form. Note that **CIF funding is based on 50% of eligible costs only** to a maximum of \$50,000. Include all projected revenues and expenses related to the project. Where requested, additional details should be included as an attachment. We strongly encourage you to obtain quotes for required supplies and services before completing the budget form.

<b>BUDGET ITEMS</b>	<b>TOTAL PROJECT BUDGET</b>	<b>CIF FUNDING REQUESTED</b>
<b>Income</b>		
Donations / Fundraising	\$	\$
Registration / Participant Fees	\$	\$
Other funding sources (please list and detail in #6. Other Funding Sources (below).	\$	\$
<b>Total Income</b>	\$	\$
<b>Expenditures</b>		
Project materials (please list)	\$	\$
Minor equipment (please list)	\$	\$
Project staff salaries	\$	\$
Project staff benefits	\$	\$
Equipment rental	\$	\$
Facility rental	\$	\$
Other direct project-related expenditures (please list)	\$	\$
<b>Total project expenditures</b>	\$	\$
<b>Community Initiatives Fund (amount requested should not exceed 50% of eligible expenses)</b>		\$

6. **Other Funding Sources:** Please list other funding sources that have been confirmed and/or to which you have applied. Matching funds must be in place to receive CIF funds.

Name of Organization/Fund	Amount Requested	Amount Received

7. **Contributions of Goods and Services:** Please list other contributions to the project (eg. donation of supplies) and their approximate value.

Name of Contributor	Description of Contribution	Approximate Value

8. **Volunteer Contributions:** Please provide an estimated value of the total number of volunteers and volunteer hours that will be contributed to the project.

# Volunteers	Average # Hours Per Volunteer		Estimated Value
		# hours x \$10.00 =	\$

9. **Project Information:** Using the headings below, please provide the following information as an attachment to the application form. Responses should be brief and concise, with a minimum of additional attachments included other than those required to complete the application. Applicants should ensure they provide all of the requested information or applications may be considered incomplete.

Description of Applicant Organization

Provide a brief description of the organization including its goals, membership, and primary activities.

Project Summary

Provide a brief (1-2 paragraphs) outline of the proposed project that provides key points necessary to describe the scope, objectives and beneficiaries of the project.

Project Goals and Objectives

Provide a broad statement of what the project is intended to accomplish, supported by specific, measurable statements of the desired outcomes of the project.

Project Activities

Describe the specific planned activities that will be undertaken to complete the project. Provide anticipated dates and locations where the activities will occur.

Project Participants

Describe who will participate (eg. age, gender, ancestry), anticipated number of participants and beneficiaries, and long-term benefits or legacy resulting from the project.

### Community Support and Leadership

Indicate how community members are involved in the identification, design, development and implementation of the project. Identify other partners that are involved and their contributions to the project. Indicate how the project activities will be integrated with other community initiatives.

### Funding Coordination and Sustainability

Provide rationale for the funding requested and indicate how it will contribute to long term benefits for the community. Where applicable, indicate how the initiative will be supported in the long-term through other contributions and funding sources.

### Evaluation Plan

How will the success of the project be measured and reported? What indicators will be used to measure the impact of the project?

### For Small Capital Projects

Where applicable:

- describe the building, structure or outdoor space involved in the project
- indicate what activities have occurred to ensure compliance with building codes, zoning bylaws, safety standards, architectural and engineering studies, etc.
- provide evidence of Heritage Conservation Branch approval for projects involving provincially designated heritage sites, municipal approval for projects involving municipally designated heritage sites
- describe how the project will contribute to the long-term use, accessibility and safety of the facility for the benefit of the community
- provide a letter of support/permission for the project to occur from the landlord/owner
- provide a copy of any inspection reports, engineer reports, quotations, etc. that confirms the need for the proposed project.

### For Community Pride Projects and Events

Where applicable indicate:

- the participation of Saskatchewan artists, artisans or performers
- how the project will promote an understanding of the history and heritage of Saskatchewan
- how the project will promote and recognize volunteerism
- how the project will enhance the leadership abilities of individuals, organizations, and communities
- how the project will contribute to increased pride and sense of belonging of community members.

**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. Be sure to 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)	
Address: _____	
_____	Postal Code
Mr. / Mrs. / Ms. _____	
(Print Name)	First Name Surname
_____	
Signature	
_____	
Title (being a duly authorized representative of the Endorsing Partner)	
_____	_____
Dated (Year/Month/Date)	Telephone Number