

FUNDING APPLICATION

Adapted Sport & Recreation

The deadline for Adapted Sport & Recreation Grant applications is **June 23, 2022, at 4:45 p.m.**

Please note that late or incomplete applications will not be considered for funding.

Instructions:

- Read the Adapted Sport & Recreation funding Guidelines 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.
- Ensure 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:

Inquiries regarding the Community Investment Grants Program (CIGP) may be directed to:

(306) 777-7507
communityinvestments@regina.ca

Submission Guidelines

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.



FUNDING APPLICATION

Adapted Sport & Recreation

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 Date: _____ End Date: _____

Amount of Request: \$ _____

Proposal Type (choose one):
(Refer to the Grant Guidelines for proposal descriptions)

- New Programs/Projects/Services**
- One-Time Support for Existing Programs/Projects/Services**
- Accessibility Audit**
- Capital Initiatives**
- Events**

Attachments – Please attach the following support documents to your funding 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 budget for the proposed initiative. Ensure the 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 Projects Only)** Letter of approval in principle from the property owner, including information on who will be providing long term responsibility and maintenance for the project. The letter must be dated within the past 12 months and be specific to this project. If your project will be located on City of Regina property, and physical changes are being requested to City of Regina owned property, please get in touch with your Community Consultant at least 3 weeks prior to the grant deadline.

A) ORGANIZATION

1. Provide a description of your organization, including the following:
 - a. Mandate or Purpose

- b. History of Organization

B) PROGRAM MERIT

2. Please provide a synopsis of the proposal. Please include an overall outline of the initiative, timeline/schedule, implementation plan, what it hopes to accomplish, and any other details needed to understand the initiative.

3. (Optional) Describe any significant partnerships with other organizations and the nature of the partnership towards the initiative.

C) COMMUNITY NEED

4. Why is your initiative is needed? Please include 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

5. Describe how your initiative addresses the City's Adapted Sport and Recreation priorities. (Not all priorities need to be addressed). For a list of the priorities for this stream, see the Guidelines, available at regina.ca/grants.

E) ACCESSIBILITY

6. How will you work to minimize or remove barriers to inclusion or access? (See Appendix A: Glossary of Terms in the Guidelines for an explanation of “barriers to inclusion.”)

7. What is the cost, if any, for members of the public to participate in the initiative?

F) FINANCIAL NEED AND BUDGET

Provide a budget with confirmed and expected revenue and expenses of your initiative. Please 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) |

8. Based on your 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?

APPLICATION AGREEMENT

Use of Money

The Organization hereby agrees to use any money or services provided to the Organization only in the manner set out in this application and agrees to comply with any conditions as set out in the approval letter issued by the City. The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Organization agrees to return the monies, if the Organization: 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 Community Investment Grants Program, does not use the money in accordance with the description of the intended use of the funds as set out in this application, if the undersigned made a material misrepresentation in the application, if the Organization did not use all of the money or if the organization used the money for something not described in this Application without the written consent of the City.

Compliance with Bylaws and Policies

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 may be 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.

Freedom of Information and Protection of Privacy

The City of Regina 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 Community Investment Grants Program. De-identified, aggregate information will be used by City of Regina for program planning and evaluation. This application will be distributed to the adjudicators of the Community Investment Grants Program.

Representations

In making this application, we the undersigned Board Members/Executive Director hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application and the related attached supporting documents are truthful and accurate, that we have read and agree to comply with the Grant Guidelines and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent. We further represent that the above-named organization is registered as a non-profit corporation pursuant to the laws of Saskatchewan and agree that the organization shall remain so registered for the duration of the term of the grant.

Two signatures are required:

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