***Community Investment Grants Program***

# WINTER INITIATIVES GRANT

## 2024-25 GUIDELINES & APPLICATION

## (Up to a maximum of $5,000)

**Guidelines**

#### The Program Purpose

The Winter Initiatives Grant (WIG) supports initiatives that further the themes and goals of Regina’s [Winter City Strategy](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.regina.ca/export/sites/Regina.ca/parks-recreation-culture/classes-programs/.galleries/pdfs/Winter-Strategy.pdf). The program aims to enhance Regina’s winter built environment and community inclusion, accessibility and outdoor activity in the coldest months of the year.

*Priority will be given to initiatives that:*

* focus on getting residents outdoors and activate outdoor spaces
* celebrate Regina’s culture, heritage and traditions
* have never been funded by the WIG
* if previously funded, demonstrates a new feature to an existing program, and/or increased accessibility and inclusion.

#### Eligibility Requirements:

To qualify for funding, all the following eligibility conditions must be met:

* + The applicant must 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.
  + The applicant must be considered in good standing by the City of Regina (e.g., no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous CIGP funding).
  + The initiative must further the themes and goals of the Winter City Strategy during the winter and occur December 1, 2024 – March 31, 2025.
  + The initiative must be free or low-cost for people to participate in.
  + The initiative must occur in Regina.

***Please note that all applicants must have $2,000,000 of liability and participants’ insurance in place for programs funded through this grant. A copy of the Insurance Policy must be submitted by December 1, 2024, or with this application.***

#### Ineligible Requests:

The City of Regina does not provide funding to:

* + Applicants that have already received a City of Regina grant for the same program and/or initiative during the 2024-25 winter season;
  + Fundraisers; or
  + Initiatives whose purpose is the furtherance of a religious or political belief.

#### Ineligible Expenses:

City of Regina funding may not be used for:

* + Cannabis or Alcohol;
  + Building renovations or improvements; and
  + Cash prizes, awards and/or gifts.

#### Funding Levels, Review & Approval Requests (up to a maximum of $5,000)

Requests for funding range from a minimum of $500 to a maximum of $5,000 through the Winter Initiatives Grant. Winter Initiatives Grant applications are adjudicated by City Administration; the authority to approve the funding has been delegated to the Director of Parks, Recreation & Cultural Services by City Council.

#### Terms and Conditions of Funding

Organizations receiving funding from the City of Regina must abide by City bylaws, policies and procedure. When unaware of a bylaw, policy or procedure, the organization will be informed of the regulations. Subsequent incidents will result in the group being ineligible for grants in the future, as well as agreeing to the return of funds, as outlined in the application agreement.

#### Application Process

* + Applications will be accepted through a primary deadline of **September 12, 2024***.* Depending on the volume of applications submitted, the City of Regina commits to providing a response within four (4) weeks of each of the above deadline dates.
  + Applications are one-time funding for initiatives between December 1, 2024 and March 31, 2025.
    - Incomplete applications will not be forwarded to the Adjudication Committee for consideration.

#### There is no guarantee of funding. Applications may result in full, partial or no funding.

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

**Mail or Hand Delivered**

City of Regina

C/O Community Investments – 6th Floor

Queen Elizabeth II Court

2476 Victoria Avenue

Regina, SK S4P 3C8

**Electronic**

Applications and attachments provided electronically are to be sent to: [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca)

All documents are required to be in a PDF, MS Word or Excel format.

Questions about the guidelines and/or application may be directed to 306-777-7507 or [communityinvestments@regina.ca.](mailto:communityinvestments@regina.ca)

#### Evaluation

Questions on the application form provide a framework for the applicant to provide information regarding the event.

Requests will be evaluated using the following criteria:

* + **Merit of Initiative**
* The initiative furthers the goals of the Winter City Strategy with a focus on getting residents outdoors and activate outdoor spaces
* The initiative is innovative
* The initiative demonstrates a new feature to an existing program, and/or increased accessibility and inclusion.
  + *Improving accessibility involves removing economic, physical, cultural and transportation barriers to participation in programs, projects and facilities.*
* The initiative leaves a legacy and/or can be replicated or repeated.
  + **Community Impact**
* The initiative demonstrates clear, measurable benefits to the community.
* The initiative provides equitable and inclusive access.
* There is evidence of community support in the form of volunteer time, contributions from other organizations, cash or in-kind support from corporate sponsors and individual donors.
* The initiative is relevant, accepted, and needed by the community.
* There is evidence of support and/or partnerships from people who are knowledgeable about the sector, the community and/or the proposal.
  + **Planning**
* The initiative is realistic, clearly presented and planned.
* The budget for the initiative is reasonable and cost-effective.
* The applicant demonstrates the skills and ability to manage the initiative.
* If there are plans to repeat the initiative annually, the application demonstrates how the initiative will be funded in the future without support of this grant program.

#### Post Approval

1. **Recognition –** Recipients are required to provide recognition to the City of Regina, if the funding request is approved.
2. **Initial Payment** – An initial payment of 80 per cent of the approved funding is made following approval of a request.
3. **Follow-Up Report –** Recipients will be required to submit a Follow-Up Report to the City of Regina within 30 days of initiative completion. Copies of receipts related to the funding are not required at this time; however, please retain those receipts as the City may request copies in some instances during the review of the Follow-Up Report.
4. **Final Payment** – The final 20 per cent of the approved funding will be released after the organization has completed the event, submitted a Follow-Up Report and the Report has been reviewed and approved by the City of Regina.

***COMMUNITY INVESTMENT GRANTS PROGRAM***

# WINTER INITIATIVES GRANT

## 2024-25 APPLICATION

### (up to a maximum of $5,000)

Instructions:

* Keep one copy of this completed application form and attachments for your records.

#### GENERAL INFORMATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant, Organization, and/or Group Name:** |  | | |
| **Mailing Address:** |  | | |
| **City and Postal Code:** |  | | |
| **Contact Person:** |  | | |
| **Telephone No:** |  | | |
| **E-mail:** |  | | |
| **Alternate Contact:** |  | | |
| **Telephone No:** |  | | |
| **E-mail:** |  | | |
| **Grant Request:** | $ | | |
| **Name of Initiative:** |  | | |
| **Start Date:** |  | **End Date:** |  |

**Attachments**:

– **Schedule of Work**, which includes information on the timeline/planning of the initiative (e.g., who does what, when do they do it, etc.).

– **Initiative Budget**, which includes a list of estimated revenues (including this grant), estimated expenses and other confirmed funding sources, sponsorships and in-kind donations. The estimated expenses should also indicate what this grant funding will be used for.

– **Copy of the Insurance Policy**, $2,000,000 of liability and participants’ insurance.

– **(*Optional*)** Letters of Support

|  |
| --- |
| **Initiative Statement**  **Please provide a brief summary (50 words or less) that outlines your initiative.**  ***Note: If selected for funding, this statement will be posted on Regina.ca to describe your initiative.*** |
|  |
| **Provide an overview of your initiative. *Using the evaluation criteria within the guidelines, please demonstrate how this initiative* *aligns or furthers the grant program’s purpose, with specific references to the Winter City Strategy and the impact it will have on the City’s residents (up to 1000 words).*** |
|  |

**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. In the event of any conflict between the application and the City’s approval letter, the approval letter shall take precedence. 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 all applicable laws (including bylaws) as well as the City’s, policies and procedures. An Applicant that has breached a law will lose, at the discretion of the City, any outstanding payment and/or unused funds following the initial breach of a law. 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 law.

**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. Submission of this Application does not constitute funding approval. A letter will be provided by the City upon assessment of this application and if approved, the terms and conditions herein shall apply to the grant.

Where the Applicant is a group of individuals each individual must sign the application.

**Two signatures are required:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Full Name (print) | Signature |  | Date |
|  |  |  |  |
| Full Name (print) | Signature |  | Date |

\*In the case of a not-for-profit organization, one signatory must be a Board Member.