NEW INITIATIVE GRANT PROGRAM

APPLICATION FORM

For New Applicants Only

**General Information**

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| --- | --- | --- | --- | --- |
| **Organization Name:**  ***(use legal entity name)*** |  | | | |
| **ISC Entity Number:** |  | | | |
| **Mailing Address:** |  | | **City & Postal Code:** |  |
| **Contact Person:**  **(Staff member)** |  | | | |
| **Position:** |  | | | |
| **Telephone No:** |  | | | |
| **E-mail:** |  | | | |
| **Alternate Contact:**  **(Board member)** |  | | | |
| **Position:** |  | | | |
| **Telephone No:** |  | | | |
| **E-mail:** |  | | | |
| **Funding Stream (*please select*):** |  | | | |
| **Grant Request:** |  | | | |
| **Grant Type:** | Minor (up to $10,000) | Major ($10,000 to $30,000) | | |
| **Name of Initiative:** |  | | | |
| **Type of Initiative:** | Program/Services  Event  Capital  Other: *please specify:* | | | |
| **Start Date (dd-mm-yyyy):** |  | | | |
| **End Date (dd-mm-yyyy):** |  | | | |

**Note:** Please ensure that all sections are completed in full, and all required attachments are included. Incomplete applications may not be considered for funding.

**Section 1: Organizational Information, Experience and Capacity**

1. **Mission Statement:**

1. **Provide any related experience your organization or personnel has in delivering a similar initiative. If it is your first time delivering an initiative of this nature, describe your organization's resources to ensure a successful delivery.**

**Section 2: Initiative Information**

1. **Provide a detailed description of the Initiative, ensure the inclusion of:**

* **The main initiative objectives and activities/schedule of events**;
* **The target population/audience of the initiative and estimated number of participants, if applicable; and**
* **The Partner Organizations for the Initiative, describing the nature and role of each partnership in your Initiative.**

**Section 3: Community Need and Impact**

1. **Describe how the Initiative aligns with the funding stream objectives, acknowledging that your proposal might not address every objective. *For a list of the City’s funding stream objectives, see Appendix B of the Guidelines and the summary of each objective on Appendix C.***

1. **Explain the community need or demand that the Initiative addresses. Provide evidence of community support or demand for the Initiative.**

1. **Outline the expected outcomes of the Initiative for this year and how they will positively impact the community. Include clear, measurable, and realistic outcomes.**

**Section 4: Accessibility and Inclusion**

1. **Describe how your program will be inclusive and accessible to diverse community members, especially equity-deserving groups.**

1. **Does your Initiative directly address any specific Calls to Action or Calls to Justice? If yes, please specify which Calls and how they will be implemented.**

**Section 5: Financial Need**

1. **Please provide a 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 on your Initiative?**

**Section 6: CAPITAL INITIATIVES**

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.**

**Section 7: Confirmation and Authorization**

I can confirm that our organization is a registered non-profit community organization that is operating with an active status, and that has been incorporated for at least one year at the time of application submission, and I authorize the City of Regina to verify our active status. **(Required)**

I authorize the City of Regina to verify whether the organization has any unpaid accounts with the City of Regina (taxes, utilities, tickets, permits, etc.). **(Required)**

If there are known unpaid accounts, please list them and the reason they are unpaid:

I authorize the City of Regina to verify whether the organization has received any other support from the City for this Initiative. **(Required)**

If there is other City support already provided by the City, please list them :

I confirm that the following **attachments** have been provided:

* 1. Most recent and approved Annual Financial Statements, signed by one or more Directors, as per the *The Non-profit Corporations Act, 2022* **(Required)**
  2. Detailed Initiative- Specific Budget **(Required)**
     1. *The required budget should be specific to the Initiative, e*nsure the budget includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.
  3. Letters of Support **(Optional)**
  4. Capital Initiatives documents as listed in Section 6 **(if applicable)**
  5. Any other relevant documents **(Optional)**

*Please list:*

**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.

**Multi-year Funding**. If the Application is approved, the term of this Agreement may be for up to four calendar years as set out in an approval letter(s) issued by the City. For each year of the term the City will determine if funding will be provided and the amount of funding, which will be communicated to the Applicant by an annual approval letter issued by the City of Regina (City). Funding is subject to re-assessment in each year and will be conditional on budget approval and funding allocation by the City, the receipt of a full and complete follow-up report, the Applicant’s performance in the previous year in relation to its application and the City’s priorities and expectations, and the Applicant’s compliance with the terms 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:**

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