ANNUAL ACTIVITY 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 Annual Activity:** |  | | | |
| **Type of Annual Activity** | Program/Services  Event  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. **Detail your organization’s experience in delivering similar projects. Highlight the qualifications and experience of key personnel involved in the Annual Activity.**

**Section 2: Annual Activity Information**

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

* **The main Annual Activity objectives and activities/schedule of events;**
* **The target population/audience of the Annual Activity and estimated number of participants; and**
* **The Partner Organizations for the Annual Activity, describing the nature and role of each of the main partnerships in your Annual Activity.**

**Section 3: Community Need and Impact**

1. **Describe how the Annual Activity aligns with the funding stream objectives, acknowledging that not all proposals will 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 Annual Activity addresses. Provide evidence of community support or demand for the Annual Activity.**

1. **Outline the expected outcomes of the Annual Activity 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 Annual Activity directly address any specific Calls to Action or Calls for Justice? If yes, please specify which Calls and how they are directly addressed.**

**Section 5: Financial Need**

1. **Please provide a summary of the current funding status of your initiative/activity and explain why City funds are required. If the City does not provide funding, what will the impact be on your Annual Activity?**

**Section 6: 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 agree that in addition to the administration and evaluation of this Program, the City may use the information provided in this application for other uses, as follows: administration of other programs administered by the City for which the applicant has applied such as tax exemption or housing incentives programs. **(Optional)**

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 Annual Activity. **(Required)**

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

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

Most recent and approved Annual Financial Statements, signed by one or more Directors, as per the *The Non-profit Corporations Act, 2022* **(Required)**

* 1. Detailed Annual Activity- Specific Budget **(Required)**
     1. *The required budget should be specific to the Annual Activity, e*nsure the budget includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.
  2. Letters of Support **(Optional)**
  3. 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 |