

APPLICATION FOR COMMUNITY GRANT PROGRAM

Return to: **City of North Battleford**

Leisure Services
1291-101st Street, Box 460
North Battleford, SK S9A 2Y6
Tel: 445-1700 Fax: 445-0411
Contact: Jan Robertson

PLEASE PRINT

1 Name of Group: _____ Non-Profit No: _____

Mailing Address: _____

2 Contact Person: _____

Address: _____ Tel: _____

3 Proposed Activity, Event etc: _____

4 Proposed Date[s]: _____

Time[s]: _____

Location: _____

5 Project description [include objectives of program, benefits to participants]:

If more space is required, please use back

6 Estimated number of participants: _____

7 Proposed Budget:

Expenditures:

Total

Revenue:

Total

Amount requested from Community Grant

SELF HELP

Signature: _____ Date: _____

CITY OF NORTH BATTLEFORD
Leisure Services

COMMUNITY GRANT PROGRAM

GUIDELINES AND CRITERIA

PLEASE NOTE:

APPLICATIONS RECEIVED LESS THAN 5 WORKING DAYS PRIOR TO A LEISURE SERVICES ADVISORY COMMITTEE MEETING, WILL BE PUT IN THE AGENDA FOR THE FOLLOWING MONTH'S MEETING

Purpose

To provide local community groups and organizations with financial assistance to develop, expand and improve opportunities for participation in culture, recreation and sport.

Objectives

- 1 To encourage the development and awareness of cultural recreation and sport activities and opportunities in North Battleford
- 2 To encourage greater participation in cultural, recreation and sport activities in North Battleford
- 3 To encourage leadership development in all areas at the community level
- 4 To provide opportunities for the development of skills and appreciation of every level of competition

Eligibility

To be eligible for funding, groups and organizations must be a non-profit group recognized by the Leisure Services Advisory Committee as providing cultural, recreation or sport services to the residents of the City of North Battleford. Normally the majority of the group membership will be residents of the City of North Battleford or the Rural Municipality of North Battleford.

THE FOLLOWING REQUESTS ARE NOT ELIGIBLE FOR FUNDING:

- 1 Construction, renovation, retro-fit and repairs to buildings/facilities [this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt etc]
- 2 Maintenance and operation costs of facilities that are not directly related to a program supported by this grant [this includes cleaning staff, vacuum cleaners, telephone service charges, property taxes, insurance etc]
- 3 Alcoholic beverages
- 4 Donations
- 5 Food or food related costs [this includes catering supplies, coffee pots, coffee, stoves etc]
- 6 Membership fees in other lottery-funded organizations
- 7 Prizes, cash, gift, awards, honorariums, trophies, plaques and badges
- 8 Out of province activities and travel
- 9 Subsidization of wages for full time employees. Eligible employment expenditures are less than 35 hours a week for no more than 90 days in a grant period
- 10 Uniforms or personal items such as sweatbands and hats

ASSISTANCE AVAILABLE

There is no maximum amount of assistance available. However, the following general guidelines will be applied:

- 1 A workshop or clinic type project will receive a maximum assistance of \$500 for adults and \$800 for youth programs. The grant will only cover deficits up to the maximum amounts
- 2 An application for purchase of equipment will receive a maximum of \$2,000
- 3 The Leisure Services Advisory Committee expects groups to contribute to the project as well. A general guideline would be that self-help should cover at least 50% of the project
- 4 A bonus grant of \$150 is available to any group sponsoring a coaches or officials clinic event, even if the event does not run a deficit
- 5 City Schools and institutions would be eligible for a maximum grant of \$700 per year. *Notwithstanding, the Leisure Services Advisory Committee may consider a second application from a school or school association in the same grant year, if it can be demonstrated that the activity or purchase, for which additional funding is requested, will benefit the community as a whole*

APPLICATION PROCEDURE AND CRITERIA

- 1 Groups must complete the Community Grant Application Form and submit it to the Leisure Services Advisory Committee in advance of the project. Retro-active funding for the project will not be considered nor will the Board assume any liability for projects that have not been approved

AT THE COMPLETION OF THE PROJECT A FINAL REPORT MUST BE SUBMITTED WITHIN 60 DAYS. THE APPROPRIATE RECEIPTS MUST ACCOMPANY THE FINAL REPORT

- 2 **Applications must indicate that the project will not require ongoing financial assistance**
- 3 Projects are to be open to all interested people in the City
- 4 Projects will only receive funding if there is a deficit. The exception to this is for coaches or official clinics as outlined above
- 5 Projects must not duplicate existing programs
- 6 If the request is a workshop or clinic-type project, then it is expected that participants will be charged an adequate registration fee
- 7 If the request is for equipment purchase, then the organization must be willing to consider allowing the equipment to be used by other non-profit groups in the City
- 8 Projects must take place within the vicinity of the City of North Battleford
- 9 Preference will be given to organizations that have not received funding through the program before
- 10 Organizations can receive funding for projects in succeeding years, however, the funding level may be decreased if the Board so determines
- 11 Recognition must be given to "Saskatchewan Lotteries" for funding assistance in all advertising pertaining to the project
- 12 All projects must be completed by March 31 of the current grant year
- 13 Any group submitting an application requesting \$1,500 or more will be required to have representatives attend a Leisure Services Advisory Committee meeting
- 14 The Leisure Services Advisory Committee may provide grants based upon other factors not identified in the above criteria

APPLICATION FORMS ARE AVAILABLE AT CITY HALL or TEL: 306.445.1700