



Sport Projects Grant 2019

GUIDELINES

APPLICATION

Application deadline – 4:30 pm, February 15, 2019

Objective

The objective of the *Sport Projects Grant* is to build capacity within the sports sector in Saskatoon for the well-being of the community.

For more information or to discuss your application contact:

Kathy Allen

Arts and Grant Consultant

306-975-3391

kathy.allen@saskatoon.ca

The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.

ABOUT THE PROGRAM

The City of Saskatoon's *Sport Projects Grant* supports Saskatoon based sport organizations.

PURPOSE OF THE GRANT

The purpose of the *Sport Projects Grant* is to improve the quality of life in Saskatoon by providing funding for projects to sports organizations based in Saskatoon.

WHO CAN APPLY?

To be eligible for support, your organization must:

- be a registered non-profit sports organization whose primary mandate is to deliver sports programming in Saskatoon and be overseen by a provincial or national governing sports organization;
- be registered as a non-profit corporation federally, or with Information Services Corporation (ICS) in Saskatchewan. A Saskatoon chapter of a provincial or national organization, not incorporated in its own right, can apply for funding if contact information and documentation for the provincial or national parent organization is provided. Grant payment is made to the incorporated organization;
- have been incorporated and in existence for a minimum of one year;
- have appropriate liability and participant insurance for the proposed project; and
- be up-to-date and in good standing with any previous grant received from the City of Saskatoon.

WHO CAN'T APPLY?

- individuals; and
- health districts, libraries, private schools, government agencies, educational institutions, universities and other non-sporting organizations.

FUNDING

The City of Saskatoon will provide funding of up to 75% of eligible project costs to successful applicants.

- The maximum grant amount is \$10,000

Eligible organizations may apply for only one project per deadline.

ELIGIBLE PROJECTS

- equipment purchases (sports or office);
- facility upgrades;
- governance reviews;
- strategic planning;
- feasibility studies;
- website development, and
- market research aimed at refocusing direction.

INELIGIBLE PROJECTS

- regular or routine maintenance and repair;
- training, conference, or travel projects;
- projects that are part of on-going, day-to-day operations;
- administrative costs not directly related to the project;
- projects not located in Saskatoon;
- projects that have been completed on or before the deadline date; and
- projects that will not be completed within 24 months of receiving funds.

ADJUDICATION PROCESS

Applications will be reviewed by a committee consisting of community stakeholders and civic administration. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

1. Merit of Project

- There is evidence of clear project goals and objectives that address an organizational need.
- There is evidence that the project strengthens the applicant's development.
- There is evidence of high professional standards in carrying out the project, such as merit and expertise of service providers or quality of equipment.

2. Community Impact

- The project demonstrates clear, measureable benefits to the community.
- 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.

- There is evidence of support and/or partnerships from people who are knowledgeable about the sector, the community and/or the proposal.

3. Planning

- The applicant demonstrates a well-conceived strategic rationale for undertaking the project.
- The budget for the project is realistic and cost-effective.
- There is evidence of the project team's ability to manage the project and project financing effectively and efficiently.

NOTIFICATION

Applicants will be informed of the results of their application by May 1, 2019.

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the City of Saskatoon in promotional materials and other materials for the project.

PROCESSING

The City of Saskatoon will not accept and process applications that are:

- late;
- incomplete;
- submitted by fax; or
- not signed by two people (one of whom must be a board member).

The City of Saskatoon reserves the right to request additional information.

REPORTING AND PAYMENT PROCEDURES

Successful applicants are required to submit a completed *Follow-Up Report Form*, along with copies of receipts for eligible expenses, to the Community Services Department within 60 days of the completion of their project.

Funds are released upon approval of the *Follow-Up Report*.

Changes to your project: please notify the Arts and Grants Consultant of any significant change to the project *before* the change is made.

Applications must be received by 4:30 pm, February 15, 2019

Email a completed copy of the application to: grants@saskatoon.ca

Label the subject line and the completed PDF of the application form as follows:

SG 2019 – your organization name

e.g. SG 2019 – Saskatoon Community Organization

Sport Projects Grant 2019

APPLICATION FORM

Applicant has read the program guidelines:

- yes no (if no, read the program guidelines prior to proceeding:
<https://www.saskatoon.ca/community-culture-heritage/get-involved/grants>)

Our organization would like to be included in any future correspondence regarding sports grant programs or other relevant sports information from the City of Saskatoon:

- yes
 no

Name of Organization: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with organization: _____

Email Address: _____ Phone Number: _____

Alternate Contact Name: _____ Position with organization: _____

Email Address: _____ Phone Number: _____

Grant Amount Requested: \$ _____ Total Project Amount: \$ _____

Project Name: _____

Project Dates: _____ to _____

Non-Profit Incorporation Number: _____

(Applicants must be in good standing and incorporated for a minimum of one year)

Year of establishment and/or incorporation: _____

Name of Organization's Insurance Company: _____

(Applicants are required to carry a minimum of \$2,000,000 in liability insurance)

Insurance Policy #: _____

Project Statement (maximum 25 words):

Organization Mandate and Primary Activity (maximum 150 words):

Include the following information in your application:

- Completed application form;
- Project Description (maximum 5 pages):
 - Include information on the goals of the project, why the project is important, and the community impact of the project (please refer to the adjudication criteria when completing the project description);
- Information on Project Team;
- Project budget; and
- Support Material:
 - If applicable: plans/drawings, quotes on goods and services, information on consultants, equipment, etc.
 - Letters of support (maximum 3)

Email a completed copy of the application form and all required documents to: grants@saskatoon.ca

No later than 4:30 pm February 15, 2019

Label the email subject line and the completed PDF of the application form as follows:

SG 2019 – *your organization name*
e.g. SG 2019 – Saskatoon Community Organization

Applicants will receive an email confirming their grant application has been received.

Information Certification

Freedom of Information and Protection of Privacy

The City of Saskatoon is committed to protecting the privacy and confidentiality of people's 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 on this application will be used to administer the *One-Time Sports Grant for Minor Capital Projects*. De-identified, aggregate information will be used by Community Services for program planning and evaluation.

Incident Notification

The Organization shall notify the City of any incident that it becomes aware of that may result in a claim against either the Organization or the City, including, but not limited to such losses as, property damage to City assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third party bodily injury. The Organization shall provide the notification to the City within 7 days of the Organization becoming aware of the incident.

Indemnity

The Organization hereby agrees to save harmless and indemnify the City of Saskatoon, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided to the Organization pursuant to the *One-Time Sports Grant for Minor Capital Projects*.

Signature

In making this application, we the undersigned Board Members hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application is truthful and accurate and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this application for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

I/we solemnly declare that the information provided is true and the documents submitted in support of the application, if any, are genuine and have not been altered in any way.

I/we agree on behalf of the Organization that by submitting this application I/we are electronically signing the *One-Time Sports Grant for Minor Capital Projects* application as follows:

Name*: _____ Board Member

Name*: _____ Board Member Executive Director Project Manager

*type in names; it is not necessary to submit actual signatures; two signatories are required (one must be a board member)