

WINTER INITIATIVES GRANT GUIDELINES

(\$500 minimum - \$5,000 maximum)

Guidelines

1. Program Purpose

The Winter Initiatives Grant supports initiatives that further the themes and goals of [Regina's Winter City Strategy](#). The program aims to enhance Regina's winter built environment and community inclusion, accessibility and outdoor activity in the coldest months of the year.

2. 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 months (December 1 – March 31).
- 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, or with this application.

3. 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 current winter season;
- Fundraisers; or
- Initiatives whose purpose is the furtherance of a religious or political belief.

4. 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.

5. 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.

6. 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.

7. Application Process

- Applications will be accepted through a primary deadline of **September 17**. 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 and March 31**.
- 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

Attention: Community Investments: Parks, Recreation & Cultural Services Department
6th Floor, City Hall
PO Box 1790
Regina, SK S4P 3C8

Electronic

Applications and attachments provided electronically are to be sent to:

communityinvestments@regina.ca

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

Please Note: CIGP application forms found on Regina.ca/grants are developed as a fillable PDF. As part of the fillable PDF application, the forms offer editable text, as well as scrollable text boxes in order to encompass all relevant information when providing responses to the questions on the application. To ensure your application includes all information, please submit the *original fillable pdf application*.

Questions about the guidelines and/or application may be directed to 306-777-7507 or communityinvestments@regina.ca.

8. 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*.
 - The initiative is innovative.
 - 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.

9. Post Approval

- a) **Recognition** – Recipients are required to provide recognition to the City of Regina, if the funding request is approved.
- b) **Initial Payment** – An initial payment of 80 per cent of the approved funding is made following approval of a request.
- c) **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.
- d) **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.