



Community Initiatives Fund (CIF) – Physical Activity Grant Program

Program Objectives

The CIF Physical Activity Grant Program supports strategic projects and initiatives that will advance the physical activity movement in Saskatchewan and increase the level of physical activity of Saskatchewan people. The program aims to engage and mobilize physical activity sector partners to foster collective will and leadership and increase community capacity through enhanced cross-sectoral cooperation.

Priority Areas for Funding

Projects must be provincial or regional in scope and meet at least one of the following priority areas:

- Contributing to the development of long-term physical activity strategies at the provincial or regional level;
- Supportive strategies that reduce barriers to and support access and participation in physical activity by Saskatchewan people;
- Supportive research and innovation research in the area of physical activity and/or community leadership capacity that can be used to further develop initiatives in support of increased participation rates; and,
- Establishing a point of comparison through the identification of appropriate indicators tools that will measure and monitor success.

What is the Community Initiatives Fund?

The CIF was introduced by the provincial government in 1996 to ensure that Saskatchewan communities received benefits from casino profits. The CIF receives a portion of profits from the Regina and Moose Jaw casinos. A government-appointed board comprised of community volunteers manages the Fund.

The CIF Physical Activity Grant Program is delivered at the provincial level with the assistance of the Saskatchewan Parks and Recreation Association (SPRA) through the Physical Activity Network of Saskatchewan (PANS) Review Committee.

The CIF supports local level community physical activity initiatives through the CIF Community Grant Program and through Saskatchewan in motion. For information about other CIF Grant Programs visit www.tpcs.gov.sk.ca/CIF or call the CIF Administrator at 306-780-9308. For information about the Saskatchewan in motion Community Subsidy Program visit www.saskatchewaninmotion.ca/ or call toll-free 1-866-888-3648.

For more information on the CIF Physical Activity Grant Program contact:

CIF Administrator, Rhonda Newton at 1870 Lorne Street, Regina, Saskatchewan, S4P 2L7. Phone: (306) 780-9308 Fax: (306) 781-6021 Email: rnewton@sasksport.sk.ca or

SPRA Physical Activity and Fitness Consultant, Wendy McKellar at 100 - 1445 Park Street, Regina, Saskatchewan, S4N 4C5. Phone (306) 780-9470 Toll Free 1-800-563-2555 Fax (306) 780-9257 Email wmckellar@spra.sk.ca

Eligible Applicants

To be eligible to apply for the Physical Activity Grant Program, an organization must:

- be primarily charitable in nature and,
- have physical activity as a major component of its mandate and,
- be incorporated in Saskatchewan as a non-profit corporation and
- be a community-based or voluntary Saskatchewan group that is endorsed by a recognized partner organization such as a provincial or regional sport, culture or recreation organization, school division, health region, or a post secondary institution.

Federal and provincial government departments and ministries are not eligible for funding.

School divisions and health regions may apply for projects that are delivered in partnership with a Sport, Culture and Recreation provincial organization or district.

Eligible Projects

Projects supported must begin after the application deadline and will not be funded retroactively.

Projects may be up to two years in duration.

A priority of the CIF is to support activities that benefit off-reserve and urban Aboriginal populations as other provisions direct casino profits to on-reserve activities. Activities that occur on-reserve may be supported provided there is evidence that the CIF funds contributed to the project will primarily benefit off-reserve or urban Aboriginal people. First Nations and Métis non-profit community organizations located on-reserve or off-reserve may receive a CIF grant provided they meet the CIF eligibility criteria and the project proposed will primarily benefit people living off-reserve or urban Aboriginal people.

Projects must not duplicate existing programs and services. Projects already funded through the CIF Community Grant Program, or the Saskatchewan in motion Community Subsidy Program are not eligible for the Physical Activity Grant.

Government delivered projects, programs and services are not eligible.

Examples of eligible projects:

- demonstration projects that target barriers to participation in physical activity;
- information seminars and education workshops relating to physical activity; and,
- research in the area of physical activity participation, barriers, community practices, leadership or community capacity.

*Further restrictions apply – see **Eligible and Ineligible Expenses for details.***

Eligible Expenses

All income and expenses must be included in the Budget Form provided in the application. Full justification for all budget items relative to the proposed project must be included in the Budget Justification section. Expenses claimed must be direct project related costs. Direct project related costs may include:

- project materials, supplies, equipment rental, postage costs and printing costs;
- costs for consultants, workshops, seminars and staff training related to project delivery;
- reasonable expenses for individuals such as volunteer honorariums and participant allowances may be considered provided the expense is justified and directly related to project delivery;

- wages for project staff are eligible but must directly support project delivery and not replace general operating or core costs for the organization;
- reasonable rates of travel and accommodation costs that support project delivery;
- survey studies or pure research in any discipline;
- facility rental specifically related to project delivery;
- purchase of print and/or audio-visual resources;
- reasonable operational and administrative costs that are directly related to the project; and,
- Any other direct project costs deemed appropriate by the CIF board.

Ineligible Expenses

The following restrictions apply on the use of Physical Activity Grant Program funds:

- retroactive expenses for costs incurred prior to the application deadline;
- ongoing operational or administrative costs, except as incrementally required for the delivery of the project;
- public Awareness Campaigns;
- funds may not be used for purchase of capital assets such as or the purchase or repair of major equipment and office furniture or the purchase, construction, or renovation of facilities (e.g. buildings, land, houses, playgrounds);
- donations of in-kind contributions and volunteer time may not be claimed as a cash expense;
- salaries and expenses for federal, provincial, or municipal government employees are not eligible costs;
- generally, out of province travel is not allowed but may be justified as a direct project expense in some cases; and,
- other expenses that the CIF board deem inappropriate may be excluded.

Grant Levels

There are two types of Physical Activity Grants based on the scope of the project.

Regional Grants: up to \$40,000 is allowed for strategic projects that serve a number of communities in a geographic region. Strategies that serve a Sport, Culture, Recreation District or Regional Intersectoral Committee Region are encouraged.

Provincial Grants: up to \$80,000 is allowed for strategic projects that are deemed to be provincial in scope and have provincial significance or that serve two or more regions or districts.

The amount allocated for each project is based on merit assessed against the grant criteria, the level of eligible requests received, and the amount of funding available for distribution.

Assessment Criteria

Applicants will be assessed by the Physical Activity Network of Saskatchewan Grant Review Committee, using the following criteria:

- Meets program objectives and responds to the key priority areas:** The proposed project must meet the program objectives and advance at least one of the priority areas for funding identified on page 1 of the application guidelines.
- Partnerships and Sector support:** The project engages a number of physical activity partners across sectors to ensure successful delivery and participation in the project. Support may include

donations, in-kind contributions, volunteer time, and financial contributions. There is demonstrated financial support from other partners.

- c) **Project effectiveness:** The project plan is achievable and will produce a sustainable product or result, have real-life outcomes, benefit a significant number of individuals. The project plan is based on identified needs and supported by best practices research.
- d) **Project Sector integration and co-ordination:** The project is integrated or co-ordinated with other programs and services of a similar nature offered within the same area or region to maximize outcomes and to avoid duplication of similar or existing programs and services within the geographical area. Where possible, the project includes co-ordination of CIF funding with other funding sources. Where possible, the project is aligned to an identified provincial, regional or Sport, Culture and Recreation District physical activity strategy.
- e) **Leadership and inclusion:** Where possible, there is active involvement in the development, management, and delivery of the projects by those to whom the projects are intended to benefit. Projects that increase community leadership capacity, particularly for smaller communities, youth, First Nations and Métis people, are encouraged.
- f) **Funding sustainability:** The project does not depend on ongoing CIF funding. If the project is intended to be on-going, the project plan includes consideration for how the project will be supported long-term through other contributions and funding sources.

Funding Obligations

Successful applicants must submit a follow-up form to the CIF Administrator within 60 days of the project completion. A follow-up form will be provided to all successful grant recipients with their grant cheque. The CIF Administrator will confirm whether the funding obligations have been met and will inform the organization in writing that the follow-up form has been accepted or if there are outstanding issues to address. Follow-up forms will also be shared with Saskatchewan Parks and Recreation Association and the Ministry of Tourism, Parks, Culture and Sport.

All grant recipients are asked to acknowledge the CIF and the Government of Saskatchewan as supporters of their activities.

Organizations receiving grants must submit either a photocopy of actual receipts, payroll records or an audited financial statement that has been prepared by a recognized audit firm, signed by two Board members. The audited financial statement must clearly outline the CIF grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.

Unused CIF funds, or funds used for purposes other than what was approved, must be returned to the CIF.

Grants must be used within the time period awarded. Extensions may be allowed by the CIF board and require a written request to the attention of the CIF Administrator. The CIF board will inform the organization of the decision within six weeks of the request.

Failure to meet the above funding obligations to the satisfaction of the CIF board is grounds to restrict access to future funding. Grants approved will not be released to an applicant that has any outstanding final reports from previous CIF grants.

Application Deadlines

November 1 and February 1

Application Process

Applications must be received by the CIF Administrator by the deadline date at: 1870 Lorne Street, REGINA SK S4P 2L7.

Applications received by mail will be accepted if postmarked by the application deadline date.

Applications will also be accepted by email or fax (the pages which require signatures must be faxed or mailed). Late or incomplete applications will not be considered.

Organizations applying for grants are encouraged to consult with SPRA prior to making application.

Grant Review Process

The CIF Administrator will receive and review each application to confirm that basic eligibility requirements have been met. Eligible applications will then be forwarded to SPRA to be reviewed by the Physical Activity Network of Saskatchewan Grant Review Committee. Recommendations from the Grant Review Committee will be then sent to the CIF board who make final grant decisions.

Within six weeks of the application deadline, each organization will be notified, in writing, from the CIF board of the outcome of their funding request.

Appeal Process

Funding decisions may be reconsidered by submitting a written request to the CIF board at the address of the CIF Administrator. The applicant must indicate the grounds for reconsideration of the grant application. The board will respond, in writing, within six weeks of receiving it.

Application Guidelines: application guidelines and forms are available by:

- Downloading a copy at <http://tpcs.gov.sk.ca/cif> by following the CIF links or
- Contacting the CIF Administrator (see contact information page 1 of the application guidelines).



1. Grant Application		
Grant Deadline (select one) <input type="checkbox"/> November 1 <input type="checkbox"/> February 1	Grant Type (select one) <input type="checkbox"/> Regional <input type="checkbox"/> Provincial	Amount Requested \$ _____
2. Applicant Information - Please complete information on the form below.		
Organization Name:		
Mailing Address:		Postal Code:
Contact Person:	Position:	
Phone:	Fax:	Email:
3. Organization Eligibility - Please verify that your organization meets eligibility requirements.		Yes
Are the primary purpose and activities of your organization charitable in nature? (i.e. relief of poverty, advancement of education or other purposes considered beneficial to the community) AND		
Is physical activity a major component of your organizations mandate? AND		
Is your organization registered with Saskatchewan Justice, Corporations Branch, as a non-profit corporation? If yes, our non-profit number is _____ OR Please note: this is <u>not</u> the business number (BN) assigned by the Canada Revenue Agency (CRA)		
Are you a community-based or a voluntary Saskatchewan group that is not incorporated but operates on a non-profit basis and is endorsed by a recognized partner organization? If yes, please complete the Declaration of Endorsement Form that is located at the back of this application.		
Are you a health region or school division working in partnership with a sport, culture and recreation provincial organization or district? If yes, please provide letters of support from ALL partners with your application.		

4. Project Overview

Project Title:

Start Date: (m/d/y)

End Date: (m/d/y)

Project Duration:

- One year
- Two years

Total Project Expense:
(from budget form)

5. Applicant Agreement

_____ (the “Applicant”) declares and agrees that:
Name of Applicant (Organization Name)

- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization.
- A follow-up form will be submitted to the Community Initiatives Fund (CIF) Administrator within 60 days of the project completion and will include either a photocopy of actual receipts, payroll records or an audited financial statement that clearly outlines project expenditures including income and expenses. .
- Any grant awarded shall be used solely for the purposes stated within this application unless otherwise agreed to by the CIF board.
- The Community Initiatives Fund and the Government of Saskatchewan will be acknowledged as supporters of Applicant initiatives that successfully receive CIF funding.
- All responsibilities and liabilities in connection with the initiative, and the carrying out of the work detailed within the application shall be those of the Applicant and, where applicable, of the Endorsing Partner. The Applicant indemnifies the CIF and all its board members, employees and agents from any and all liabilities arising in connection with this initiative.

Name of Applicant (Organization Name)

Signature

Title (being a duly authorized representative of the Applicant)

Dated (m/d/y)

Mr. / Mrs. / Ms. _____
(Print Name) First Name Surname

6. Priority areas: Please indicate which priority area(s) your project will address:

- Contributing to the development of long-term physical activity strategies at the provincial or regional level;
- Supportive strategies that reduce barriers to and support access and participation in physical activity by Saskatchewan people;
- Supportive research and innovation research in the area of physical activity and/or community leadership capacity that can be used to further develop initiatives in support of increased participation rates; and,
- Establishing a point of comparison through the identification of appropriate indicators tools that will measure and monitor success.

7. Applicant Profile: Please attach to your application a brief response for the following:

7.1 Mandate or purpose of your organization.

7.2 Organization Structure: Describe your membership and provide a list of board members.

7.3 Activities and Accomplishments: Provide a short summary that highlights your organization's history, accomplishments and current activities.

8. Project Description: Please attach to your application a brief response for the following:

8.1 Project Summary: Provide a short summary of the project (one paragraph or less) that could be used for public communication purposes.

8.2 Project Objectives: What do you hope to achieve? What is the intended impact of your project on the physical activity movement in Saskatchewan? How does your project advance the CIF Physical Activity Grant Program objectives?

8.3 Project Activities: What activities will be undertaken to achieve the objectives of the project? Include anticipated dates and locations where activity will take place.

8.4 Project Participants: How will the people of Saskatchewan, either regionally or provincially benefit from the project?

8.5 Project Expected Outcomes: How will you measure and report the results of your project? Please indicate if you are willing to share your evaluation, experiences and any resources or models developed with the Physical Activity Network of Saskatchewan in order to contribute to understanding of innovation in physical activity practices across the province.

9. Project Implementation Plan: Please attach a brief response for the following:

9.1 Background: If the project supports an existing regional or provincial physical activity strategy, provide a short description of how the project will enhance the existing strategy. Include any results of previous strategy evaluations if available and other evidence that the project plan is based on best practices research and physical activity sector needs. Is your organization duplicating initiatives? If yes, how will your project be different than what already exists?

9.2 Project Partners: List the sector organizations and other partners that are involved in the project and indicate what each partner will contribute to support the project's success. Provide a letter of support from EACH partner that is involved in the project.

9.3 Community Leadership and Support: List other sector contributions (e.g.) donations, in-kind contributions and volunteer time) that demonstrate sector involvement and support. How are sector organizations and leaders involved in project design and delivery?

9.4 Project integration and coordination: Indicate the geographical area and population base that the project will impact and what coordination or integration has occurred to maximize outcomes and avoid duplication of similar or existing programs and services within the geographical area.

9.5 Funding Coordination and Sustainability: What co-ordination has occurred with other funding sources to support the project? If the project is expected to require ongoing financial support, what efforts have been made to explore long-term funding options through other sources? Is your organization aware of other funding available in the community?

9.6 Resources: In projects where existing resources and/or materials have been identified as contributing documents to the project, please include a copy of the resource with the application

9.7 Other: Provide any other comments or information you think will help support your proposal.

10. Budget: Complete the budget form (below) and the Budget Justification section. Reference Eligible and Ineligible Expenses and Grant Levels sections from the Application Guidelines when preparing your budget. Include all projected cash expenses and revenues. Full justification for all budget items relative to the proposed project must be included.

Application Deadlines

November 1 and February 1

Applications must be received by the CIF Administrator by the deadline date.

Send Applications to:

Rhonda Newton, CIF Administrator
1870 Lorne Street, Regina, Saskatchewan, S4P 2L7.

Phone: (306) 780-9308

Budget Form Use the budget form below to outline your planned revenue and expenses for the project. Reference the Eligible and Ineligible Expenses from the Application Guidelines when completing the budget form. Include all projected revenues, expenses and in-kind contributions related to the project.

BUDGET ITEMS	TOTAL PROJECT BUDGET	CIF FUNDING REQUESTED	IN-KIND CONTRIBUTIONS
Income			
Cash donations	\$	\$	\$
Fundraising	\$	\$	\$
Registration / Participant Fees	\$	\$	\$
Other funding sources (please list and detail in Other Funding Sources (below).	\$	\$	\$
Total Income	\$	\$	\$
Expenditures			
Project materials / supplies / equipment rental / postage / printing	\$	\$	\$
Costs for consultants, workshops, seminars and staff training	\$	\$	\$
Honorariums	\$	\$	\$
Wages	\$	\$	\$
Travel and accommodation	\$	\$	\$
Survey studies or research	\$	\$	\$
Facility rental	\$	\$	\$
Print and/or audio-visual resources	\$	\$	\$
Administrative costs	\$	\$	\$
Other direct costs	\$	\$	\$
Total project expenditures	\$	\$	\$
Community Initiatives Fund (amount requested)		\$	

Other Funding Sources: Please list other funding sources that have been confirmed and/or to which you have applied.

Name of Organization/Fund	Amount Requested	Amount Received

Volunteer Contributions: Please provide an estimated value of the total number of volunteers and volunteer hours that will be contributed to the project.

# Volunteers	Average # Hours Per Volunteer		Estimated Value
		# hours x \$10.00 =	\$

Please mail the completed application form with attachments to the CIF Administrator.

Budget Justification for Funds Requested

Please attach the details of the funds requested if the space provided is not sufficient. Insufficient information about the expenses anticipated for the project may result in these expenses receiving little or no funding.

Further information on costs that the PAGP will and will not cover may be found in the Eligible and Ineligible Expenses and Grant Levels sections from the Application Guidelines. Notes are included under the expense headings to clarify the information being sought.

DETAILS

PROJECT MATERIALS/SUPPLIES/EQUIPMENT RENTAL/POSTAGE/PRINTING	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Mailing 200 stakeholder letters	\$120.00
eg. Print materials associated with community stakeholder forum	\$500.00
	\$
	\$
	\$
	\$
COSTS FOR CONSULTANTS, WORKSHOPS, SEMINARS AND STAFF TRAINING	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Consultant to facilitate community stakeholder forum (3 events)	\$3000.00
	\$
	\$
	\$
	\$
HONORARIUMS	
Reasonable expenses for individuals such as volunteer honorariums and participant allowances may be considered. Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Speaker at community stakeholder forum (3 events)	\$1500.00
	\$
	\$
	\$
	\$
WAGES	
Describe the staff position (s) and the role in the proposed project. Wages for project staff are eligible but must directly support project delivery and not replace general operating or core costs for the organization.	
eg. Coordinator position (10 hours/week @ \$25/hour for 1 year)	\$13,000.00
	\$
	\$
	\$
TRAVEL AND ACCOMODATIONS	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Travel for 4 participants to attend training (4 x 400kms x \$.40/km)	\$640.00
eg. Hotel for 4 participants to attend training session (4 x \$100/night)	\$400.00
	\$
	\$
	\$
	\$
	\$

SURVEY STUDIES OR RESEARCH	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Research professional to develop a questionnaire	\$1000.00 \$ \$
FACILITY RENTAL	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Rental space for community stakeholder forum (3 days @ \$100/day)	\$300.00 \$ \$ \$
PRINT AND/OR AUDIO-VISUAL RESOURCES	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Resource manual to accompany training (4 manuals @ \$25)	\$100.00
eg. DVD resource production (\$1000 – development; \$500 – 50 copies @ \$10)	\$1500.00 \$ \$ \$
ADMINISTRATIVE COSTS	
Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
eg. Phone - Teleconference call for project meeting (2 calls x \$50)	\$100 \$ \$
OTHER DIRECT COSTS	
Any other costs not included in the above budget lines may be proposed for funding under this budget line. Explain what specific expenses will be incurred and outline how the proposed costs have been derived.	
	\$ \$ \$

Declaration of Endorsement Form

A community-based or voluntary Saskatchewan group that is not incorporated but operates on a not-for-profit basis, must have their application endorsed by a recognized partner organization such as a provincial sport, culture or recreation organization, school division or health region, post secondary institution or another non-profit organization that has physical activity as a major component of their mandate.

Please have your endorsing partner organization complete the form below and attach to your application. Please provide your endorsing partner with a copy of your grant application.

_____ (the “Endorsing Partner”) hereby certifies
Name of Endorsing Partner (Organization Name)

that the information contained in this application is accurate and complete and the Endorsing Partner:

- endorses the Applicant organization as a community-based group that exists for charitable purposes and operates on a not-for-profit basis;
- agrees to accept project funds to distribute to the Applicant group if the project proposed is approved for funding from the Community Initiatives Fund; and,
- agrees that it is responsible for ensuring that the obligations and conditions in this application are met.

Endorsing Partner (Organization Name)

Signature

Title (being a duly authorized representative of the Endorsing Partner)

Dated (m/d/y)

Mr. / Mrs. / Ms. _____
(Print Name) First Name Surname

Phone Number: _____

Address: _____

Postal Code: _____