



**GRANT PROGRAM FOR NON-PROFIT ORGANIZATIONS WITHIN THE RM OF  
BRITANNIA**

**GUIDELINES, APPLICATION, AND FINAL REPORT**

**PROGRAM YEAR – MAY 1, 2023 TO APRIL 30, 2024**

**DEADLINE FOR APPLICATIONS IS MARCH 31, 2023**

**Submit to:**

E-mail: [hr.rm502@sasktel.net](mailto:hr.rm502@sasktel.net)

OR

**Mail/Drop-off:**

RM of Britannia Grant Program for Non-Profit Organizations

Attention: Marla Kyle, Grants Clerk

PO Box 661

4824 – 47 Street

Lloydminster, SK

S9V 0Y7

**For More Information:**

Contact the RM of Britannia at 306-825-2610

Or

[hr.rm502@sasktel.net](mailto:hr.rm502@sasktel.net)

## PURPOSE AND ELIGIBILITY

1. The RM of Britannia Grant Program is funding from the RM of Britannia for non-profit organizations operating within the boundaries of the RM of Britannia. The grant program assists by providing funds to non-profit community organizations to provide programs.
2. The advancement of funds for the grant program year will be contingent upon council for the RM of Britannia establishing a fund from the operating budget for the RM of Britannia.
3. The grant request should be guided by the following:
  - It provides access to RM of Britannia citizens regardless of age, sex, ethnicity, economic status, physical or mental ability;
  - It provides funds to community non-profit organizations in support of their programs;
  - It requires that all participating groups are responsible for ensuring complete and correct accounting.

## PROGRAM OBJECTIVE

The goal of the program is to support non-profit organizations in their community programs to address the needs of local residents.

## PROGRAM CRITERIA

1. Applicant must be an RM of Britannia non-profit organization delivering a program within the boundaries of the RM of Britannia;
2. The grant period is from **May 1 to April 30** every year. The event, activity, or operating costs must occur within this grant period;
3. Final report confirming project expenditures (receipts) must be submitted by **June 30** following the grant period;
4. Applicant must provide proof of how the community has benefitted from the grant in the final report;
5. Groups receiving grants must publicly acknowledge the RM of Britannia within their activities and advertising;
6. Applicants may be asked to participate in funding recognition by way of having a photograph taken with a member of council or administration when receiving grant funds;
7. Majority of program participants must be RM of Britannia residents;
8. The non-profit grant program is intended to provide funds to applicants that are open to all residents of the RM of Britannia without discrimination based on age, economic status, physical or mental ability, race, religion, gender or ethnicity;
9. Applicants must be able to **match** the funding requested at a minimum of **50%** of the total project cost, with the minimum being \$250.00 and the maximum \$5,000.00;
10. Funding requests received after the application deadline will not be accepted and the applicant will be requested to submit an application for the next grant period;

11. If the application form is not filled out properly, the grant application will not be considered;
12. If the organization is unable to complete the project program, event or activity in the allotted time period, a written letter of request for an extension must be submitted;
13. Requests for an extension will require the approval of council;
14. If the organization does not comply with these requirements, future financial support from the RM of Britannia may not be considered.

#### **EXPENDITURES ELIGIBLE FOR GRANT FUNDS**

1. Operational expenses such as power, gas, insurance, and wages for maintenance workers;
2. Capital items or enhancement of facilities;
3. Event hosting expenses such as travel costs (within Saskatchewan and including the City of Lloydminster), food, coffee, tea, equipment rental, paper plates and cups, cutlery, napkins, prizes, promotional materials, advertising, hall rental, etc.

#### **EXPENDITURES INELIGIBLE FOR GRANT FUNDS**

1. Property taxes
2. Alcoholic Beverages/Licenses
3. Per Diems/Day Money
4. Out of province (with the exception of the City of Lloydminster) activities and travel
5. Donations

#### **OBLIGATIONS OF GRANT RECIPIENTS**

1. Program approval will be based upon the project request and council's resolution to support the project. **Failure** to submit the final report and receipts will result in the non-profit organization being **ineligible** for funds in the **following** grant year.
2. Grant recipients must submit a project final report upon completion of the program, including:
  - A completed RM of Britannia Project Final Report;
  - All eligible receipts must be dated within the grant period of **May 1-April 30**;
  - Reports and receipts must be submitted in an orderly manner with all eligible costs clearly indicated;
  - Complete reporting must be submitted to the RM of Britannia **by June 30**.

#### **PAYMENT OF GRANT FUNDS**

Organizations will receive their allotted grant funding once the final report and corresponding receipts have been submitted.



## Application Form

**Application Deadline: March 31, 2023**

### Applicant Information

Legal Name of Organization:	
Operating Name:	
Mailing Address:	
Physical Address:	
Telephone Number:	
E-Mail Address:	

### Contact Information

Primary Contact Person:	
Phone Number(s):	
E-Mail Address:	

### Organization Overview

Provide a brief overview of your organization (mission, goals, programs, etc.).

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### Program Overview

Program Title:	
Funding Request Amount:	
Start and End Dates:	
Average Number of Participants:	
Ages of the participants:	



## Details

Provide a detailed description of your program. Include objectives of the program, benefits to the participants, benefits to the community, and where the program will take place. Please provide sufficient detail to demonstrate how the program benefits the community.

## Funding Recognition Plan

- |                                                                      |                                                                    |
|----------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> On-site Signage                             | <input type="checkbox"/> RM Logo/Name in Newsletter                |
| <input type="checkbox"/> RM Logo/Name in Advertising                 | <input type="checkbox"/> RM Logo/Name Recognized at a Public Event |
| <input type="checkbox"/> RM Logo/Name on Organization's Social Media |                                                                    |
| <input type="checkbox"/> Other                                       |                                                                    |



## FINANCIAL REPORTING – OPERATIONS – PRIOR YEAR

<b>Operating Revenue:</b>	
User Fees (rentals, memberships, etc.)	\$
Fundraising	\$
Donations/Sponsorships	\$
Grants:	
Municipal	\$
Provincial	\$
Other	\$
<b>Total Operating Revenue</b>	<b>\$</b>
<b>Operating Expenses:</b>	
Finance, Accounting, & Legal	\$
Office and General	\$
Insurance	\$
Utilities:	
Natural Gas	\$
Electricity	\$
Propane	\$
General Maintenance	\$
Janitorial	\$
Equipment	\$
Capital Projects/Major Improvements	\$
Other Operational Expenses	\$
<b>Total Operating Expense</b>	<b>\$</b>
<b>Operating Surplus (Deficit)</b>	<b>\$</b>



## DECLARATION

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the above organization;
- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant;
- The general public shall have access to this program or facility for the provision of leisure and/or community services, including, recreational, cultural, or social services;
- A signed Financial Statement/Expenditure Report, including paid project receipts, will be submitted to the RM of Britannia No. 502 Chief Administrative Officer by June 30<sup>th</sup> of the following year, verifying that funds were used for the purpose awarded, together with a summary of the project;
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters;
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the RM of Britannia No. 502 Chief Administrative Officer or their designated representative.

The personal information collected on this form is in accordance with Section 26 of Saskatchewan's Freedom of Information and Protection of Privacy Act (the Act). It will be used for the purposes of determining eligibility for the RM of Britannia Non-Profit Program Grant. The information will be disclosed in accordance with section 29 of the Act which may include public disclosure. If you have any questions in regards to the collection, use or disclosure of this information, please contact the RM's Chief Administrative Officer at 306-825-2610.

Signature: \_\_\_\_\_



## Final Report

**Report Deadline: June 30, 2024**

### Applicant Information

Legal Name of Organization:	
Operating Name:	
Mailing Address:	
Physical Address:	
Telephone Number:	
E-Mail Address:	

### Contact Information

Primary Contact Person:	
Phone Number(s):	
E-Mail Address:	

### Program Overview

Program Title:	
Funding Request Amount:	
Start and End Dates:	
Average Number of Participants:	
Ages of the participants:	





## Details

Provide a detailed description of the results/achievements of your program. Include objectives of the program, benefits to the participants, benefits to the community, etc. Please provide sufficient detail to demonstrate how this program benefitted the community.

## Public Acknowledgment

Please tell us how the RM of Britannia was publicly acknowledged as the source of funds for the program.



Eligible expenses to report below could be advertising, supplies, rentals, electricity, gas, etc. Please attach copies of receipts to this page.

[illegible]



## **Photographs:**

Please attach photographs of your event, capital improvement, etc. within the square below.



**Declaration:**

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