



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

**GUIDELINES, APPLICATION, AND FINAL REPORT  
PROGRAM YEAR – MAY 1, 2024, TO APRIL 30, 2025  
DEADLINE FOR APPLICATIONS IS MARCH 31, 2024**

**Submit to:**

E-mail: [financeclerk@rmbritannia.com](mailto:financeclerk@rmbritannia.com)

OR

**Mail/Drop-off:**

RM of Britannia Grant Program for Non-Profit Organizations

Attention: Deborah Setter, 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

[financeclerk@rmbritannia.com](mailto:financeclerk@rmbritannia.com)

## 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.
4. The Finance Department will inform the community of grant opportunities through ads in the local newspaper and the municipality's website. The Finance Department will receive the applications. Late or incomplete applications may not be forwarded to council for consideration. Council will evaluate applications and approve grants.
5. Total amount of grant funding available per grant year for application is \$40,000.
6. Additional grant funding is available to a maximum of \$6,000 for community or school groups that complete ditch cleaning during the months of April – June (when the snow has melted).
7. The community or school group that wishes to complete ditch cleaning will be required to submit a letter prior to March 31, indicating the locations and proposed distance of cleaning, to be approved by the CAO. Upon approval and inspection of the ditch cleaning project, the community or school group will receive \$150 per mile of ditch cleaning on both sides of the road.

## 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. Applications for grant funding for the 2<sup>nd</sup> intake must be received by October 31.
3. The grant period is from **May 1 to April 30** every year. The event, activity, or operating costs must occur within this grant period;
4. Final report confirming project expenditures (receipts) must be submitted by **June 30** following the grant period;

5. Applicant must provide proof of how the community has benefitted from the grant in the final report;
6. Groups receiving grants must publicly acknowledge the RM of Britannia within their activities and advertising;
- 6.a Advertising material and event dates for public programs must be provided to the RM for publication on their website. This requirement does not apply to school events.
7. 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;
8. Majority of program participants must be RM of Britannia residents;
9. The non-profit grant program is intended to provide funds to applicants that are open to all residents of the RM without discrimination based on age, economic status, physical or mental ability, race, religion, gender or ethnicity;
10. 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;
11. 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;
12. If the application form is not filled out properly, the grant application will not be considered;
13. 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 prior to the June 30 receipt submission deadline.
14. Requests for an extension will require the approval of council;
15. 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 (excluding 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** following the grant period.

### **PAYMENT OF GRANT FUNDS**

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