



LLOYDMINSTER

Non-Profit Annual Grant Request

Guidelines, Application & Final Report for: Vic Juba Community Theatre Lloydminster & District SPCA Lloydminster Regional Archives

Program Year: January 1, 2020– December 31, 2020

Deadline for Submission:

August 30, 2019 for presentation at September 16, 2019

Submit To:

E-mail: nonprofitgrant@lloydminster.ca

OR

Mail/Drop-off:

City of Lloydminster Non-Profit Annual Grant Request
Attention: Chief Financial Officer
4420 50 Avenue
Lloydminster, AB/SK
T9V 0W2

For More Information:

Contact the City of Lloydminster at 780-875-6184 Ext 2202 or
nonprofitgrant@lloydminster.ca

www.lloydminster.ca/grants



1. Purpose & Eligibility:

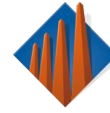
- 1.1. The City of Lloydminster Non-Profit Annual Grant Request Program supports specific Non-Profit Organizations operating in and about the City of Lloydminster as follows:
 - i. The Vic Juba Community Theatre
 - ii. The Lloydminster and District SPCA and
 - iii. The Lloydminster Regional Archives
- 1.2. The advancement of funds will be contingent upon Council for the City of Lloydminster establishing a fund from the Operating budget for the City of Lloydminster.
- 1.3. The grant request should be guided by the following:
 - It provides access to Lloydminster citizens regardless of age, sex, ethnicity, economic status, physical or mental ability;
 - It provides funds to support of their programs; and
 - It stipulates that all participating groups, from Administration to beneficiary, are responsible for ensuring complete and accurate accounting.

2. Program Objective:

- 2.1. The goal of the program is to support the specific Non-Profit Organizations in their community programs to address the needs of local residents.

3. Program Criteria

- 3.1. Applicant must be one of the following Lloydminster Non-Profit Organizations delivering a program within the City limits:
 - i. The Vic Juba Community Theatre
 - ii. The Lloydminster and District SPCA and
 - iii. The Lloydminster Regional Archives
- 3.2. The grant period is from January 1- December 31 annually.
- 3.3. Final report verifying project expenditures must be submitted.
- 3.4. Evidence of the community benefits and in the planning, operating and evaluating of activities supported by the grant must be included in the project final report.
- 3.5. Groups receiving grants must publicly acknowledge the City of Lloydminster within their activities and advertising.
- 3.6. Majority of program participants must be Lloydminster residents.
- 3.7. The Non-Profit Annual Grant Program is supportive of applications that are open to public participation and do not discriminate



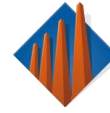
- based on age, economic status, physical or mental ability, race, religion, gender or ethnicity.
- 3.8. The Council for the City of Lloydminster may consider a capital project to a maximum of \$20,000 if it benefits the community.

4. Ineligibility Guideline:

- 4.1. The program is designed to provide funding to annually support the specific Non- Profit Organizations listed in 1.1. in the City of Lloydminster. The following expenditures are INELIGIBLE for grants:
- Alcoholic beverages
 - Per Diems / Day Money
 - Food or food related costs (this includes catering supplies, coffee pots, coffee, stoves, BBQ's, etc.)
 - Membership fees in other lottery-funded organizations
 - Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
 - Out-of-province activities and travel (i.e. travel within the City of Lloydminster is acceptable)
 - Donations
 - Uniforms or personal items such as sweatbands and hats, including equipment for personal ownership.

5. Obligations of Grant Recipients

- 5.1. Approved programs will receive payment based on the project request and Council's resolution to support the project.
- 5.2. Grant recipients must submit a project Final Report upon completion of the program, including:
- A completed Report form attached as Non-Profit Annual Grant Report form (available on the City of Lloydminster website www.lloydminster.ca/grants)
 - Grants recipients of >\$75,000 will be required to provide a final report annually by February 28th. In addition, must provide their Audited Financial Statements by May 1st annually as a condition of funding.
 - Grant recipients of <\$75,000 will be required to provide a project final report along with a financial statement report by February 28th annually as a condition of funding that is signed by a least 2 directors of the Non-Profit Organization stating they believe the information in the return is true.
 - Providing false information will result in the organization being ineligible for the next year's operating grant.



- Failure to submit the project final report will result in the Non-profit Organization being ineligible for the next year's operating grant.
 - All eligible receipts must be dated within the grant period of January 1-December 31 annually.
 - A description of how the City of Lloydminster was publicly acknowledged as the source of funds for the program (samples may be requested).
- 5.3. Complete reporting must be submitted directly to the City of Lloydminster. Any organization not submitting the required reporting may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or funds used for purposes other than what was approved must be returned.

6. Responsibility:

- 6.1. The City of Lloydminster administers the grant program and Council determines the approval of funds allocated regardless of the actual request.

Application Form
Application deadline: August 30th

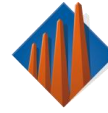
I. APPLICANT INFORMATION	
Legal Name of Organization:	
Operating Name: (if different from above)	
Non-Profit Number:	
Mailing Address:	
Physical Address: (if different from above)	
Telephone Number:	
E-mail Address: (if applicable)	

II. CONTACT INFORMATION	
Primary Contact Person & Position:	
Phone Number(s):	
E-mail Address:	

III. ORGANIZATION OVERVIEW
Provide a brief overview of your organization (i.e. mission, mandate, goals, programs, etc.).

IV. PROGRAM OVERVIEW (for which funding is being applied for)	
Program Title:	
Funding Request Amount:	
Start and End Dates:	
How many weeks is the program:	
What days is the program offered:	
Total number of program hours:	
Where was the program location(s):	
What time is the program offered:	
What are the ages of the participants:	

V. DETAILS:
Provide a detailed description of your operations. 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 including the metrics to measure its success once complete. Additional reporting metrics may be required at the time of approval by Council.



- i. What outcomes (impact, benefits, and results) do you hope to achieve by offering the program? How will you evaluate the results?

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ii.

Number of volunteers involved:	
Anticipated # of total participants:	_____ day x _____ of days

VII. ACCESSIBILITY

- i. Is this program open to the public? If yes, describe how this program is accessible to public and who can participate.

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- ii. What barriers (cost, transportation) have been addressed, or eliminated in the design of this program. What barriers have not been removed?

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- iii. Is there a registration fee for participants to participate? If yes, explain fees, travel, and equipment costs. If no explain why:

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VIII. FINANCIAL NEED

- i. Why is the Non-Profit Annual Grant needed? How will it impact the community if the funds are not received?

- ii. How is your organization contributing to the program?

IX. COMMUNITY NEED

- i. Why is this program/event needed and how was the need determined?

- ii. What is unique about this program? How is it different from other existing programs?

- iii. Is this program a duplication/similar with an existing program? If so why is duplication needed?



X. PROGRAM BUDGET

Please complete the following budget for the proposed program only, including as much detail as possible.

- Identify all sources of income, including self-generated revenue, donations, fundraising, registration fees, sponsorships, grants and other funding sources.
- Identify all anticipated expenditures for the proposed program (**i.e. sports/music equipment, facility rental, facilitator/coach/contractor expense, admission fees, advertising, etc.**). Please refer to the list of ineligible expenditures and categorize each expense accordingly and provide as much detail as possible.
- **IMPORTANT!!!:** Financial statements are required to verify expenditures. Supporting receipts must be kept in event an audit of the program details is required by the City.

Sources of Revenue for Proposed Program:	Dollar Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Total Revenue Before Non-Profit Annual Grant Request	\$ <input type="text"/>
Non-Profit Annual Grant Request	\$ <input type="text"/>
Total Revenue from All Sources	\$ <input type="text"/>

Expenditures for Proposed Program:	Description	Total Program Expenses
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
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<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total Expenditures		\$ <input type="text"/>



XI. DECLARATION

In making this application, we hereby represent to the City of Lloydminster’s Non-Profit Annual Grant and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the named organization and with the Board of Directors’ full knowledge and consent. Furthermore, we agree to the following conditions:

- We have read the guidelines and agree to abide by all terms and conditions of the Non-Profit Annual Grant.
- We agree to publicly acknowledge the City of Lloydminster as a source of funds for the program.
- Grant funding, if approved, is based on the details provided in this application. The City of Lloydminster must be advised of any material changes to the program, and continued funding will be at the City’s discretion.
- Grants recipients of >\$75,000 will be required to provide a final report by February 28th with their Audited Financial Statements by May 1st.
- Grant recipients of <\$75,000 will be required to provide a final report along with financial statement report that is signed by a least 2 directors of the non-profit organization stating they believe the information in the return is true.
- Any organization not submitting the required reporting may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or funds used for purposes other than what was approved must be returned.
- Late applications will not be accepted.

Official Representatives (i.e. Chairperson & Treasurer):

Name: Position:

Signature

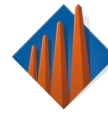
Date

Name: Position:

Signature

Date

The personal information gathered will only be used or disclosed for the purposes for which it was collected or, in limited circumstances, in accordance with the Saskatchewan *Local Authorities Freedom of Information and Protection of Privacy Act*.



Final Report

Deadline: Final Report is due February 28th and Audited Financial Statement must follow May 1st annually.

I. APPLICANT INFORMATION	
Legal Name of Organization:	
Operating Name: (if different from above)	
Non-Profit Number:	
Mailing Address:	
Physical Address: (if different from above)	
Telephone Number:	
E-mail Address: (if applicable)	

II. CONTACT INFORMATION	
Primary Contact Person & Position:	
Phone Number(s):	
E-mail Address:	

III. PROGRAM OVERVIEW (for which funding is being applied for)	
Program Title:	
Funding Request Amount:	
Start and End Dates:	
How many weeks is the program:	
What days is the program offered:	
Total number of program hours:	
Where was the program location (s):	
What time is the program offered:	
What are the ages of the participants:	

IV. 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 the program benefits to the community including the metrics established in the original application.

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V. COMMUNITY IMPACT

i.

Number of volunteers involved:	
Anticipated # of total participants:	_____ day x _____ of days

VI. ACCESSIBILITY

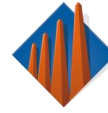
i. Who was the program accessible to and who participated?

ii. What barriers (cost, transportation) were eliminated in the design of this program and which barriers could not be eliminated.

VII. COMMUNITY NEED

i. Did this program fulfill the anticipated need? Will the need exist in the future?

ii. What were the unanticipated benefits if any?



iii. Any other observations can be commented on below:

VIII. PUBLIC ACKNOWLEDGMENT

i. Can you describe how the City of Lloydminster was publicly acknowledged as the source of funds for the program? (samples may be requested)

IX. FINANCIAL STATEMENT ACTUALS

Please complete the following financial report. Audited Financial Statements of the organization are required by May 1st. Please include as much details as possible.

- Identify all sources of income, including self-generated revenue, donations, fundraising, registration fees, sponsorships, grants and other funding sources.
- Identify all expenditures for the proposed program (**i.e. sports/music equipment, facility rental, facilitator/coach/contractor expense, admission fees, advertising, etc.**). Please refer to the list of ineligible expenditures and categorize each expense accordingly and provide as much detail as possible.
- **IMPORTANT!!!:** These financial statements are required to verify expenditures. Supporting receipts must be kept in event an audit of the program details is required by the City.
- The Audited report may appear on the bottom of the balance sheet or it may be a separate document.
- The fiscal year end of the balance sheet must align with the annual year-end report.
- The balance sheet and auditors' report must be certified by a company director, manager or secretary.

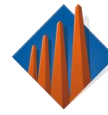


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Balance Sheet for the year ending _____ Organization name: _____	Dollar Amount
Assets	
Cash on hand	\$ _____
Savings account	\$ _____
Inventory	\$ _____
Accounts receivable	\$ _____
	\$ _____
Fixed Assets	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Assets	\$ _____

Liabilities and Equity	Dollar Amount
Accounts Payable	\$ _____
Equity	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Liabilities and equity	\$ _____

Actual Sources of Revenue for the Program:	Dollar Amount
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Revenue Before Non-Profit Annual Grant Request	\$ _____
Non-Profit Annual Grant Request	\$ _____
Total Revenue from All Sources	\$ _____



Expenditures for Proposed Program:	Description	Total Program Expenses
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Expenditures		\$

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In making this Final Report, we hereby represent to the City of Lloydminster's Non-Profit Annual Grant program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the named organization and with the Board of Directors' full knowledge and consent. Furthermore, we agree to the following conditions:

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Name: Position:

Signature

Date

Name: Position:

Signature

Date

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