

LLOYDMINSTER

**Non-Profit One Time
Grant Request**

Guidelines, Application & Final Report

**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

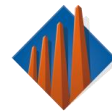
Mail/Drop-off:

City of Lloydminster Non-Profit One Time 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 One Time Grant Request Program is funding from the City of Lloydminster for the Non-profit organizations operating in and about the City of Lloydminster. The grant program assists by providing funds to non-profit community organizations. The City of Lloydminster receives funds which are then distributed to local non-profit community organizations to provide programs.
- 1.2. The advancement of funds for fiscal year 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 community Non-profit organizations in support of their programs;
 - It allows communities to establish local priorities; 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 Non-profit organizations in their community programs to address the needs of local residents.

3. Program Criteria:

- 3.1. Applicant must be a Lloydminster Non-profit organization delivering a program within the City limits.
- 3.2. The grant period is from January 1 - December 31 annually. The event/activity must take place, and expenditures must occur within this grant period.
- 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 final report.
- 3.5. Groups receiving grants must publicly acknowledge the City of Lloydminster within their activities and advertising.
- 3.6. Majority of the program participants must be Lloydminster residents.
- 3.7. Programs must occur in City of Lloydminster.
- 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.



- 3.9. The Non-Profit 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.

4. Ineligibility Guideline:

- 4.1. The program is designed to provide funding to support Non-Profit Organizational programs in the City of Lloydminster. The following expenditures are INELIGIBLE for grants:
- Property taxes or insurance
 - 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. A satisfactory project final report will be required within 60 days following the end of the program or February 28th, whichever is earlier. Failure to submit the final report will result in the Non-profit organization being ineligible for funds in the following year.
- 5.2. Grant recipients must submit a project Final Report upon completion of the program, including:
- A completed Community Grant project Final Report form which is available on the City of Lloydminster website: www.lloydminster.ca/grants.
 - Financial Statement report of revenue and expenditures for which the request was granted and signed by two signing authorities for the Non-profit society or organization.
 - 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).



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- 5.3. Complete reporting must be submitted directly to the City of Lloydminster **60 days following the end of the program or by February 28th, whichever is earlier.** 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.



VI. COMMUNITY IMPACT

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

iii. Has this program been offered in the past? If so, what have been the successes and/or challenges?

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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 One-time 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
	\$
	\$
	\$
	\$
	\$
Total Revenue Before Non-Profit One-Time Grant Request	\$
Non-Profit One-Time Grant Request	\$
Total Revenue from All Sources	\$

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



XI. DECLARATION

In making this application, we hereby represent to the City of Lloydminster's Non-Profit One-Time 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:

- We have read the guidelines and agree to abide by all terms and conditions of the Non-Profit One-Time Grant Program.
- 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.
- A project Final Report is required within **60 Days following the end of the program or February 28th, whichever is earlier** and is to be submitted directly to the Chief Financial Officer of 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.
- 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*.

V. COMMUNITY IMPACT

i.

Number of volunteers involved:	
Anticipated # of total participants:	

ii. Has this program been offered in the past? If so, what is the difference of this year compared to past programs?

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VI. ACCESSIBILTY

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

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ii. What barriers (cost, transportation) were eliminated in the design of this program? What barriers remained and how did it effect the delivery of the program?

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VII. COMMUNITY NEED

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

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ii. What were the unanticipated benefits if any?

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iii. Any other observations can be commented on below:

VIII. PUBLIC ACKNOWLEDGMENT

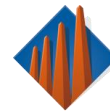
i. Can you describe how the City of Lloydminster was publicly acknowledged as the source of funds for the program? (samples may be requested)

IX. Financial Statement Actuals

Please complete the following 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 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 details 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.

Actual Sources of Revenue for the Program:	Dollar Amount
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
Total Revenue Before Non-Profit One-Time Grant Request	\$ <input type="text"/>
Non-Profit One-Time 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"/>
Total Expenditures		\$ <input type="text"/>

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- We agree to publicly acknowledge the City of Lloydminster as sources 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.
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Signature Date

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