

PROGRAM OVERVIEW

The funding provided by Community Development is to support Community Associations that are recognized by the Community Services Department as the delivery agency of neighbourhood sport, culture, and recreation programs. Specifically this funding supports those Community Associations in providing valuable youth programming in their neighbourhood. Community Development values the accessible and affordable programs that community groups provide to their neighbours. There are numerous health, social, economic, and environmental benefits of providing sports, cultural and recreation activities. Recreation includes physical education, sports, fitness, the arts, and cultural programming.

Programs that are eligible for funding are programs that have sport, culture, art and or recreation as their main focus and they must occur in Saskatoon.

Target Age Group: Youth 10-18.

Grant Amount Available: **\$500/season per group (Fall & Winter)**

APPLICATION GUIDELINES

Priority will be given to those who are providing free or subsidized programs.

Eligible Programs:

- Programs must have sport, culture, art and/or recreation as their main focus
- Programs must occur in Saskatoon

Ineligible Programs:

- Educational (learn to read, babysitting instruction, after school programs, etc.) or social service programs
- Staff development or training
- Fundraising activities
- Festivals
- Spectatorship (movie nights, attendance at events, etc.)

Budget expenses:**Eligible Expenses:**

- Expenses directly related to the delivery of a sport, culture, or recreation program
- Funding may be requested for instructor, leaders and or mentors wages, and facility rental
- Materials or supplies to be used for an activity within the program (craft materials, handouts, etc.)
- Equipment purchases can be requested for applicable programs to a maximum of \$100.00

Ineligible Expenses:

- Expenses for general operation of the organization
- Construction, repairs or renovations to building/facility where program is offered
- Uniforms or other personal items such as sweatbands, hats, t-shirts, costumes, equipment which will be used by only one individual
- Private vehicles and related expenses
- Food or food related costs
- Prizes, cash, gifts, awards, trophies, plaques, and badges
- Travel
- Per diems/ day money or petty cash

- **Applications for Fall Programs are due **June 15**** of each year.
- **Applications for Spring Programs are due **April 15**** of each year.
- **Applications for Winter Programs are due **November 15**** of each year.

- **Follow-Up Reports are required to confirm actual revenues and expenses.**
- **Fall Program Follow-Up Reports are due **December 15**** of each year.
- **Spring Program Follow-Up Reports are due **July 15**** of each year.
- **Winter Follow-up Reports are due **April 15**** of each year.

PART A: CONTACT INFORMATION			
Date:			
Organization Name:			
Organization Contact:			
Primary Contact Phone:		Email:	
PART B: APPLICATION DETAILS			
Application Period:			
<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Fall			
Program Name: <i>(As listed in the Leisure Guide)</i>			
Program Location:			
Target Group: <i>(Gender / Age Range)</i> Example: Boys/Girls Ages 10yrs – 18yrs			
Program Description:			
Promotion Plan <i>(Steps taken to ensure target group is reached:</i>			
Number of Participants Expected:			
Benefits participants will receive from the program:			
How will you know your program has been successful?:			
How will you get feedback on your program?:			

PART C: PROJECT BUDGET SUMMARY	
<i>(Note: Revenues must not exceed expenses)</i>	
Revenue (Budget):	Amount
Youth Program Grant Funding Request (max \$500)	\$
Program Registration Fee's	\$
Cash Donations/Sponsorships	\$
Other Income Sources (list below)	
a)	\$
b)	\$
c)	\$
TOTAL INCOME	\$
Expense (Budget):	Amount
Staff/Instructor Honorariums	\$
Materials and Equipment (max \$100)	\$
Supplies	\$
Promotions	\$
Other Expenses (list below)	
a)	\$
b)	\$
c)	\$
TOTAL EXPENSES	\$

PART D: DECLARATION	
I hereby certify, to the best of my knowledge and belief, that the information given in this application is true and correct.	
Signature:	Date:
Printed Name:	

Please submit application to:
Community Services Department
3130 Laurier Drive
Saskatoon SK S7L 5J7
Or by email to:
Your City of Saskatoon
Community Consultant