

Delisle Crops For Community



Program Objectives

The **Delisle Crops For Community (DCFC)** initiative is designed to help improve quality of life in the rural and urban community of Delisle by raising capital to be used for recreational infrastructure. The Delisle Crops For Community will provide project grants to community initiatives that will make the community of Delisle a desirable place to live, raise a family and retire focusing on:

1. enhancing the quality, accessibility and use of recreational community facilities;
2. assisting projects which have already generated funding and seeking an additional grant to complete their capital project;
3. building community pride, encouraging volunteerism and community involvement;
4. engaging young people as leaders in community activities.

Eligible Applicants

To be eligible to apply for the Delisle Crops For Community grant, an applicant must:

- be part of, or in the process of creating an organized local (Delisle) committee or group consisting of a least three members with detailed meeting minutes.
- be a municipality, school or school division applying on behalf of a project that is community-based and community-led.

Eligible Projects

Proposed projects must be local to the Town of Delisle in scope and must meet the grant program objectives and criteria.

Projects must begin after notification of approval by the DCFC Board and will not be funded retroactively. The DCFC is not responsible for any costs incurred by applicants for projects that begin prior to notification of the DCFC Board's decision. Notification is provided within approximately eight weeks after each application deadline.

A priority of the DCFC Board is to fund projects that will leave a legacy for future generations to utilize and enjoy for numerous years. Projects with capital infrastructure needs will be given priority. Eligible projects must have a strong recreational focus and be able to be used by various groups and ages.

Eligible projects will need to match or show proof of access to additional funding which will enhance the funds granted by DCFC. (Applications with a requests for funding from DCFC only with no additional funds or funding potential will be denied and returned)

Only one application per project or event will be considered.

Grant Levels

- Grants, sponsorships, donated goods and services, in-kind contributions and self-generated revenues may be considered as eligible additional funds.
- The amount allocated for each project may be less than the amount requested. It is based on merit assessed against the grant criteria, the number of requests received, eligible costs, and consideration for providing support to requests across the urban and rural residents of Delisle.
- The DCFC Board reserves the right not to allocate any or a portion of funding in any given year.

Application Deadline

- There is one deadline each year: **February 1.**

Application Process

One completed copy of the application must be sent to the DCFC Communications Director at Box 568 Delisle, Saskatchewan S0L 0P0 and postmarked by the deadline date. Emailed copies can be sent to cropsforcommunity@shaw.ca. All questions MUST be answered or your application will be considered incomplete and ineligible for funding. Questions about the application form, or the application process can be addressed by contacting the DCFC Communications Director (Curt Gessell) at (306) 222-6091.

Late applications will not be considered.

Grant Review Process

The DCFC Communications Director receives and reviews each application to confirm that basic eligibility requirements have been met. The eligible applications will then be forwarded to the DCFC Board where each DCFC Board member reviews each individual application. The DCFC Board will meet as a group to review and award grant applications.

Each organization will receive written notification of the outcome of their funding request within eight weeks of the application deadline.

Assessment Criteria

Applications will be assessed using the following criteria:

- a) Objectives:** The project must support all of the four program objectives (see page 1 of the Guidelines).
- b) Financial & Infrastructure:** priority consideration will be given to projects and or groups with financial contributions and or outside grants for capital infrastructure.
- c) Community support:** The project has broad community support and partnerships to ensure successful delivery and participation in the project. Support may include donations of goods and services, sponsorships, volunteer time, and financial contributions from the community and partners. Letters of support from project partners detailing their contributions must be included

with the application.

- d) Project effectiveness:** The project plan is well-defined and achievable, will involve and benefit a significant number of individuals in the community, will preserve and/or promote recreational activities across a broad spectrum of ages, and will result in long-term benefits and enhanced quality of life.
- e) Project integration and coordination:** The project is integrated or coordinated with other community initiatives of a similar nature offered within the same area or region to maximize outcomes. This may include partnerships between two or more organizations or community groups
- f) Community leadership:** The project is community-based and developed with the input of community members to address community-identified needs. Community needs are identified through research, consultation and planning with community members. Where possible, there is active involvement in the development, management, and delivery of the projects by community members including community groups and volunteers as well as by those to whom the projects are intended to benefit. Projects that increase our community's leadership capacity and create a sense of community drive and spirit are encouraged.
- g) Funding sustainability:** Project funding is not intended to support on-going initiatives and should not create unsustainable long-term costs for applicants, including but not limited to operating and maintenance costs.
- h) Scope and impact:** The scope and impact of the project in terms of long-term benefits or legacy that the project will create.
- i) Capital projects:** The project will contribute to the sustainability of community recreation programs and activities. The plan ensures safe operational standards that comply with all applicable building codes and local bylaws. Renovation and rehabilitation projects will improve the condition and extend the useful life of buildings, structures or landscapes. The facility is multi-purpose, serving a range of community needs in the areas of sport, culture, recreation, and physical activity.
- j) Community Pride projects and events:** The project contributes to community members' increased involvement, pride and sense of belonging within their community. The project promotes recreation and improves quality of life. Leadership development of individuals, organizations, and communities is supported and enhanced.

Funding Obligations

Successful applicants will be required to provide confirmation of funds prior to release of their initial grant payment.

Projects must be completed within 12 months of the DCFC Board's notification of approval of the grant.

Extensions may be allowed by the DCFC Board upon receiving a written request for consideration of such extension from the applicant prior to the originally stated project completion date. The DCFC President will inform the organization of the Board's decision.

Successful applicants must submit a final Project Report to the DCFC Board within 60 days of the project completion. A Project Report form will be provided to all successful grant recipients along

with their initial payment. Total initial grant payment to be determined by the DCFC Board. The remaining balance will be released pending receipt and acceptance of the final report. The DCFC Board will confirm whether the funding obligations have been met and will inform the organization in writing that the report has been accepted or if there are outstanding issues to address.

Organizations must submit a photocopy of actual receipts and records of expenses.

Unused DCFC funds, or funds used for purposes other than what was approved, must be returned to the DCFC.

All grant recipients are required to acknowledge the Delisle Crops For Community as a supporter of their activities.

Application Guidelines: application guidelines and forms are available from:

- Delisle Town Office
- Delisle Rec Office
- cropsforcommunity@shaw.ca

Capital Projects

The Delisle Crops For Community initiative is intended to support construction projects and physical upgrades of multi-purpose sports and recreation facilities. Examples include, but are not exclusive to upgrades to local rink, ball diamonds and golf course or creation of a community garden, playground upgrades, swimming pool, and RV park.

Applicants are strongly encouraged to consult with general contractors, engineers, trades workers, etc. applicable to the project to ensure the proposed project meets industry standards; provides for new technology and high efficiency equipment; and the budget is based on accurate and current costs.

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Direct project related costs, such as project materials and equipment, wages for project staff or other costs specifically related to project delivery. • Wages for project staff whose only responsibility is to directly support project delivery. • Buildings/spaces must be owned by the applicant organization or if not, applications <u>must</u> include a letter of endorsement from the landlord/owner. • Contractor fees. • Rental of equipment required to complete the project. • Construction or purchase of fixed assets* including materials, appliances, energy efficiency upgrades, or other essential equipment needed to extend the life or use of a facility and to ensure its safety. • Signage that is required for safety and operations and related specifically to the project e.g.: trail markers. • Out-of-town pick-up and delivery costs. • Other costs deemed appropriate by the DCFC Board. 	<ul style="list-style-type: none"> • General operating, ongoing or core costs for the applicant organization. • Projects exclusive to a specific family, religious, private or political group. • Salaries and expenses for federal, provincial, or municipal government employees. • Projects that involve privately owned properties. • Building permit fees, legal fees, feasibility studies, re-zoning applications, architectural / design fees, project tendering costs, safety inspections. • Purchase of supplies and equipment. • Signage that is for advertising and promotion e.g.: highway signs. • Purchase of computers, office equipment. • Purchase, lease or repair of vehicles. • Routine maintenance, eg: janitorial, snow clearing.
<p><i>*A fixed asset is defined as a permanently installed item used in programs or operations that contributes to continued and long-term provision of benefits and services to the community of Delisle</i></p>	



Delisle Crops For Community Funding

Application Form

Mail one (1) completed application to the DCFC Director of Communications at Box 568 Delisle, SK. S0L 0P0, postmarked by the deadline date.

PLEASE NOTE: All questions MUST be answered for your application to be considered.

A. GRANT REQUEST

A.1 Amount of Grant. Indicate the amount being requested.

Deadline <input type="checkbox"/> February 1	Amount Requested \$ _____	
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A.2 Applicant Information. Please complete the following information.

Organization Name:

Mailing Address:

Postal Code:

Contact Person:

Position:

Phone:

Fax:

Email:

A.3 Organization Eligibility. Please verify that your organization meets eligibility requirements.

Is the primary purpose and activities of your organization to improve or construct recreational facilities in the Town of Delisle.

Yes / No

Are you a municipality, health region, school or school division applying on behalf of a project that is community-based and community-led?

Yes / No

A.4 Project Overview .

Project Title:

Start Date: (m/d/y)

End Date: (m/d/y)

Total Project Budget:

A.5 Applicant Agreement.

_____ (the “Applicant”) declares and agrees that:

Name of Applicant (Organization Name)

- The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization.
- A final Project Report will be submitted to the Delisle Crops For Community Board within 60 days of the project completion and will include either a photocopy of actual receipts, payroll records and cancelled cheques clearly outlines project expenditures including income and expenses.
- Any grant awarded shall be used solely for the purposes stated within this application unless otherwise agreed to by the DCFC Board.
- The Delisle Crops For Community program will be acknowledged as supporters of Applicant initiatives that successfully receive DCFC funding.
- All responsibilities and liabilities in connection with the initiative, and the carrying out of the work detailed within the application shall be those of the Applicant. The Applicant indemnifies the DCFC and all its board members, employees and agents from any and all liabilities arising in connection with this initiative.

Mr. / Mrs. / Ms. _____
(Print Name) First Name Surname

Signature

Title (being a duly authorized (Representative of Applicant) Dated (Year/Month/Date)

A.6 Budget. Use the budget form below to outline your planned revenue and expenses for the project. Be sure to reference the Eligible and Ineligible Expenses from the Application Guidelines when completing the budget form. Include all projected revenues and expenses related to the project. Where requested, additional details should be included as an attachment. We strongly encourage you to obtain quotes for required supplies and services before completing the budget form.

BUDGET ITEMS	TOTAL PROJECT BUDGET	DCFC FUNDING REQUESTED
Income		
Donations / Fundraising	\$	\$
Registration / Participant Fees	\$	\$
Other funding sources (please list and detail in #6. Other Funding Sources (below).	\$	\$
Total Income	\$	\$
Expenditures		
Project materials (please list)	\$	\$
Minor equipment (please list)	\$	\$
Project staff salaries	\$	\$
Project staff benefits	\$	\$
Equipment rental	\$	\$
Facility rental	\$	\$
Other direct project-related expenditures (please list)	\$	\$
Total project expenditures	\$	\$
Delisle Crops For Community funds requested		\$

Other Funding Sources: Please list other funding sources that have been confirmed and/or to which you have applied. Alternative funding must be in place to receive DCFC funds.

Name of Organization/Fund	Amount Requested	Amount Received

Contributions of Goods and Services: Please list other contributions to the project (eg. donation of supplies) and their approximate value.

Name of Contributor	Description of Contribution	Approximate Value

B. Project Information: Using the headings below, please provide the following information as an attachment to the application form. Responses should be brief and concise, with a minimum of additional attachments included other than those required to complete the application. Applicants should ensure they provide all of the requested information or applications may be considered incomplete.

B.1 Project Summary.

Provide a brief outline of the proposed project that includes the description, purpose and who will benefit from the project.

B.2 Project Activities.

Describe the specific planned activities that will be undertaken to complete the project. Provide anticipated dates and locations where the activities will occur.

B.3 Project Participants.

Describe who will participate (eg. age, gender, ancestry), anticipated number of participants and beneficiaries, and long-term benefits or legacy resulting from the project.

B.4 Community Support and Leadership.

Indicate how community members are involved in the identification, design, development and implementation of the project. Identify other partners that are involved and their contributions to the project. Indicate how the project activities will be integrated with other community initiatives.

B.5 Funding Coordination and Sustainability.

Provide rationale for the funding requested and indicate how it will contribute to long term benefits for the community. Where applicable, indicate how the initiative will be supported in the long-term through other contributions and funding sources.

B.6 Volunteer Contributions.

Indicate how volunteers will be involved with the project. Estimate the total number of volunteers and hours that will be contributed.

B.6 Evaluation Plan.

How will the success of the project be measured and reported? What indicators will be used to measure the impact of the project?

B.7 Recognizing the DCFC.

If a grant is awarded, describe how you will recognize the Delisle Crops For Community initiative and partners for your project grant.

B.8 Capital Projects. Where applicable:

- describe the building, structure or outdoor space involved in the project
- indicate what activities have occurred to ensure compliance with building codes, zoning bylaws, safety standards, architectural and engineering studies, etc.
- describe current usage levels of the facility (number of users, events, revenues generated) and how the project will contribute to the long-term use, accessibility and safety of the facility for the benefit of the community
- provide a letter of support/permission for the project to occur from the landlord/owner or affiliated partners (e.g.: relevant municipalities, associations)
- provide a copy of any inspection reports, engineer reports, etc. that confirms the need for the proposed project
- include quotes and estimates obtained for the project that form the basis for the project budget.

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Signature	
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Title	
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Dated (Year/Month/Date)	Telephone Number

