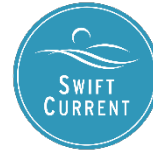


# City of Swift Current

## *Living Sky Community Development Corporation*

### *Funding Application*



#### Application Process:

The purpose of the “Living Sky Community Development Corporation” funding is to provide funds to local, non-profit and volunteer-based organizations who aim to provide programs and services that support *Economic, Educational, Social or Cultural Development, Recreation Facilities Operation and Management, Justice and Health Initiatives, Senior and Youth programming or Community Infrastructure Development and Maintenance in our communities*. Funds are available based on the success of the “Living Sky Community Development Corporation” in Swift Current and provided through the City of Swift Current. These funds assist in maintaining, improving and expanding opportunities for people of all ages to derive the benefits from initiatives that sustain a healthy and active community. A priority will be given to initiatives that improve the exposure and programming for Indigenous people in Southwest Saskatchewan.

The City of Swift Current distributes funds on an annual basis to local, non-profit and volunteer-based community groups that provide opportunities in one of the 10 project categories:

- Community Infrastructure Development & Maintenance
- Economic Development
- Health Initiatives
- Recreation Facilities Operation & Management
- Social Development
- Cultural Development
- Educational Development
- Justice Initiatives
- Senior & Youth Programs
- Other Charitable Purposes

#### Requirements:

- Projects or programs must be offered between **January 1<sup>st</sup>, 2024 and February 14<sup>th</sup>, 2025**.
- The applicant **must** be a local, non-profit organization providing a benefit to one of the 10 project categories.
- Private individuals, specific teams or groups within an existing organization are not eligible for funding. (I.e: local AAA hockey or baseball club)
- Organizations must have appropriate insurance (both liability and participant) for any endeavors funded through this grant. Proof of insurance must be included with application.
- Any project, program or event must be designed and operated on a non-profit basis.
- Projects, programs or events for consideration should not duplicate existing services.
- City of Swift Current and Living Sky Community Development Corporation must be publicly acknowledged by any organization receiving a grant during their promotion or acknowledgement of their activities.
- Priority will be given to programs/projects that do not receive funding from the City of Swift Current Saskatchewan Lotteries Community Support Grant.

Organizations are required to submit one (1) signed copy of the completed application form to the City of Swift Current in care of the following address **by October 10, 2024 at 4:30 PM:**

Attention: Chrissy Carter

E-mail: [communityservices@swiftcurrent.ca](mailto:communityservices@swiftcurrent.ca)

Drop Off:  
177 1<sup>st</sup> Ave NE  
Swift Current, SK  
S9H-3W1

Mail:  
Box 340  
Swift Current, SK  
S9H 2B1

**City of Swift Current**  
**Funding Application for Living Sky Community Development Corporation Grant**

Organization Name:	Address:
Main Contact:	Email:
Phone:	Fax:

**Please indicate which category the project addresses (Check only one category):**

<input type="checkbox"/>	Community Infrastructure Development & Maintenance	<input type="checkbox"/>	Cultural Development
<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Educational Development
<input type="checkbox"/>	Health Initiatives	<input type="checkbox"/>	Justice Initiatives
<input type="checkbox"/>	Recreation Facilities Operation & Management	<input type="checkbox"/>	Senior & Youth Programs
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Other Charitable Purposes

**Explain how the project addresses this area:**

**What tangible services will this program provide to the participants?**

**Indicate the participants who will be involved (youth, male, female, vulnerable target groups, etc.):**

**List any similar or existing programs and services available to our community:**

**Please make any additional comments your organization feels are pertinent to this project:**

**If your organization is approved for funding, please indicate who the cheque should be made payable to (cheque cannot be made payable to an individual):**

**How would your organization acknowledge The City of Swift Current and Living Sky Community Development Corporation if approved for funding?**

**Budget**

<b>INCOME</b>	<b>Amount</b>
Cash Donations	
Fundraising Activities	
Other Grants/Contributions (please list)	
a.	
b.	
c.	
d.	
AMOUNT RECEIVED FROM LIVING SKY CDC GRANT	
<b>TOTAL INCOME</b>	

<b>EXPENSES</b>	<b>Amount</b>
Program Materials	
Minor Equipment	
Specialties Trades that are essential to programs	
Consultant/Contractual	
Building Rent (portion related to program)	
Utilities (portion related to program)	
Transportation	
Other direct program related expenditures	
a.	
b.	
c.	
d.	
e.	
<b>TOTAL PROJECTED EXPENDITURES</b>	
<b>TOTAL ACTUAL EXPENDITURE</b> <i>(Income less expenses)</i>	

<b>Amount Requested from the Living Sky Community Development Corporation Grant</b> <i>(Projected expenditures minus projected income)</i>	\$
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## Terms and Conditions

If the application for funding as provided herein is approved by the City of Swift Current, the applying organization covenants to undertake the following:

- a) to maintain all original documentation pertaining to the project for which funding has been applied for including all financial statements, invoices and receipts and to have these documents made available for inspection or examination upon request by officials on behalf of the City of Swift Current at any time during normal business hours;
- b) to utilize the funding received only for purposes identified herein and not for any other project or activity;
- c) to return immediately to the City of Swift Current, any unused funds not utilized for the purposes of the project as identified herein. Further, in the event the final project costs associated with the project are lower than the costs originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment. Under such circumstances, the Applicant Organization shall within fourteen (14) days following completion of the project be required to refund to the City of Swift Current such funds attributable to the overpayment;
- d) to complete, as and when requested by the City of Swift Current, a follow up report in a form prescribed by the City of Swift Current verifying final costs incurred with respect to delivery of the project; and
- e) to authorize the City of Swift Current and Living Sky Development Corporation to publish for use in conjunction with preparation of its audited financial statements and annual report, reporting to its membership and to the public, the name of your organization, a description of the project and the amount of funding received from the City of Swift Current and Living Sky Development Corporation. We hereby acknowledge and agree that this shall constitute proper and sufficient authority and consent for the release of the said information under applicable federal and provincial privacy legislation including, without restricting the generality of the foregoing, the *Personal Information Protection and Electronic Documents Act (Canada)*.
- f) To refrain from spending any portion of the funding on ineligible expenses including:

### Ineligible Expenses:

- Construction, renovation, retrofit and repairs to buildings/facilities
- Alcoholic beverages
- Food or food related costs
- Uniforms or personal items
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Donations
- Property taxes, insurance
- Per diems/day money
- Out-of-province activities and travel
- Membership fees in other lottery-funded organizations
- Subsidization of wages for full time employees

In the event the application for funding is approved and the Applicant Organization fails to comply with the conditions as referenced above, all funds received by the Applicant Organization pursuant to this application shall immediately become payable by the Applicant Organization to the City of Swift Current and the City of Swift Current may, as its option, proceed with the exercise of any or all following remedies:

- a) the City of Swift Current may cancel or suspend any further payments to the Applicant Organization with respect to the project;
- b) the City of Swift Current may proceed with the enforcement of any legal proceedings against the Applicant Organization to enforce repayment of all monies advanced to the Applicant Organization and owing to the City of Swift Current as a result of the Applicant Organization's failure to comply with the terms and conditions as prescribed herein. Further, any Applicant Organization that violates the terms and conditions as prescribed herein or fails to make repayment of any monies owing to the City of Swift Current shall be ineligible from receiving any further funding from the City of Swift Current with respect to any other project until such time as the total amounts owing have been repaid in full to the City of Swift Current; and
- c) the City of Swift Current may proceed with the exercise of any other rights or remedies it may have in law against the Application Organization.

**Declaration**

On behalf of the Applicant Organization, we hereby represent, warrant and certify the following:

- a) that the information contained in this application reflects an accurate description of the estimated cost associated with the related project.
- b) that the information contained in this application is, to the best of our knowledge and belief, true and correct;
- c) that on behalf of the Application Organization, we agree to the terms and conditions as prescribed herein and agree to be bound by such terms and conditions with respect of all funding received from the City of Swift Current; and
- d) that we hereby authorize any duly appointed representatives of the City of Swift Current to obtain from and share with such persons or organizations, public or private, any information necessary to complete their assessment of the project and the request for funding as outlined herein.

\_\_\_\_\_  
*Authorized Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**All Applications Submitted Will Become Confidential Property Of The City of Swift Current Community Services Division and Living Sky Community Development Corporation.**

**Follow Up Process**

Upon approval and completion of project, organizations are required to submit one (1) signed copy of the completed follow up form to the City of Swift Current in care of the following address:

Attention: Chrissy Carter

E-mail: [communityservices@swiftcurrent.ca](mailto:communityservices@swiftcurrent.ca)

Drop Off:  
177 1<sup>st</sup> Ave NE  
Swift Current, SK  
S9H-3W1

Mail:  
Box 340  
Swift Current, SK  
S9H-2B1

The Follow Up Report is due within **30 days after project completion or February 14, 2025**, whichever comes sooner. **Funds will not be released until the follow up report is received.**



**City of Swift Current**  
**Funding Follow Up for Living Sky Community Development Corporation**

ORGANIZATION INFORMATION	
Name of Organization:	
Address:	Postal Code:
Contact Person:	
Email Address:	
Phone Number:	Fax Number:
ALLOCATION	
Program Title:	Ref. No.:

**PROGRAM ELIGIBILITY (PLEASE CHECK ALL THAT APPLY):**

<input type="checkbox"/> Community Infrastructure Development & Maintenance	<input type="checkbox"/> Cultural Development
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Educational Development
<input type="checkbox"/> Health Initiatives	<input type="checkbox"/> Justice Initiatives
<input type="checkbox"/> Recreation Facilities Operation & Management	<input type="checkbox"/> Senior & Youth Programs
<input type="checkbox"/> Social Development	<input type="checkbox"/> Other Charitable Purposes

<b>Describe the Participants of the Program (children, youth, adults, seniors, families, etc):</b>	
<b># of Actual Participants:</b>	

*Please provide one (1) or two (2) copies of digital pictures for your project or event.*

**WERE OBJECTIVES/GOALS ACHIEVED, TO WHAT EXTENT?**

**WHAT TANGIBLE SERVICES DID THE PROGRAM PROVIDE TO THE PARTICIPANTS?**

**Actual Program Costs**

Please include, along with a general ledger, all invoices and any other financial support documentation.

<b>Income</b>	<b>Projected (in application)</b>	<b>Actual</b>
Cash Donations	\$	\$
Fundraising Activities	\$	\$
Other Grants/Contributions (please list)		
a.	\$	\$
b.	\$	\$
c.	\$	\$
d.	\$	\$
Amount received from Living Sky CDC Grant		\$
<b>Total Income:</b>		<b>\$</b>

<b>Direct Costs</b>	<b>Projected (in application)</b>	<b>Actual</b>
Program Materials	\$	\$
Minor Equipment	\$	\$
Specialties Trades that are essential to the programs	\$	\$
Consultant/Contractual	\$	\$
Building Rent (portion related to program)	\$	\$
Utilities (portion related to program)	\$	\$
Transportation	\$	\$
Other direct program related expenditures		
a.	\$	\$
b.	\$	\$
c.	\$	\$
d.	\$	\$
<b>Total Projected/Actual Expenditures:</b>	<b>\$</b>	<b>\$</b>
<b>Total Actual Expenditures (income less expenses)</b>		<b>\$</b>

## Terms and Conditions

- a) The deadline for 2024/2025 applications is October 10, 2024.
- b) No funding will be given to Application Organizations until follow up report is received.
- c) Upon project completion, organizations that have received funding will be required to complete the follow up reports provided outlining expenditures incurred in the approved project.
- d) A follow up report form shall be sent to all approved applicants as an attachment to the approval letter. All follow up reports must be submitted no later than thirty (30) days after project completion date and/or February 14<sup>th</sup> of the granting year whichever comes first.
- e) Late or incomplete follow up reports will result in final payments being withheld until such time that the reports are received to the satisfaction of the Events and Program Manager. If the follow up reports are not completed within the designated thirty (30) days after the project completion, the remaining undisbursed funds shall be forfeited and all funds received by the Applicant, shall immediately become payable by the Applicant to the City of Swift Current. The City of Swift Current will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow up report has been submitted.
- f) Applicants who do not comply with all the required terms and conditions shall be ineligible from receiving any further funding from the City of Swift Current for any other projects until such time as the total amounts owing have been repaid in full to the City of Swift Current. Exceptions shall only be provided when the City of Swift Current passes a resolution granting consideration for future funding.
- g) Organizations shall be provided with a *Reminder Notice* if they have not filed their follow up report within thirty (30) days after the project completion date or by the follow-up due date of February 14<sup>th</sup>. The *Reminder Notice* shall advise the organization that failure to provide a complete follow up report with the specified time frame shall result in the organization automatically forfeiting the undisbursed funding balance and being designated as ineligible for future funding and that all previously disbursed funds will become repayable to the City of Swift Current. Reminder letters will be sent to all organizations with outstanding reports. Any undisbursed funds will be officially forfeited at this time and will be returned to the pool of funds available for reallocation. The City of Swift Current will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow up report has been submitted.
- h) In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment.
- i) The organization will be required to refund the overpayment to the City of Swift Current upon demand.
- j) An adjustment **will not** be made if the final project costs are higher than originally projected.
- k) The fund recipients must keep all original documentation for a period of seven (7) years. In the event the recipient does not have access to the original documentation, audited financial statements or other third-party verification may be accepted upon board approval.
- l) Deviation from approved allocations must be submitted in writing to the City of Swift Current and approval must be received before any expenditure of the funds.

m) An up to date financial summary of all Applicants who have not complied with the follow up report requirements shall be provided to the City of Swift Current for each quarterly allocation for their consideration.

n) Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. Where Applicants do not comply with the provisions as established in this policy, the City of Swift Current may proceed with the exercise of any other rights or remedies that they deem appropriate or that it may have in law against the Applicant.

o) Unused funds or funds used for purposes other than what was approved must be returned to the City of Swift Current for redistribution.

**Information Certification**

**On behalf of the Applicant Organization, we hereby represent, warrant and certify:**

a) that the information contained in this follow up report together with any supporting documentation associated therewith reflects in its entirety the actual costs associated with the related project; and

b) that the information contained in this follow up report is true and correct and is being executed on behalf of the Applicant Organization by its duly authorized signing authorities; and

c) that as an authorized representative of the organization, I hereby consent to the City of Swift Current Community Services Division or Living Sky Community Development Corporation to print or publish any comments, materials or to display photographs contained or attached to the follow up report, on their website or through any other medium at the discretion of the City of Swift Current and Living Sky Community Development Corporation.

**I, hereby certify that the information contained in this follow up report is accurate and complete:**

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**AND**

\_\_\_\_\_  
Signature of another Organization Member

\_\_\_\_\_  
Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The Follow Up Report is due within **30 days after project completion or February 14<sup>th</sup>, 2025**, whichever comes first. Funds will not be released until the follow up report is received.

Please submit the follow up report to the City of Swift Current:

Attention: Chrissy Carter  
Drop Off:  
177 1<sup>st</sup> Ave NE  
Swift Current, SK  
S9H-3W1

Email: [communityservices@swiftcurrent.ca](mailto:communityservices@swiftcurrent.ca)  
Mail:  
Box 340  
Swift Current, SK  
S9H-2B1