



**BATTLEFORDS AND DISTRICT  
COMMUNITY  
FOUNDATION**

Phone/text: 306-441-2961  
 Email: sterlingcommunications@littleloon.ca  
 Web: www.bdcf.ca  
 Mail: Box 1302, North Battleford, SK S9A 3L8



## 2018 SASKATCHEWAN WINTER GAMES LEGACY APPLICATION FORM

**COMPLETE ALL AREAS OF APPLICATION**  
 Any incomplete and/or altered application forms will be considered ineligible for Board Review

<b>1. APPLICANT INFORMATION</b>			
Name of Organization			
Mailing Address			Postal Code
Contact Person			
Phone Number		Fax:	
E-Mail Address			
Charitable registration number:			
<b>2. PROJECT OVERVIEW</b>			
Project Name			
<b>3. BRIEFLY DESCRIBE YOUR PROPOSAL</b>			
<b>4. PROJECT, EVENT OR PURCHASE</b>		Start Date:	Completion Date:
Total Estimated Project Costs:	\$		
<b>5. AMOUNT REQUESTED FROM BDCF</b>			\$
<b>6. PLEASE INDICATE WHO WILL BE RESPONSIBLE FOR THE FINANCIAL MAINTENANCE OF THIS PROJECT</b>			
Name:			
Mailing Address:			--
Phone Number:		Fax:	

7. PLEASE INDICATE WHICH CATEGORY THE PROJECT ADDRESSES (Check only ONE CATEGORY) ✓			
1) Capital Expense		2) Youth Programs (18 yrs and under)	
3) Development of sport in Battlefords/district		4) Coach training	
5) Officials training		6) Other charitable purposes	
8. EXPLAIN HOW THE PROJECT ADDRESSES THIS AREA			
9. INDICATE THE PARTICIPANTS WHO WILL BE INVOLVED (youth, male, female, vulnerable target groups etc.)			
10. INDICATE THE IMPACT OF THIS PROJECT IN YEAR 1, YEAR 3 AND YEAR 5 FOR YOUR ORGANIZATION AND/OR THE SPORT			
11. PLEASE MAKE ANY ADDITIONAL COMMENTS YOUR ORGANIZATION MAY FEEL PERTINENT TO THIS PROJECT			
<p>If your organization is approved for allocation please indicate who the Cheque will be made payable to:  <b>* Cheque cannot be made payable to an Individual</b></p> <p><b>PAYABLE TO:</b></p>			
12. HOW WOULD YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE 2018 SASKATCHEWAN WINTER GAMES LEGACY FUND IF APPROVED FOR FUNDING?			

13. PROJECTED PROGRAM INCOME	
In-kind Contributions (Please List) and describe	
1.	
2.	
3.	

INCOME	AMOUNT
Cash Donations	\$
Fund Raising	\$
Other Grants	
1.	\$
2.	\$
3.	\$
<b>TOTAL PROJECTED CASH INCOME</b> <i>(*Please do not include request from BDCF)</i>	\$

<b>14. PROJECT EXPENDITURES</b>
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PROJECT SUPPLIES/ MINOR EQUIPMENT (Please List) - Provide supplier quotes:	
1.	\$
2.	\$
3.	\$

<b>Building Rent (portion related to project – if applicable)</b>	\$
<b>Utilities (portion related to project – if applicable)</b>	\$

OTHER DIRECT PROGRAM RELATED EXPENDITURES (PLEASE LIST)	
1.	\$
2.	\$

<b>TOTAL PROJECTED EXPENDITURES</b>	\$
<b>TOTAL PROJECTED PROJECT INCOME</b> <i>(transferred from above)</i>	\$
<b>15. AMOUNT REQUESTING FROM BDCF</b> <i>(Projected Expenditures minus Projected Project Income)</i>	

## 1.0 Terms and Conditions

If the application for funding as provided for herein is approved by the Battlefords and District Community Foundation Grants Committee, the Applicant Organization covenants and agrees 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 BDCF Grants Committee 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 BDCF, 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 BDCF such funds attributable to the overpayment;
- (d) to complete, as and when requested by the BDCF, a Final Report in a form prescribed by the BDCF verifying the final costs incurred with respect to delivery of the Project;
- (e) to authorize the BDCF 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 BDCF. 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 use the official logos of BDCF and 2018 Saskatchewan Winter Games Legacy Fund for all promotion, as provided by BDCF; and
- (g) to provide testimonials and images (where applicable) of the project to BDCF.

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 BDCF and the BDCF may, as its option, proceed with the exercise of any or all of the following remedies:

- (a) the BDCF may cancel or suspend any further payments to the Applicant Organization with respect to the Project;
- (b) the BDCF 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 BDCF 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 BDCF shall be ineligible from receiving any further funding from the BDCF with respect to any other Project until such time as the total amounts owing have been repaid in full to the BDCF; and
- (c) the BDCF may proceed with the exercise of any other rights or remedies it may have in law against the Applicant Organization.

**2.0 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 costs 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 to receipt of all funding received from the BDCF; and
- (d) that we hereby authorize any duly appointed representatives of BDCF 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*

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**ALL APPLICATIONS SUBMITTED WILL BECOME CONFIDENTIAL PROPERTY OF  
Battlefords and District Community Foundation**

**APPLICATION PROCESS**

Organizations are required to submit one **(1) signed copy** of the completed application form to Battlefords and District Community Foundation in care of the following address:

**Mail:**           **or**

BDCF  
 Box 1302  
 North Battleford, SK  
 S9A 3L8

**Email:**  
 sterlingcommunications@littleloon.ca

**There are two grant cycles per year:**

**November 15 is the application deadline for projects happening December 1 to May 31.**  
**May 15 is the application deadline for projects happening June 1 to December 30.**  
**NO LATE SUBMISSIONS WILL BE ACCEPTED.**

## APPLICATION GUIDELINES

### BACKGROUND

The 2018 Saskatchewan Winter Games Legacy Fund was established in November, 2018 with the surplus funds from the successful 2018 Saskatchewan Winter Games event held in the Battlefords. The purpose of this fund is to provide grants twice per year to projects that will grow sport activity for youth (18 years and under) in the area.

### WHO CAN APPLY

- Successful applicant must be a “qualified donee” as defined by Canada Revenue Agency (CRA): Under the Income Tax Act, qualified donees are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. Registered charities can also make gifts to them. Qualified donees are as follows:
  - a registered charity (including a registered national arts service organization)
  - a registered Canadian amateur athletic association
  - a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged
  - a registered Canadian municipality
  - a registered municipal or public body performing a function of government in Canada
  - a registered university outside Canada, the student body of which ordinarily includes students from Canada
  - a registered charitable organization outside Canada to which Her Majesty in right of Canada has made a gift
  - Her Majesty in right of Canada, a province, or a territory
  - the United Nations and its agencies

Her Majesty in right of Canada, a province, or a territory, and the United Nations and its agencies are qualified donees that do not have to be registered to be recognized as such.

- Those applicants who do not meet the CRA definition of a qualified donee are required to partner with another agency/group that meets the definition.
- **The priority for funding will be groups located within a 50 kilometre radius of the Battlefords.**
- **Applicants will only be approved once every 12 months.**
- Individuals may not apply for any funding.

### ELIGIBLE PROJECTS

All projects approved for funding must be for sport for youth (18 and under) AND meet one or more of the following criteria:

- Focus on development of sport.
- Introduce or promote a sport that is new to the area.
- Provide training for officials or coaches.
- Capital or equipment purchase.

**\*\*Annual funding for existing programs will not be approved. There must be some significant change/addition to an existing program to qualify for this grant.**

## **ELIGIBLE COSTS**

Costs approved for funding include:

- Program materials and supplies
- Equipment
- Rent
- Utilities
- Training and workshops – travel related to training/workshops
- Wages or instructor fees (project coordination or instruction/training).

## **INELIGIBLE COSTS**

- Projects that duplicate existing programs.
- Uniforms or personal items (hats, water bottles, etc.).
- Wages for permanent (full-time or part-time) employees or consultants.
- Tobacco, alcohol or liquor permits.
- Gifts, honorariums, payments for recognition or prizes.
- Legal fees, including traffic fines or penalties.
- Expenses incurred before the grant deadline.
- Construction, renovation, repairs to facilities.
- Membership fees.
- Project expenditures that have been funded by provincial or federal agencies.

## **PROJECT BUDGET**

Successful applicants will have matching funds or in-kind support as part of their budget.

Successful applicants will receive 80% of their grant amount at the time of approval. 20% of the grant amount will be forwarded to the successful applicant upon receipt of a completed Final Report. If an applicant has not submitted a Final Report, they will be ineligible to apply in any future grant cycles.

## **AVAILABLE GRANT**

The grant amount is based on the value of the 2018 Saskatchewan Winter Games Legacy Fund at the BDCF fiscal year end of September 30.

**Applicants may receive up to \$4,500.**

**For more information please contact the following:**

Kathy McNinch

BDCF

Phone/text: 306-441-2961

Email: [sterlingcommunications@littleloon.ca](mailto:sterlingcommunications@littleloon.ca)