



Allocation Policy Guidelines

“Making the Most of Our Community Investment”

Community Investment Sponsorships

Our vision statement “Supporting Community Success through Innovative Partnerships” speaks to working in partnership with community groups and organizations who have a shared commitment to making our communities stronger and enriching the lives of others. We believe in the unlimited potential of our partners and our unique position of being able to collaborate with and support many worthy initiatives.

Building Community Success

Throughout the year, the Dakota Dunes Community Development Corporation has been a generous supporter of many community-based initiatives, particularly for disadvantaged segments of our communities. We are recognized among our grant recipients as a generous supporter of community initiatives particularly when community groups share the same value-based issues we care about and its impact on social, human and cultural needs.

We look for community investment opportunities that:

- Improve the quality of life for disadvantaged segments of the population;
- Invest back into youth, seniors, social, recreation, cultural and educational programming;
- Demonstrate positive and strategic partnerships; and
- Validate a measurable impact on meeting the needs of recipients.

Requesting Sponsorship

Step 1: Apply on-line to register to become an “eligible organization”.

Step 2: Review eligibility criteria.

Step 3: Review ineligible criteria.

Step 4: Complete the on-line application.

Step 5: Check Application Checklist (Appendix A).

Step 6: Submit your application and any applicable attachments.

Step 7: Report on the successful completion of the program, project, or community event.

By applying on-line you must ensure that your application is completely filled out and contains all the relevant information necessary for a thorough review. The Dakota Dunes Community Development Corporation reserves the right to reject any incomplete, inaccurate or late applications.

All community investment funding requests are tracked and prepared for screening by the Community Investment Coordinator. Once all applications for that quarter have been assessed for completeness the Screening Committee reviews each application in a fair and consistent review process and provides recommendations to the Board of Directors.

Application and Disbursement Timelines

1st Intake deadline submission date **April 30th**
2nd Intake deadline submission date **September 30th**
3rd Intake deadline submission date **January 30th**

Applications or proposals for community investment funding must be received before 11:59 p.m. on the deadline submission date.

Obtaining a Registration Number – Eligibility and Ineligibility

The Corporation shall not issue a Registration Number to:

- Individuals;
- An organization, First Nation or tribal council that is situated outside the Catchment Area (Appendix B);
- The administrative or political arm of the FSIN;
- SIGA, Dakota Dunes Casino or and of its ancillary operations;
- The city of Saskatoon, including any hamlet, or municipality as defined in *The Municipalities Act* that fall within the Catchment area;
- Any federal and provincial government departments and ministries;
- A for-profit organization;
- A not-for-profit business or ancillary group sustaining a for-profit business;
- A political party, political action group or lobby group;
- A penal institution or correction center; and
- An organization that has programs promoting racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

Upon the applicant qualifying for registration, the Corporation shall issue a Registration Number to the applicant which shall be valid for a period of three (3) years from the qualification date.

Applicants who have been denied registration or whose registration has been revoked may reapply in six months.

Eligible Objectives

Funding for community investment grants is allowable under the following categories;

- Economic development;
- Social development;
- Justice initiatives;
- Education development;
- Recreational facilities operation and development;
- Senior and youth programs;
- Cultural development;
- Community infrastructure development and maintenance;
- Health initiatives; and,
- Other charitable purposes.

Eligible Programs, Projects or Community Events

The Corporation may consider an Application for Grant Funding from an Eligible Organization for any program, project or community event providing that the Eligible Organization demonstrates that their proposed program, project or community event is consistent with the primary objects or purpose of the Eligible Organization and provides a broad community benefit.

Renovation projects may be considered providing that the Eligible Organization owns or is majority owner of the building which is considered for renovation and that any improvement or modification will compliment or enhance programming or service delivery and provides a broad community benefit.

Eligible Costs

Eligible Costs may include the following:

- Wages, salaries and mandatory employee related costs;
- Wages or salaries for project staff are eligible but must directly support project delivery and not replace general operating or core costs for the organization;
- Reasonable expenses for individuals such as honorariums and participant allowances may be eligible provided the expense is justified and directly related to program or project delivery;
- Professional fees;
- Materials;
- Supplies;
- Uniforms and sporting equipment for Youth teams participating in group or league sports;
- Short term rental of equipment and or facilities;
- Short term office, building or land rental costs;
- Short term utility costs;
- Major and minor equipment;
- Standard, non-luxury hotel or motel accommodations;
- Transportation for program, project participants if required; and,
- Eligible costs may also include any reasonable direct program or project costs that are needed to effectively and efficiently carry out an approved program project or community event.

- Eligible costs associated with a Youth sport activity include but are not limited to the following:
 - 100% of tournament fees up to a maximum of \$1,000;
 - League fees;
 - Officiating fees;
 - Short term sport facility rental costs;
 - Travel costs including transportation, accommodation and meals;
 - Training camps;
 - Coaching clinics; and,
 - Equipment and supplies.

Ineligible Costs

- Administration fees;
- Telephone, cellular phone, facsimile and or photocopy expenses;
- Tips and gratuities;
- Interest charges, late service fees or penalty costs;
- Alcoholic beverages and or mini-bar charges;
- Hotel pay movies and or games;
- Limousine service and or rental of luxury or extreme vehicles;
- Tobacco products not used for First Nation ceremonial purposes;
- Expenses associated with adult sport activities or events;
- Any item prohibited by applicable law;
- Any item that may be used to aid or promote an activity that is prohibited by applicable law;
- Funding attendance at conventions or workshops;
- Projects where the sole purpose is to conduct studies and surveys; and,
- Leasehold improvements or renovations projects which do not provide broad community benefit.

Funding Level Guidelines

The Board may at its discretion fund programs, projects or community events at 100% of estimated eligible costs or any percentage thereof to a maximum of \$25,000.00.

Applications for new initiatives over \$10,000.00 will not be considered unless the applying organization demonstrates a funding commitment of a minimum of 50% of anticipated expenditures.

These guidelines do not include efforts that benefit First Nation communities in our catchment area.

Reporting

If your application is approved, you must submit the required financial and activity reports on-line as per your Letter of Offer. Please ensure that a general ledger is included with every financial report. Invoices should also be submitted for any capital items or equipment purchases.

Recent Policy Changes

In the event a project is complete and there is unused grant funding remaining, requests to reprofile the project activities will not be permitted. This is not applicable where unused grant funding can be reallocated to expense lines identified within the original approved budget. No additional budget lines will be allowed to be added once the project has been approved.

Thank you for considering the Dakota Dunes Community Development Corporation as a partner in your initiative. If you require further assistance or information regarding the Community Investment Program, please email tkyle@dakotadunescdc.com or call (306) 956-1799. Technical support is available at support@sktc.sk.ca



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Appendix A – Application Checklist:

- Do you represent a non-profit or volunteer organization, or are you endorsed by a partner who is?
- Have you read and followed the application guidelines?
- Have you completed the application form, following instructions and answering all questions?
- Have you provided additional information and attachments, if/as required?
- Have you double-checked the budget to ensure it is completed fully and accurately?
- Have you included quotes for any budgeted capital items or equipment purchases?
- Does your proposed project address at least one priority area for this program?
- Have you considered how your organization will recognize the Dakota Dunes Community Development Corporation during project delivery?
- Have you signed and dated Part 8 - Declaration and scanned or faxed it for submission?
- Are you submitting your application before the deadline and are you sending your supporting documents and Part 8 - Declaration to the correct address?

Appendix B – Catchment Area

Dakota Dunes Community Development Corporation

Catchment Area Map

