



## **Universal Application for Funding**

The funding program under which your organization is applying has specific eligibility requirements. The Application for Funding should clearly show how the proposed project meets these requirements. Also, if applying during an application intake period, the South Saskatchewan Ready (SSR) Partnership must receive the Application for Funding by the closing date indicated as advertised. Documentation received after a posted closing date will not be accepted.

Before completing this Application for funding, please read the following thoroughly:

- The Applicant Guide, which contains information on how to complete and submit this form.

Unless otherwise indicated in the Applicant Guide, all parts of the application must be completed. This document contains the following sections:

### **Section A - Notice to Applicants**

### **Section B - Application**

Part 1 - Organization

Part 2 - Project

Part 3 - Funding

Part 4 - Additional Information

(Optional) Part 5 - Signatures

Thank you for your interest in our program.

## **SECTION A - Notice to Applicants**

*Please note that this document is an Application for Funding and a subsequent Funding Agreement must be signed to ensure funds are accessible to the Applicant if approved. The application is subject to an assessment by the South Saskatchewan Ready Partnership officials. The Applicant will be notified of the results of the review. Further, activities started prior to approval of the Application will be deemed ineligible for funding.*

*When submitting the Application for Funding, applicants must have the capacity and be authorized to sign and submit this Application Package on behalf of the Applicant Organization.*

*The information collected in this Application for Funding will be used, and may be disclosed, for the purposes of assessing the merits of your application. As part of the assessment process, the information may be shared with external consultants, review committee members, officials in other in other levels of government such as the federal and provincial government.*

*It may also be used and/or disclosed for policy analysis, research, and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of the SSR may be linked. However, these additional uses and/or disclosures of information will not impact on your proposed project.*

*In the event that the application contains personal information, the personal information will be administered in accordance with the Privacy Act and the provisions governing the protection of personal information that are set out in the Local Authority Freedom of Information and Protection of Privacy Act of Saskatchewan.*

*Applicants may be asked to provide financial information, including general ledgers, financial statements, credit information and/or audited financial statements.*

*Successful Applicant's must agree to public announcements concerning any funding which includes publication of the organization's name, the location where the funds will be invested and the amount of the funds awarded.*

## SECTION B - Part 1 - Organization

<b>A. ORGANIZATION IDENTIFICATION</b>			
*Legal Name		Operating (Common) Name (if different from legal name)	
*CRA Business Number		Business License Number (if applicable)	
*Organization Type (i.e.Non-profit/For Profit)		*Organization Category	*Year Established
*Organization Address			
*City or Town	*Province	Country	*Postal Code
*Telephone Number	Ext.	Fax Number	*E-mail Address
Mailing Address (if different from Organization Address)			
City or Town	Province or Territory	Country	Postal Code

<b>B. ORGANIZATION CONTACT <i>This should be our primary contact person in respect to this application for funding.</i></b>	
*Given Name	*Sur Name
*Telephone Number	Ext.
*Position Title	
<b>*ORGANIZATION CONTACT - ADDRESS</b>	
Same as Organization Address	Same as Organization Mailing Address

## SECTION B - Part 2 - Project

### A. PROJECT IDENTIFICATION

\*Project Title

\*Planned Project Start Date (yyyy/mm/dd)

\*Planned Project End Date (yyyy/mm/dd)

### B. PROJECT DESCRIPTION

\*1. Project Summary (Please provide a short description of the proposed project including main objective, nature of project and if new, expansion of an existing development or a rehabilitation)

\*2. Project Activities (Please provide details on the activities that will be taking place as well as how you intent to mitigate any risks on all project activities).

\*3. Please describe how the proposed project addresses the program objectives (including general outcomes).

\*4. If the proposed project involves construction or renovation activities, does your organization own the building?      Yes      No

If 'Yes', please provide proof of building ownership (i.e. property tax bill, property assessment notice, purchase agreement).

If 'No', please provide a copy of your lease, indicating that you are responsible for capital improvements as well as a letter from the landlord stating that he/ she is agreeable to these improvements.

5. Please provide the following information with regards to community economic outcomes:

\*Is this a seasonally operated organization?                      Yes                      No

\*How many new employees will be hired as a result of this project if funding is approved? Entre quantity for each below. Entre '0' if none.

Full-Time                      Part-Time                      Seasonal

\*Does your project currently pay property taxes in the region/will pay property taxes as a result of this project within the region?

Yes                      No

\*What is your current annual salary expenditure and projected annual salary expenditure, if approved?

\*6. Please describe community and regional support for this project as well as impacts (economic, environmental, etc.).

\*7. Please indicate how the proposed project will increase opportunities for the community and region (Please be specific and attach any feasibility studies and business case studies that apply directly to your project.)

**SECTION B - Part 3 - Funding (please breakdown cash flow in fiscal years 2021-2022 & 2022-2023)**

A. ANTICIPATED SOURCES OF FUNDING					
*8. Source Name	*9. Source Type	10. Cash	11. In-kind (\$ value)	*12. Confirmed	
				Cash	In-kind
Total Funding for the Project (evidence of funds required)					

B. BUDGET			
*Cost Category	Planned Expenditures (\$)		
	*13. SSR	*14. Other - Cash	*15. Other - In kind
Total Planned Expenditures			

**C. BUDGET DETAILS**

\*16. **Capital Assets:** Will capital assets be among your planned expenditures with SSR funding?

Yes

No

If yes, please explain how the purchases are necessary to carry out the project activities:

**SECTION B - Part 4 - Additional Information (Optional)**

**Additional Information**

**Instructions:** For each block of text you include below (if any), please specify the section it is meant to continue.



## SECTION B - Part 5 - Signatures

**In order for your Application for Funding to be eligible, it must be completed and signed by an official representative who must have the capacity and be authorized to sign and submit this Funding Application Package. The person(s) signing this form certify(ies) and agree(s) with the following:**

- a) I certify that I have the capacity and that I am authorized to sign and submit this Application for Funding on behalf of the "Recipient" organization;
- b) I certify that the information provided in this Application for Funding and any supporting documentation is true, accurate, and complete to the best of my knowledge.

\_\_\_\_\_  
Signatory Name (please print)

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Signatory Name (please print)

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Signatory Name (please print)

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)