

2024-25 WintercityYXE Micro-Grant Program

Application Guidelines

For projects taking place November 1, 2024 – March 31, 2025
Application deadline – anytime on or before September 20, 2024

Funding will be awarded through random draws in the following categories:

- Business
- Non-profit Organizations or Groups
- Neighbourhood Community Associations

Objective

The objective of the *WintercityYXE Micro-Grant Program* is to support initiatives that make Saskatoon a great place to live in the wintertime.

The goals of this grant program are:

- To build enthusiasm for winters;
- To provide comfort and accessibility in the winter; and,
- To celebrate the fun quality of winter life.

For more information or to discuss your application contact:

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Arts and Grant Consultant

306-975-3391

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The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.

Who Can Apply?

- Non-profit organizations, ad hoc groups, businesses, or for-profit organizations in Saskatoon.

Who Can't Apply?

- Individuals
- Applicants that do not have a minimum of \$2,000,000 liability and participant insurance for the proposed project.
- Applicants that have received a WintercityYXE Micro-Grant in the last 12 months and did not use more than 75% of the funding awarded to them.

- Applicants that have not met the terms and conditions of any funding program administered by the City of Saskatoon.

Funding

- The minimum grant available is \$500; the maximum is \$1,000.
- Only one project and one application for the *2024-25 WintercityYXE Micro-Grant Program* will be considered from a given applicant.

Eligible Projects

- Projects that take place outside and meet at least one of the goals of the *WintercityYXE Micro-Grant Program*. Some examples of projects include hosting outdoor events; creating outdoor patios or stores; creating large scale snow or ice sculptures; learn-to programs; etc.

Ineligible Projects

- Projects that do not take place in Saskatoon;
- Projects that only take place indoors or online (projects may include an indoor or online/virtual component but cannot be exclusively indoors and/or online); and,
- Rink developments or improvements or equipment (Neighbourhood Community Associations are encouraged to apply to the Rink Improvement Grant for support in this area).

Eligible Expenses

- All expenses for reimbursement must have receipts and occur within the grant period of November 1, 2024 – March 31, 2025.

Ineligible Expenses

The following types of expenditures are not eligible and will not be reimbursed:

- Alcoholic beverages or cannabis; and,
- Rink developments or improvements or equipment such as fence boards, lighting, snow blowers, etc.

Permits

Organized gatherings for the primary purpose of supporting community, culture, and/or recreation activities that are open to the public are considered special events. Anyone hosting a Special Event must complete an Outdoor Special Event Application: www.saskatoon.ca/specialevents

Receipt of a *WintercityYXE Micro-Grant* does not guarantee approval of a Special Event application.

Assessment Process

All eligible applications will be entered into a draw based on their category. Applications will be drawn at random from each category and awarded funding until the available funds run out.

Notification

Applicants will be informed by email of the results of their application by October 15, 2024. The City maintains the right to withdraw a grant award, upon notice to the grant recipient, in the following circumstances:

- There was a major and significant change to the grant project without the prior approval of the City;
- Funding for the grant program becomes unavailable; or,
- Any other time when the City so determines.

Acknowledgement

Grant recipients are required to acknowledge support from the City of Saskatoon and WinterCityYXE in promotional materials and other materials for the project. Logos may only be used for the year in which the funding is provided. City of Saskatoon Funding Recognition guidelines can be found here:

https://www.saskatoon.ca/sites/default/files/documents/community-services/community-development/funding_recognition_guidelines.pdf

Processing

The City of Saskatoon will only accept and process applications that are submitted online prior to the grant deadline. If you require assistance with the online application, please contact the Grants Clerk at 306-975-3378 or grants@saskatoon.ca. The City of Saskatoon reserves the right to request additional information.

Reporting and Payment Procedures

Successful applicants are required to submit a completed **Follow-Up Report**, along with copies of receipts for eligible expenses, to the Community Services Department **within 60 days** of the completion of their project or April 30, 2025, whichever comes first. Receipts must be legible.

Application Process

Apply online: https://cityofsaskatoon.smapply.io/prog/wintercityyxe_micro-grant_program/

The application will ask for general information on your project and organization (contact information, insurance policy number, name of insurance company, non-profit number, and year of incorporation if applicable, etc.) as well as the following:

- applicant mandate and primary activity (maximum 25 words);
- brief description of project (maximum 50 words);
- information on what the project will be used for (maximum 25 words);
- information on any applicable safety precautions or contingency plans included in project plans (maximum 150 words);
 - i.e., poor weather plans, safe spaces policy, qualified and/or certified instructors, etc.
 - mandatory: vulnerable sector checks or policies requiring that two adults must always be present for projects involving youth or other vulnerable sectors, adherence to health regulations (e.g., Covid regulations, safe food handling)

Applications must be submitted by 4:30 pm, September 20, 2024