



The City of Winnipeg

Community Incentive Grant Program

Application & Guide



Questions & Answers

What is the Community Incentive Grant Program (CIGP)?

CIGP is designed to encourage non-profit community organizations to undertake capital projects/ purchases that are available for public use or will enhance public use of a space or facility.

Who can apply?

Non-profit community organizations that contribute to the health and well-being of the community within the boundaries of the City of Winnipeg. For the purpose of CIGP, the definition of a non-profit organization shall be: "a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. Any profit that is made is used to further the goals or undertaking of the organization. Profits must not be used by the individuals involved for their own personal financial gain".

Selection criteria

- Organization is a non-profit community organization that contributes to the health and well-being of the community.
- Project is a capital improvement or the purchase of a capital asset that will be retained for more than 1 year.
- Project is available for public use or will enhance public use of the space or facility.
- Project must be initiated and substantially completed within two (2) years of award.
- Total City of Winnipeg contribution to project is 50% or less.

Does everyone get approved?

Applicants are evaluated using the selection criteria (see above). As funding is limited, not all projects which meet the criteria will be approved.

Applicants should not assume approval of their application until notified in writing. Expenditures incurred before the project approval is received may be ineligible for reimbursement.

What are the financial limits of the grant?

The total City of Winnipeg funding contribution including C.I.G.P. can be up to 50% of the total project costs. Applicants are required to show proof of their 50% matching funds before the grant is paid out.

What are the deadlines?

Applications are accepted on a year-round basis. Applications are reviewed, evaluated and forwarded to the relevant Community Committee for recommendation and approval.

Please note that projects must be initiated and substantially completed within two (2) years of award. As a result, applications should be submitted in accordance with these timelines.

How does the grant work?

If the application is approved, an initial meeting with the City of Winnipeg C.I.G.P. Administrator is required. The requirements and process for accessing the grant will be discussed in detail. Project sponsors are required to enter into a contractual funding agreement with the City of Winnipeg. Please do not start work on the project until the C.I.G.P. Administrator has confirmed that all of the grant requirements have been met and the funding agreement has been executed.

How is the grant paid out?

1. The funding agreement must be executed prior to any reimbursement of expenditures.
2. The project sponsor must pay for the project, or a portion of it, before applying for a reimbursement (progress claim) of 50% of the expenditure. Interim financing may need to be arranged.
3. Invoices and proof of payment for the expenditure must be included with the progress claim request. Upon receipt, 50% of eligible expenses will be reimbursed.
4. The City retains a 7.5% holdback on construction-related progress claims. When the project is complete, these funds are released to the project sponsor.

Ineligible costs

Costs for project sponsor employees and operations; feasibility studies; legal fees; financing charges; shipping fees; costs related to fundraising activities, advertising, promotions, on-going maintenance, meals or travel.



Community Incentive Grant Program Application Form

This application will be photocopied; please print in ink or type.

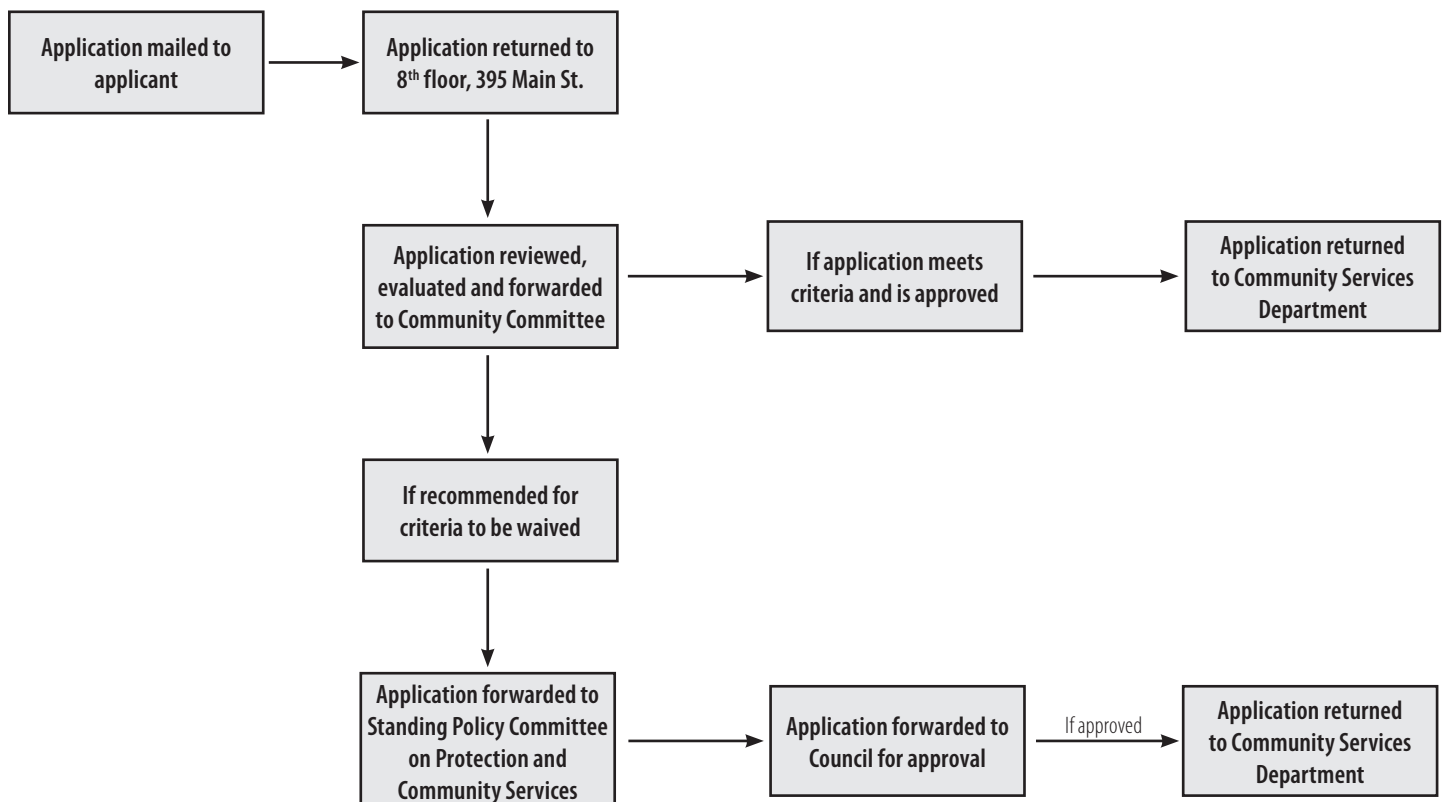
1. Legal name of the organization				
2. Permanent mailing address of the organization	Address		City/Town	Postal Code
	Organization e-mail		Phone	Fax
3. Names of organization's representatives who will be overseeing the project	Primary Contact		Title	
	Business Phone	Residence Phone	Email	
	Secondary Contact		Title	
	Business Phone	Residence Phone	Email	
4. Year the organization was formed				Year
5. C.I.G.P. requested amount Up to 50% of the total project cost			\$	
6. List other sources of project funding including other grants, funds on hand, and proposed fund-raising. Indicate whether or not each source of funding is confirmed. Note: no other City funds may be used towards the applicant's 50% share of the project cost.	Source	Amount	Confirmed	
	1.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Total project cost Project costs should be supported by at least two contractor quotes or estimates. Enter the costs provided by the preferred contractor.			\$	
8. Has this project received prior funding through the Community Incentive Grant Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Project name Assign your project an accurate, descriptive name to be used in all correspondence.				
10. Project Site Address Provide a complete, accurate indication of exactly where the project is planned. A site plan is helpful.			Property owned by:	
11. Anticipated Start & End Dates		Start Date	End Date	
12. Detailed Project Description: Attached on separate sheets or use the space on back of this form. Provide a detailed description of the project which addresses the selection criteria. Please include a description of the project objectives and how the project will accomplish those objectives, a detailed scope of work and, if possible, preliminary project plans or drawings.				
APPLICANT SIGNATURES I/We hereby certify that I/we am/are the authorized signing officer(s) of the applying organization and this application is accurate to the best of my/our knowledge.				
Signature of authorized signing officer		Title/Position		Date
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Additional Requirements

Upon approval of funding from the Community Incentive Grant Program, the City of Winnipeg requires that the following conditions be met:

1. Final plans and specifications for all projects must be submitted to the City of Winnipeg for review and approval before any work is started on the project.
2. The project must proceed in accordance with the final plans and specifications as approved by the City of Winnipeg. Any revisions must receive prior approval from the City of Winnipeg. Changes which significantly alter the nature or intent of the project will be referred back to the Community Committee for consideration.
3. Upon completion of the project, a final inspection of the work will be carried out by the City of Winnipeg for projects completed on City-owned property.
4. Evidence of liability insurance, satisfactory to the City of Winnipeg Corporate Finance Department (Insurance Supervisor), must be provided for projects on City-owned property.
5. Periodic audited financial statements or other evidence satisfactory to the City Auditor may be required from all projects to verify that the project was undertaken as planned and that the funds were expended solely for the intended purpose. Project sponsors will not be funded for any costs reimbursable from other sources.
6. A formal agreement, satisfactory to the City Solicitor, is required prior to the start of construction, and prior to funds being reimbursed.
7. The applicant will be required to obtain all necessary permits, etc. and to comply with any and all applicable codes, regulations, etc.
8. Any works undertaken on City-owned property become the property of the City of Winnipeg.
9. The applicant will be required to adhere to all City of Winnipeg policies and procedures presently in place, or which may come to being, regarding the operation of the type of facility for which this grant is provided. (e.g. Fees and Charges Policy).
10. Projects must be initiated and substantially completed within two years of the approval date.

Approval Process



Application Procedure

Submissions should include:

- Application form
- Detailed project description
- Drawings if applicable/available
- Contractor quotes and cost estimates

Submission of applications

Submit completed application forms to:

Community Incentive Grant Program

Community Services Department

8th Floor - 395 Main Street

Winnipeg, Manitoba R3B 3N8

Application acknowledgement

Upon receipt of a completed application, the Community Incentive Grant Program office will send a letter of acknowledgement to the applicant.

Need help? Call 986-2216

Assistance in the development of project proposals and/or assistance in the preparation of the application are available by contacting the Community Incentive Grant Program office of the Community Services Department, 8th Floor - 395 Main Street, 986-2216.