



Community Incentive Grant Program

Guide and Application



Community Incentive Grant Program

The Community Incentive Grant Program encourages non-profit community organizations to:

- Improve public spaces or facilities
- Buy capital assets

There is a total of \$1 million in funding available annually.

Application forms

See application instructions and form included in this guide.

Application deadlines

Applications are accepted year-round.

Please note the following:

- Projects must be initiated within two years of award and substantially completed within five years of award. Applicants should consider the funding timeframe prior to submitting the application
- For large construction/renovation projects, it is recommended that organizations contact the Community Incentive Grant Program Administrator for assistance in assessing when to apply
- Not all projects will be approved as funding is limited
- Do not assume that the application is approved until notified in writing

Questions?

For clarification or assistance, contact the Community Incentive Grant Program Administration Office.

Email: cigpadministration@winnipeg.ca

Community Incentive Grant Program

Eligibility

Applicant eligibility

- Must be a non-profit community organization
- Must contribute to the health and well-being of the community
- Must conduct business for the benefit of the general public
- Has no shareholders
- Profits further the goals of the organization
- Profits are not used for personal financial gain

Project eligibility

- Projects can be either:
 - A capital improvement
 - A capital asset that will be in use for more than one year
- Must:
 - Be available for public use, or
 - Enhance public use of the space or facility
- Must be located within Winnipeg
- Must be initiated within two years of award, and substantially completed within five years of award
 - The City of Winnipeg may rescind projects not completed during this timeline
- Total City of Winnipeg contribution is no more than 50% of the total project cost

Ineligible Costs

- Costs incurred before project approval (unless identified and approved as part of the award process)
- Expenses for employees and operations
- Feasibility studies
- Consulting fees
- Engineering fees
- Legal fees
- Shipping fees
- Financing charges
- Costs related to
 - Fundraising activities
 - Advertising
 - Promotions
 - On-going maintenance
 - Meals
 - Travel

Community Incentive Grant Program

Award of grant

All Community Incentive Grant applications are approved by the councillor for the ward in which the proposed project is to be located. A formal letter of approval will be emailed to the applicant by the Director of Community Services.

Upon approval, the City of Winnipeg's Community Incentive Grant Program Administrator will contact the applicant to review project-specific funding conditions and any requirements needed to access the grant.

Note: Approved applicants must sign a funding agreement with the City of Winnipeg. It is strongly recommended that no project work begin until the Grant Administrator confirms all grant requirements are met and the agreement is fully executed.

Accessing the funding

The Community Incentive Grant Program operates on a reimbursement basis. As a result, the applicant will be **required to first pay for the project, or some portion of it**, and then submit a request for reimbursement for a portion of those payments in accordance with the following:

- The funding agreement must be executed prior to any reimbursement of expenditures
- The applicant must pay for the project, or a portion of it, before they can apply to be reimbursed for 50% of each progress claim. Because of this, applicants may need to arrange temporary financing
- 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
- The City of Winnipeg keeps a 7.5% holdback on each construction-related progress claim. Once the project is finished, the holdback can be released to the applicant. To receive these funds, the applicant must provide a Certificate of Total or Substantial Completion, or written confirmation that the project has passed a final inspection by a designated official

Application Guide

Part A: Community Incentive Grant Program Application Form

1. a) Legal name of the organization:

For incorporated organizations, use the name that appears on the organization's Articles of Incorporation. This name must match the name on the organization's bank account.

For organizations that are not incorporated, use the name that appears on the organization's bank account.

b) Year the organization was formed:

Please provide the year in which the organization was first formed. For incorporated organizations, this is found on the latest Companies Office "Annual Return of Information". For others, it often appears in the organization's constitution.

2. Permanent mailing address of the organization:

In addition to the mailing address, please provide the organization's email address, and phone number.

3. Name of organization's representatives who will be overseeing the project:

Ensure all information is complete for primary and secondary contact including phone numbers and email addresses. Note: At least one contact must be a signing authority for the organization (i.e. can sign cheques on behalf of the organization).

4. Project name:

Assign your project an accurate, descriptive name to be used in all correspondence. For example: Instead of "Renovation 2013", use "Renovation 2013 - Gym & Washroom".

5. a) Project site address:

Provide the address of the location where the project will occur. All projects must take place within Winnipeg.

b) Property owned by:

Provide the name of the company or person that owns the property where the work is being done. Note: If the application receives approval for funding from the Community Incentive Grant Program, the City of Winnipeg will require written approval from the property owner authorizing the project. Copies of leases or facility agreements may also be requested. If the project takes place on City of Winnipeg owned property, additional requirements including project plan approval will be required prior to work being done on the property.

6. a) Project description:

On a separate document, provide a project proposal. See directions outlined in Part B of the Application Guide.

b) Start date:

Provide the anticipated start date for the project.

c) End date:

Provide the anticipated end date for the project.

7. Has this project received prior funding through the Community Incentive Grant Program?

Please check either yes or no.

Note: If the project has received prior funding from the Community Incentive Grant Program, the amount requested in this application will be combined with the prior funding awarded to the project. To meet eligibility requirements for the Community Incentive Grant Program, the total funding contribution by the City of Winnipeg must be 50% or less of total project cost.

8. Total project cost:

Enter the costs provided by the preferred contractor including PST & GST. This amount must be equal to the combined total of all requested funding sources in #11. See Part B for additional submission requirements.

Note: Volunteer or “in kind” services are not eligible for inclusion in project costs.

9. List other sources of project funding (excluding from the Community Incentive Grant Program)

List all other funding sources for the project, including grants, money on hand, and planned fundraising. Indicate whether each source is confirmed, meaning you have received official notice of the approved amount. If additional space is needed, attach a separate document outlining each funding source, its contribution, and its confirmation status.

Include the total value of all other funding sources.

Note: If the application receives approval for funding from the Community Incentive Grant Program, the City of Winnipeg will require written confirmation of other funding contributions.

10. Amount requesting from the Community Incentive Grant Program

Enter the amount the organization is requesting from the Community Incentive Grant Program.

Note: To meet eligibility requirements for the Community Incentive Grant Program, the total funding contribution by the City of Winnipeg must be 50% or less of total project cost identified in #8.

11. Total of all funding sources including the Community Incentive Grant Program

Enter the total of all funding sources including the Community Incentive Grant Program (i.e. add #9 + #10).

Note: This total must match the total project cost identified in #8.

12. Applicant signatures

Application must be signed by two authorized signing officers of the organization (i.e. two people that can sign cheques on behalf of the organization). Include the person's title and the date the application was signed.

Part B: Project Proposal Submission

On a separate attachment, provide information on the organization and the project describing how the application meets the eligibility criteria for the Community Incentive Grant Program. Consider the following when preparing your submission.

a. Organization description:

Who: Is the organization a non-profit organization? Is it incorporated? What are the organization's mission statement/purpose/objectives?

b. Project description:

What are you planning to do? Include a detailed "scope of work" and cost estimates.

Where are you planning to do it? Include a site plan identifying the exact location of where the work is being done.

Why are you doing it? Purpose of the project, include project objectives, how the

project will be available for public use or enhance public use of the space or facility and how the organization is planning to accomplish those objectives.

When are you planning to do it? Include project timelines including anticipated start and end dates.

c. Supporting documentation required:

To complete the application process, please attach the following supporting documentation:

Organization Requirements

Submission requirements include:

- For incorporated organizations, please attach a copy of the organization's latest Companies Office "Annual Return of Information"
- For organizations that are not incorporated, please attach a List of

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Governing Body/Board of Directors and Copy of Constitution and/or By-Laws that includes the purpose and objectives of the organization. Note: For School Parent Councils, attach a list of Governing Body/Board of Directors and a letter from School Principal/School Division confirming the Parent Council is the non-profit organization comprised of parents working in collaboration with the school on this project

Project Requirements

(i.e. detailed scope of work that includes the following)

Submission requirements include:

- Detailed “scope of work” including preliminary project plans or drawings
- Provide a complete, accurate indication of exactly where the project is planned. For construction projects, preliminary site plans identifying where the work will be done
- **At least two quotes or estimates from contractors for each component of the project**

Note: Upon approval, the applicant will be required to obtain all necessary permits, etc. and to comply with any and all applicable codes, regulations, etc.

For questions or clarification, contact the Community Incentive Grant Program Administrator

Submit application (Part A and B), along with required supporting documentation to:

Community Incentive Grant Program
7th Floor – 395 Main Street
Winnipeg, Manitoba R3B 3N8
Email: cigadministration@winnipeg.ca

Applications are accepted year-round.

Please note: incomplete applications will not be reviewed.

Application Form



Please use the Community Incentive Grant Program Application Guide to complete this form. Incomplete applications will not be reviewed.

Privacy Statement: Personal information is collected under and protected by S. 36(1)(b) of The Freedom of Information and Protection of Privacy Act. Personal information will be used to support the administration of the City of Winnipeg's Community Centre Renovation Grant Program, including the grant application intake, review and award processes. If you have any questions about the collection of this information, contact the Corporate Access and Privacy Officer by mail to City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9, or by telephone at 311.

Part A: This application will be scanned/ copied. Please print in ink or type.

| | | | |
|---|--------------------|----------------------|--|
| 1. a) Legal name of organization. Use name that appears on your Articles of Incorporation. | | | b) Year organization was formed |
| 2. Permanent mailing address of organization | Address | | City/Town |
| | Organization Email | | Postal Code |
| 3. Organization's representatives overseeing the project | Primary Contact | | Title |
| | Daytime Phone | Residence Phone/Cell | Email |
| | Secondary Contact | | Title |
| | Daytime Phone | Residence Phone/Cell | Email |
| 4. Project name Assign your project an accurate, descriptive name to be used in all correspondence | | | |
| 5. a) Project site address | | | b) Property owned by |
| 6. a) Project description Complete Part B of application – next pages | | | b) Start date |
| | | | c) End date |
| 7. Has this project received prior funding through the Community Incentive Grant Program? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Total project cost - Project costs should be supported by at least two contractor quotes or estimates. Enter the amount provided by the preferred contractor. | | | \$ |
| 9. List other sources of project funding (i.e. excluding Community Incentive Grant Program) including other grants, funds on hand, and proposed fundraising. Indicate whether or not each source of funding is confirmed. | 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 |
| Total Other Funding Sources | | \$ | |
| 10. Amount requesting from the Community Incentive Grant Program Note: To meet eligibility criteria, the total City of Winnipeg funding contribution must be 50% or less than the total project cost. | | | \$ |
| 11. Total of all funding sources including Community Incentive Grant Program Note: Total #9 + #10. This must match project costs identified in #8 above. | | | \$ |
| APPLICANT SIGNATURES: I/ We hereby certify that I/we am/are the authorized signing officer(s) of the applying organization and that this application is accurate to the best of my/our knowledge. | | | |
| Signature of authorized signing officer: | | Title/ Position: | Date: |
| Signature of authorized signing officer: | | Title/ Position: | Date: |

Please complete Part B of this application

Community Incentive Grant Program Application Form

Please use the Community Incentive Grant Program Application Guide to complete this form.

Part B: Project Proposal Submission

Please verify that the following supporting documentation has been prepared and attached:

- Description of how your organization and project meets the eligibility criteria for this grant
- A copy of the organization's latest Companies Office "Annual Return of Information" (for incorporated organizations), or information listed on page 8 for organizations that are not incorporated
- Detailed "scope of work" including preliminary project plans or drawings
- Preliminary site plans identifying where the work is planned
- At least two quotes or estimates from contractors for each component of the project

City of Winnipeg Signage Requirements

No person or business shall display, install, or affix any sign, symbol, notice, or lettering of any kind anywhere on City of Winnipeg-owned assets or property without City approval.

Submitted sign designs will be reviewed to ensure compliance with relevant City of Winnipeg bylaws, policies, and processes.

There are two parts to signage approval.

1. Design

To have a design approved, submit proposed sign design to marketing@winnipeg.ca.

Be sure to include:

- all text in legible font, graphics, and logos

Note: For signage in recognition of sponsorships and/or donations, only the sponsor and/or donor relationship with the City of Winnipeg will be recognized on the sign.

- proposed sign dimensions
- proposed location of sign

2. Permit

Some signs need a sign permit before installation. For more information about sign permits, go to: winnipeg.ca/signpermits

Applicants are responsible for getting the required permits.

Once submitted, permit staff will provide approval to the applicant within fifteen (15) business days.

Signs must not be installed until approval is provided to the applicant in writing, and any required permits have been issued.

Upon approval, applicants are responsible for all costs related to:

- fabrication of the sign
- installation*, repair, replacement, and/or removal of the sign
- insurance required by the City of Winnipeg

* Installation of the sign must be done by (a) City of Winnipeg staff, or (b) a City of Winnipeg approved contractor under the supervision of City staff.