

Saskatchewan Veterans Service Club Support Program *Program Guidelines 2022-23*

The Saskatchewan Veterans Service Club Support Program is delivered collaboratively by the Government of Saskatchewan, the Royal Canadian Legion Saskatchewan Command (“RCLSC”) and the Saskatchewan Army, Navy & Air Force Veterans (“ANAVETS”). This program provides grants to support the work of veterans’ service clubs and communities across Saskatchewan.

The Program aims to:

- Strengthen and contribute to the long-term sustainability of veterans’ service clubs; and
- Engage, inspire and promote the work of veterans’ service clubs and organizations in Saskatchewan for the benefit of veterans, their families and communities.

Eligible Applicants

- Registered, non-profit veterans service clubs, Legion branches and ANAVETS units based in Saskatchewan are eligible to apply.
- Other registered, Saskatchewan-based non-profit organizations that provide services or programming for veterans may also be considered.
- Applicant organizations must be in good standing with Information Services Corporation (ISC) and this program.

Eligible Projects and Activity

- Veterans club facility improvement projects, upgrades, renovations and repairs to support community access to programming, meetings and events;
- Special events, programs and activities to engage the public and advance the work of veteran service organizations.
- In addition, each eligible applicant may apply for up to \$2,500 to be directed toward club operating costs.
- Projects must be completed by March 31, 2023 unless otherwise indicated in your approval letter. A later date may be approved in the third intake period for projects occurring between January 1 and June 30.

Grant Amount

The maximum amount awarded to any applicant in 2022-23 will not exceed \$30,000 in any combination of:

- up to \$30,000 for projects; and,
- up to \$2,500 for operations.

Note: grant funding is limited. An eligible application may be denied funding or approved for a lower amount than requested based on a review of applications against the assessment criteria, the number of applications received, and priority of need to veterans’ service clubs and the veteran community across Saskatchewan. For project grants, facility improvement projects will generally take priority over other categories when program funding is limited.

Assessment Criteria

Applications for projects will be assessed based on the extent to which the project meets the following criteria:

- The project strengthens and contributes to the long-term sustainability of veterans’ service clubs.
- The project engages, inspires and promotes the work of veterans’ service clubs in Saskatchewan for the benefit of veterans, their families and communities.
- The applicant has provided a clear, detailed project plan including timelines for the activities to be carried out.
- The project enables participation and access for Saskatchewan residents and is likely to achieve the expected benefits and outcomes for participants.
- The application demonstrates a realistic and responsible use of resources.
- The project is feasible, showing the ability of the organization to deliver a quality project.
- The applicant demonstrates a financial need.
- The project or activity proposed is not already served by an existing funding program.
- The proposed costs are eligible (see Eligible Expenses below).
- The project supports and aligns to one or more Legion or ANAVETS themes and priorities.
- The proposed project/activity is designed to address an identified need or issue.
- The proposed project/activity supports the applicant to maintain public health directives in general and during the implementation of the project.
- The project complements other legion or unit initiatives.

Operations grant application assessment will consider the applicant’s financial need against their demonstrated eligible expenses (up to the maximum amount).

Application Deadline and Process

- Application forms will be distributed by RCLSC to all Saskatchewan Legion branches and ANAVETs units; and are also available online at: <http://sasklegion.ca/branch-information/> or by contacting the RCLSC at 306-525-8739.
- Application intake deadlines: April 30, 2022 and August 31, 2022. A third application intake may operate on a rolling “first come, first served” basis as budget lasts, or until February 15, 2023.
- The same application form can be used to apply for project and operations grants.
- Applications must be submitted to RCLSC by mail, fax or email by midnight of an intake deadline.
- Applicants can only apply for one project grant per intake period.
- All questions on the application form MUST be answered to be considered complete and to move forward for review by the Application Review Committee.
- Applicants may consult with RCLSC prior to submitting an application.

Assessment Process

- The RCLSC will review all applications to confirm basic eligibility criteria are met and the application is complete.
- Eligible applications will be entered into the RCLSC database, then forwarded to the Application Review Committee for consideration.
- Decisions of the Application Review Committee are made on a consensus basis. If a consensus cannot be reached, the decision will be made by majority vote.
- The Application Review Committee is composed of one representative from the RCLSC, one representative from the ANAVETS, and one representative from the Government of Saskatchewan.
- The Application Review Committee may request additional information from the applicant.
- All applicants will be informed of results within approximately ten (10) weeks of the application deadline.
- Successful applicants will receive the approved grant payment within approximately ten (10) weeks of the application deadline with the grant approval letter.
- The Application Review Committee funding decisions are final and cannot be appealed.

Eligible Expenses

For a facility improvement project grant, costs directly related to the project are eligible such as costs for facility renovations or repairs, project materials, contractor fees, project supplies, the purchase of personal protective equipment and equipment needed for project delivery, and any other expenses the Application Review Committee is satisfied is necessary for the project.

For a special event or program/other activity project grant, costs directly related to the event, program or activity are eligible, such as costs for space rental, materials, or equipment (including catering/food & beverage for events—excluding alcohol), keynote speakers or facilitators, and any other cost the Application Review Committee is satisfied is core to the delivery of the event/program/activity.

For an operations grant, Short-term club operating costs are eligible to help offset impacts of COVID-19 on club operations (e.g. office administration fees including existing staff wages, utilities, rent and/or rental of an applicant’s organization facilities).

The following costs are NOT eligible for funding:

- Any part of the project that is a duplication of services or initiatives already available in the veterans’ community;
- Existing debt or shortfalls;
- Alcohol costs;
- Accommodation costs, except for costs of resource people directly related to the delivery of the project;
- Cash prizes or gifts;
- Activity that exclusively promotes definable religious or political viewpoints;
- Allowances, wages or personal expenses for program registrants and participants (except for eligible costs under the operational grant or where required expenses may reasonably pose a barrier to participation);
- In-kind contributions (volunteer time, donations of food, goods, services, equipment, waiving rental fee, etc);
- Any other expenses deemed ineligible by the Application Review Committee.
- All expenses must fall within the indicated start and end date of the grant. Expenses incurred before the grant period (April 1, 2022) will not be eligible.

Funding Obligations

- Grant recipients will be required to acknowledge the Program and the Government of Saskatchewan funding support for the project.
- Project grant recipients will be required to submit a follow-up report within 45 days of the completion of the project. This report must describe the activities of the project and indicate how it met the aims of the Program.
- All grant recipients must retain receipts to support eligible expenses (if requested).
- If an applicant receives more than one Project grant in 2022-23, they may submit a single follow-up report for all grants by the later required date.
- A follow-up report is not required for an Operations grant.
- Funding may be denied if a follow-up report from a previous year has not yet been submitted by an applicant.
- Grant recipients will be expected to keep proper accounts and records of the projects in respect of which funding is paid from the Program and provide follow-up reports to the RCLSC for project grants.
- Expenses claimed must be to support an eligible activity proposed in the application. Significant changes to the use of funds must be approved by the Application Review Committee.
- Funds may not be transferred to other activities or organizations and unused funds must be returned to RCLSC.
- Failure to meet the above funding obligations to the satisfaction of RCLSC will be grounds to restrict access to future funding and or required to return the funds.

Saskatchewan Veterans Service Club Support Program
Application Form (2022/2023)



Date of Application: _____

Applicant Organization Name: _____

Branch/Unit (If Applicable) #: _____ Non Profit Corp #: _____

Name of Contact Person: _____

Address: _____

Email: _____ Phone Number: _____

Part 1: Operations Grant

Complete this section to apply for an Operations Grant (up to \$2,500 annual amount).

If you are not applying for an Operations Grant, please proceed to Part 2 on next page.

Proposal Type - Operations Grant: Amount of Request: \$ (Max \$2,500)

Statement of Need *(Describe why your club requires the funding e.g. increased costs or decreased revenue):*

Operational Expenses:

Please list your anticipated operational expenses for the year. Note the program will only support eligible expenses. Applicants can attach their own budget for more detail.

Expenses	Amount \$
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Operational Expenses	_____

Part 2: Project Grant

Complete this section to apply for a Project Grant (up to \$30,000 annual amount. Note: \$30,000 is the maximum per club for a project grant and an operations grant combined). If you are not applying for a Project Grant, please proceed to "Application Declaration and Consent".

Proposal Type (Choose One): Facility Improvement Special Event Program or Other Activity

For a facility improvement proposal, indicate whether your club rents or owns the facility (Choose One): Rent Own

Project Summary (Describe your proposal in one sentence):

Project Total Expense:

Amount of Request: \$ (Max \$30,000)

Start Date:

End Date:

Location(s) of Project Activities (*communities, facilities*):

Project Description:

- Provide a brief summary of the project. Address what you will do, how and when you will do it. Who will be involved, and what will you accomplish?
- How will it benefit the long term sustainability of your veteran service club?
- List any significant partnerships and describe the nature of the partnership.

Community Involvement and Impact: (Answer All Questions)

- Who will this project reach and benefit?
- Describe the issue, challenge, or opportunity that your project is designed to address.
- If you have identified a specific audience, please indicate how you plan to reach that audience?
- In the event your grant application is not approved, how would your project and timelines be impacted?

Expected Results:

- Describe the expected outcomes, benefits or results that your club will gain from your project.

Budget:

- Please provide the project budget listing all projected revenue and expenses. Note the program will only support eligible expenses. Applicants can attach their own budget for more detail.

Revenues	Amount \$	Expenses	Amount \$
Total Revenue		Total Expenses	

Applicant Declaration and Consent:

I hereby declare the following:

- ✓ Grant recipients will be required to acknowledge the Program and the Government of Saskatchewan funding support for the project.
- ✓ Project grant recipients will be required to submit a follow-up report within 45 days of the completion of the project. This report must describe the activities of the project and indicate how it met the aims of the Program.
- ✓ Applicants who receive more than one Project grant in 2022-23 may submit a single follow-up report for both grants by the later deadline.
- ✓ A follow-up report is not required for an Operations grant.
- ✓ Grant recipients will be expected to keep proper accounts and records of the activities in respect of which funding is paid from the Program. Receipts to support eligible expenses must be retained and may be requested.
- ✓ Expenses claimed must be to support eligible activity proposed in the application. Significant changes to the use of funds must be approved by the Application Review Committee.
- ✓ Funds may not be transferred to other activities or organizations and unused funds must be returned to RCLSC.
- ✓ Failure to meet the above funding obligations to the satisfaction of RCLSC will be grounds to restrict access to future funding and or to require the return the funds..

_____ Date (dd-mmm-yyyy)

_____ Signature of Applicant

Deadline

Applications will be accepted until midnight of an intake deadline date (April 30, August 31, and February 15).

Questions:

General inquiries regarding the Saskatchewan Veterans Service Club Support Program may be directed to the Royal Canadian Legion Saskatchewan Command: (306)-525-8739; admin@sasklegion.ca.

Submission Guideline:

Applicants must submit their application and attachments through email to: admin@sasklegion.ca
All documents are required to be in a PDF or MS word format.

