Saskatchewan Veterans Service Club Support Program Guidelines: 2025-26

April 1, 2025

Saskatchewan

Contents

1.0 Introduction

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

1.1   Program Aims
- 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.

2.0 Grant Amount

The maximum amount awarded to any applicant in 2025-26 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. Applications are reviewed against the assessment criteria, the number of applications received, and priority of need to veterans' service clubs and the veterans community across Saskatchewan. **Facility improvement projects take priority over other categories when program funding is limited.**

3.0 Eligibility

3.1   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.

3.2   Eligible Projects and Activities
- Veterans club facility improvement projects, upgrades and repairs, located in Saskatchewan, to support community access to programming, meetings and events;
- Special events, programs, and activities occurring in Saskatchewan to engage the public and advance the work of veteran service organizations.
- Eligible applicants may apply for up to $2,500 to be directed toward club operating costs, in Saskatchewan. **Note: facility improvement projects take priority when program funding is limited. Funding for operations support is not guaranteed.**

3.3 Eligible Expenses
All expenses must fall within the program year: April 1, 2025 to March 31, 2026.

1. Project Support
   a. *Facility Improvement Project*

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

   b. *Special Event, Program or Other Activity*

For a special event, program, or other activity project, tangible 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 costs the Application Review Committee is satisfied is core to the delivery of the event/program/activity. The project must have a clearly defined objective, timeline, and endpoint.

Note: facility improvement projects take priority over the other categories when program funding is limited.

2. Operations Support

For operations support, short-term operating costs are eligible to help offset rising veterans club operations expenses (e.g., office administration fees including existing staff wages, utilities, rent and/or rental of an applicant organization's facilities).

3.4 Ineligible Expenses
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;
- Activities that exclusively promote definable religious or political viewpoints;
- Allowances, wages or personal expenses for program registrants and participants (except for eligible costs under operations support or where required expenses may reasonably pose a barrier to participation);
- In-kind contributions (volunteer time, donations of food, goods, services equipment, waived rental fee, etc);
- Expenses incurred before the grant period (April 1, 2025);
- Business startup or pre-operating costs (i.e. the project must be shovel-ready);
- Any other expenses deemed ineligible by the Application Review Committee.

3.5 Project Phasing Eligibility

Projects phased over multiple years will be considered on a case-by-case basis and approved at the discretion of the Application Review Committee in consideration of the following criteria:

- The applicant must identify the entire project scope upfront in their initial application, including the total anticipated budget, phasing plan, and a clearly defined objective, timeline, and endpoint.
- Each project phase must be applied for independently, subject to the criteria and requirements for project support. The plan and budget for the current phase must be clearly identified.
- Each project phase must independently align with program objectives and criteria.
- A phased project may be funded for a maximum of three program years.
- Approval of one phase of a project does not guarantee the other phases will receive funding.
- Project phasing may not be used to subsidize ongoing programming or indefinite projects, or to recover cost overruns of a previous project.
- The applicant's previously funded projects will be reviewed for similarities before a phased project is approved.

Project types that would typically be considered eligible for phasing include major structural repairs necessary for the sustainability of a facility (e.g., a roof replacement); or special projects or activities, with a clearly defined tangible deliverable and end point. Separate interior renovation projects at a facility are not considered phased; for example, a kitchen renovation in one year, and a bathroom renovation in another year would typically be considered separate projects.

4.0 Criteria

4.1 Project Support Criteria

Applications for projects will be assessed based on the extent to which the application meets the following criteria:
- 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 veterans funding program.
- The proposed costs are eligible (see Eligible Expenses above).
- 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 must support and align with the aims of the Program.

4.2 Operations Support Criteria

Applications for Operations Support will be assessed based on the applicant's financial need against their demonstrated eligible expenses (up to the maximum amount). This is typically demonstrated through utility bill amounts and staff wages.

5.0 Application Process and Deadlines

5.1 Application Process

- The application form will be distributed by RCLSC to all Saskatchewan Legion Branches, ANAVETS units, and known eligible organizations. It is also available online at: https://sasklegion.ca/branches/#tab-id-1 or by contacting the RCLSC at 306-525-8739.
- The same application form can be used to apply for project and/or operations support.
- Applicants can only apply for one 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.

5.2 Application Intake Deadlines

- Application intake deadline for 2025-26 is June 1.
- Applications must be submitted to RCLSC by midnight of the intake deadline.
- A second application intake may operate on a rolling "first come, first served" basis as budget lasts, or until February 15, 2026.

6.0 Assessment Process

- The RCLSC will review all applications to confirm basic eligibility criteria are met and the application form 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.

7.0 Obligations and Reporting

Applicants who receive a grant are referred to as 'grant recipients' or 'recipients.' By submitting an application form, grant recipients have agreed to the program guidelines.

7.1   Obligations of Grant Recipients
- Projects must be completed by March 31, 2025, unless otherwise indicated in your approval letter. A later date may be approved for projects occurring in the winter or spring, or in consideration of extenuating circumstances.
- Grant recipients will be required to acknowledge the Program and the Government of Saskatchewan funding support for the project (e.g. materials may be provided for display).
- Grant recipients must retain receipts to support eligible expenses (and submit if requested).
- Grant recipients must keep proper accounts and records of the projects in respect of which funding is paid from the Program.
- Expenses claimed must 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.
- Unused funds must be returned to RCLSC. However, the Application Review Committee may approve the recipient to repurpose unused funds for another qualifying project within the program year before seeking a return (e.g. if the recipient's project costs are under budget).
- Failure to meet the above funding obligations to the satisfaction of RCLSC will be grounds to restrict access to future funding and/or to return the funds provided.

7.2   Reporting Requirements
- A follow-up report is <u>not</u> required for the operations support amount.
- Project support recipients are required to submit a follow-up report to RCLSC 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.
- If a recipient receives a grant for more than one project in 2025-26, they may submit a single follow-up report for all projects by the later required date.
- Funding may be denied if a follow-up report from a previous year has not yet been submitted by the applicant. The Application Review Committee may conditionally approve a project, but funding will not be released by RCLSC until any outstanding follow-up report(s) are resolved.
- Any applicant with an outstanding follow-up report from a prior year is in bad standing with this Program.

7.3   Project Delays and Extensions
- Project support recipients must notify RCLSC promptly of any delay(s) that may put the project at risk of missing the completion deadline and keep RCLSC apprised of the project status.
- An extension may be granted if RCLSC is satisfied with the reason(s) for the delay and that the project will continue.
- The recipient may be required to return any unused part of the grant if RCLSC is not satisfied with the reason(s) for the delay or if the project will not be completed on a reasonable timeline.
- Project funding will be denied if the applicant has an incomplete project from a previous year.
- RCLSC will apprise the Application Review Committee of delayed projects and may consult with the Government of Saskatchewan on extension requests.