



# Community Grant

## Grant Program Guidelines

### Introduction

SGI, as part of the Acquired Brain Injury (ABI) Partnership Project, established this program to provide community grants for traffic safety and ABI prevention programs. Our goal is to enable community groups to establish, enhance and deliver programs that address safety issues in their communities. SGI and ABI will provide support and guidance in identifying priorities and in the development and implementation of any of these initiatives.

### Program funding

The average grant amount is \$1,000 per project.

Organizations can only apply if all previous grant project final reports are completed, or a satisfactory status report has been submitted and approved by the community grant administration team.

The project start date must fall after the date that grants are awarded. For Feb. 28 grant intake, projects must start after April 30. For Oct. 31 grant intake, projects must start after Dec. 30.

### Program purpose and objective

#### Purpose

To stimulate and financially support local, collaborative action that will increase traffic safety and brain injury prevention awareness while reducing the frequency and severity of traffic and brain injuries or fatalities within Saskatchewan.

#### Objective

To build and strengthen the capacity to develop, deliver and evaluate focused initiatives that increase traffic and brain safety awareness and reduce the incidence of traffic and brain injuries.

### Eligibility requirements

Applicants must represent one of the following:

- a non-profit organization
- Indigenous land or territory

**Note:** Individuals are not eligible. Only organizations can apply for the Community Grant as cheques can only be made out to an organization, not an individual.

Successful recipients will receive funding via mailed cheque.

### Eligible expenses

Applicants are required to provide a proposed budget for their project, which must include a breakdown between the grant amount they are requesting and any other financial or in-kind support. Vendor quotes outlining all project costs are also required.

Reasonable costs associated with completing the final project report should be included in the overall budget.

### Ineligible expenses:

- food
- expenses for existing salaries
- activities that have already been completed
- administrative functions that are part of ongoing business

Funding for physical improvements or capital expenditures that aren't integral to the project will not be considered.

## Application assessment criteria

Preference will be given to organizations submitting grant applications that provide evidence of the following:

- a demonstrated need for the initiative in the specific community
- it doesn't duplicate an existing program in the specific community
- a strong community involvement or that are funded on a shared basis in the community, and address SGI traffic safety and ABI program priorities such as:
  - impaired driving
  - seat belt use
  - high collision intersections
  - pedestrian safety
  - bicycle safety
  - snowmobile safety
  - senior drivers and young drivers
  - sport and recreational injury prevention
  - workplace safety
  - fall-related injury prevention

All proposals must include a **well-defined action plan** that:

- involve various community groups or members
- be cost-effective
- have the potential to be repeated or expanded in the future
- offer a structure that can be used for other traffic safety/injury prevention initiatives
- may be helpful and useable in other communities
- avoid a conflict of interest
- focus on community safety education or awareness
- are cost-shared
- address a demonstrated need in the community
- do not duplicate existing community or provincial programs or resources

**Note:** The proposals should **not** include expenses for salaries, food for volunteers or participants or for media/promotion.

Funding for physical improvements or capital expenditures will **not** be considered.

## Obligations and expectations

We encourage grant recipients to share information about their funded projects with other organizations, including project outcomes, lessons learned, and the potential for replicating or adapting the project as a model for others. The community grant administrator reserves the right to share information and reports about funded projects. Grant recipients that are non-compliant or non-responsive about meeting reporting obligations, after notification and fair warning, will be asked to return remaining grant funds. In these instances, future funding will be deferred for a minimum of two years. Projects must be completed within a reasonable timeframe. Grant recipients agree that SGI and the Acquired Brain Injury Partnership Project are providing funding for the purposes outlined in these guidelines.

## Final report and project evaluation

All approved projects require a final report from the principal applicant within three months after completion. The final report should list and briefly explain how the project goals and objectives were met as defined in the original application.

Specific instructions and a form on final report requirements will be provided to successful applicants.

## Surplus funds

Should the grant recipient not spend all awarded grant funds, they will be required to either:

1. Return the surplus funds, or
2. Use the surplus funds for another purpose with approval from the Community Grant Committee.

## Grant application dates

These grants are offered twice a year. The application deadline for the first set of grants is February 28. The second deadline for grant applications is October 31. Late applications will not be considered.

## How to apply:

Please create an account for your organization and apply using our [online portal](#).

## **Decisions on grants**

All applications for funding will be evaluated by a review committee comprised of representatives from: SGI Traffic Safety, ABI Partnership Project, enforcement, and other groups as required. Applicants will be advised of the decision on their submissions by April 30, for the February deadline and December 31, for the October deadline.

## **Program benefits**

SGI and the ABI Partnership Project are excited about the potential benefits of the Community Grants program. We encourage communities to identify traffic safety and injury prevention concerns and solutions to help increase awareness of safety issues. Co-ordinating traffic safety and injury prevention efforts at the community level throughout the province reduces duplication of projects and programs, fills gaps and builds programs that are mutually supportive.

The most favourable benefit of the grant program is the potential for long-term reduction of death and injuries sustained in traffic collisions, falls and recreational and workplace activities. Such injuries are costly to communities and to government agencies such as SGI, Saskatchewan Health, Social Services and Workers' Compensation.

Through this joint effort of government and community, we can help save lives and prevent injuries in Saskatchewan.