

City of Saskatoon's
Downtown Saskatoon Grant Program
A Grant to BUILD/INVEST/ANIMATE Downtown Saskatoon

GUIDELINES page 1

For projects completed by April 30, 2020

Email completed application by midnight, June 2, 2019 to: info@dtnyxe.ca

OBJECTIVE

The purpose of the **Downtown Saskatoon Grant Program** is to improve quality of life in Downtown Saskatoon by supporting new and exciting initiatives that create, promote, and program Downtown experiences. In support of the City Centre Plan, successful projects will foster a vibrant mix of uses, including design interventions, lighting installations, and alley activation, all designed to improve the public realm. In support of I Belong Downtown workshops, it is anticipated (but not limited to) that applications be generated by Downtown business & property owners, perhaps in partnership with others.

PROGRAM CATEGORIES

- **Design & Build** | Projects that include the design and construction of new physical elements of a temporary or permanent nature, which may include placement on public or private land. Applicants will be responsible for obtaining the necessary approvals and permits for any installations that are proposed.
- **Activities, Events & Programs** | Projects that build enthusiasm and interest in the Downtown by creating new and exciting activities for residents, visitors, and employees of the district.

APPLICATION DETAILS

- **Who Can Apply** | Property owners, tenants, non-profit organizations, ad hoc groups, businesses, or for-profit organizations who demonstrate a creative interest in animating Downtown Saskatoon. It is anticipated (but not limited to) that applications be generated by Downtown business & property owners, perhaps in partnership with others.
- Projects must be active/accessible to the public by April 30, 2020.
- All expenses for reimbursement must have receipts and occur within the grant period of June 3, 2019 – April 30, 2020.
- Applicants are required to carry a minimum of \$2,000,000 in liability insurance.
- Applications will be reviewed by a committee consisting of community stakeholders and the City of Saskatoon. Recommendations of the assessment committee are final.
- Among other criteria, projects will be adjudicated on:
 - Demonstrated benefits to our community,
 - Partnerships involving more than one person, organization, or property, and
 - The possibility to leave a legacy and maintained effectively for a long period of time.
- **Who Cannot Apply** | Applicants who do not have appropriate liability and participant insurance for the proposed project. Applicants may not receive funding for the same project through any other City of Saskatoon grant program (i.e., Façade Grant, SK Lotteries Community Grant, Sports Participation Grant, Environmental Grant, etc.). Alcoholic beverages or cannabis expenditures are not eligible expenses.
- Applicants will receive an email confirming their grant application has been received (please allow 3-5 business days for confirmation).
- Applicants will be informed, in writing by email, of the results of their application by June 12, 2019.

City of Saskatoon's
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A Grant to BUILD/INVEST/ANIMATE Downtown Saskatoon

GUIDELINES page 2

FUNDS AVAILABLE

- Each applicant may apply for and receive up to a maximum of \$10,000, covering a maximum of 50% of a project's total costs.
- There is \$100,000 in available funds for the 2019-2020 **Downtown Saskatoon Grant Program** - that's a minimum of 10 grants available.
- Grants may be provided in amounts less than \$10,000.
- The grant process is competitive; there is no guarantee that an applicant will receive funding.
- Funding is contingent on receiving all required approvals (including City of Saskatoon Public Art Advisory Committee, as applicable).
- The City of Saskatoon reserves the right to reserve some of the funds if required.

SUCCESSFUL PROJECTS

- Receipts and a follow-up report are required from all successful applicants before reimbursements will be provided. A site inspection may be required depending on the nature of the installation. All inquiries and submittals are to be directed to Downtown Saskatoon.
- Successful applicants are required to acknowledge support from the City of Saskatoon & Downtown Saskatoon.
- Successful applicants must notify Downtown Saskatoon of any changes (staffing, duration, programming, timing, budget or other) before the change is made.

For more information, recommendations, and to submit your application, please contact:

Brent Penner
Executive Director
Downtown Saskatoon
306-664-0709
info@dtnyxe.ca

Downtown Saskatoon Grant Program

A Grant to BUILD/INVEST/ANIMATE Downtown Saskatoon



APPLICATION page 1

Applicant Information

Name of Applicant

Business Name (if applicable)

Mailing Address

Postal Code

Email

Phone Number

Applicant has read the program guidelines: ____ Initials

Project Location Information

Legal Description/Civic Address

Location Description

Registered Owner of Project Location Property

Business Name

Contact Person

Mailing Address

Postal Code

Email

Phone Number

Approval from Property Owner Obtained yes no

Project Information

Project Name

Total Project Costs \$

Grant Amount Requested \$

(Maximum 50% total project costs & Maximum \$10,000)

Installation Start Date

Installation Completion Date

Insurance Company Name

Insurance Policy #

Project Statement (maximum 25 words)

Include the following information with your application
(all in a single email with attachments)

- Completed application form
- Bio on applicant/artist/project leader/organization, as applicable
- Project Description (maximum 3 pages) with the following information:
 - Project description,
 - Who is leading it, and what partners/partnerships are involved,
 - How the project will BUILD/INVEST/ANIMATE Downtown Saskatoon,
 - Demonstrated benefits to our community, and legacy left,
 - Maintenance/upkeep/ongoing event plan,
 - Anticipated acknowledgement of support from the City of Saskatoon & Downtown Saskatoon.
- A Schedule of Work
 - Include information on the timeline/planning for the project (i.e. who does what, when do they do it).
- Project budget
 - List all revenues (including the grant) and expenses; indicate which expenses the grant will be used for
- Support Material, as applicable
 - Plans/drawings,
 - Quotes on goods and services, equipment, etc.

APPLICATION DETAILS

- Applicants will receive an email confirming their grant application has been received (please allow 3-5 business days for confirmation).
- Applicants will be informed, in writing by email, of the results of their application by June 12, 2019.
- For projects completed by April 30, 2020
- Email completed application by midnight, May 5, 2019 to: info@dtntyxe.ca

Information Certification

Freedom of Information and Protection of Privacy

Downtown Saskatoon and The City of Saskatoon are committed to protecting the privacy and confidentiality of people's personal information. The information collected on this application will be used to administer the Downtown Saskatoon Grant Program. De-identified, aggregate information will be used by Downtown Saskatoon and the City for program planning and evaluation.

_____ Initials

Incident Notification

The Applicant shall notify the Downtown Saskatoon of any incident that it becomes aware of that may result in a claim against either the Applicant, Downtown Saskatoon, or the City, including, but not limited to such losses as, property damage to City assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third party bodily injury. The Applicant shall provide the notification to Downtown Saskatoon within 7 days of the Applicant becoming aware of the incident.

_____ Initials

Indemnity

The Applicant hereby agrees to save harmless and indemnify Downtown Saskatoon and the City of Saskatoon, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided by or for the Applicant pursuant to the Downtown Saskatoon Grant Program.

_____ Initials

Warning

Any Applicant that intentionally or negligently makes or furnishes a false statement or misrepresentation on this application for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the Downtown Saskatoon and the City of Saskatoon for a length of time and on such terms as Downtown Saskatoon and the City of Saskatoon, in its sole discretion, deems appropriate.

_____ Initials

Signature

In making this application, we the undersigned hereby represent to Downtown Saskatoon and the City and declare that to the best of our knowledge and belief, the information provided in this application is truthful and accurate and the application is made on behalf of the above-named Applicant.

I/we solemnly declare that the information provided is true and the documents submitted in support of the application, if any, are genuine and have not been altered in any way.

I/we agree that by submitting this application I/we are electronically signing the Downtown Saskatoon Grant application as follows:

Applicant	(for NFP) Board Member
Signature	Signature
Date	Date