



The City of Winnipeg

Community Incentive Grant Program

Application, Guide, and
Questions & Answers



Questions & Answers

What is the Community Incentive Grant Program (C.I.G.P.)?

The Community Incentive Grant Program of the City of Winnipeg is designed to encourage non-profit community organizations to undertake improvements or purchase capital assets that are available for public use or will enhance public use of a space or facility.

Who can apply?

Non-profit community organizations that contribute to the health and well-being of the community are eligible to apply for C.I.G.P. funding. For the purposes of this grant, the definition of a non-profit organization shall be: “a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. Any profit that is made is used to further the goals or undertaking of the organization. Profits must not be used by the individuals involved for their own personal financial gain”.

What are the eligibility criteria?

Any project that fits the following criteria is eligible for funding:

1. Organization is a non-profit community organization that contributes to the health and well-being of the community.
2. The project is a capital improvement or the purchase of a capital asset that will be retained for more than one (1) year.
3. The project is available for public use or will enhance public use of the space or facility.
4. Project will be initiated and substantially completed within two (2) years of award.
5. Total City of Winnipeg contribution is 50% or less of the total project costs.

Do all applications that meet eligibility criteria get approved?

As funding is limited, not all projects which meet the criteria will be approved. Do not assume the application is approved until notified in writing. Expenditures incurred before the project approval is received may be ineligible for reimbursement.

What are the financial limits of the grant?

To meet eligibility requirements for the Community Incentive Grant Program, the total funding contribution by the City of Winnipeg (including C.I.G.P.) must be 50% or less of total project costs.

What are the deadlines?

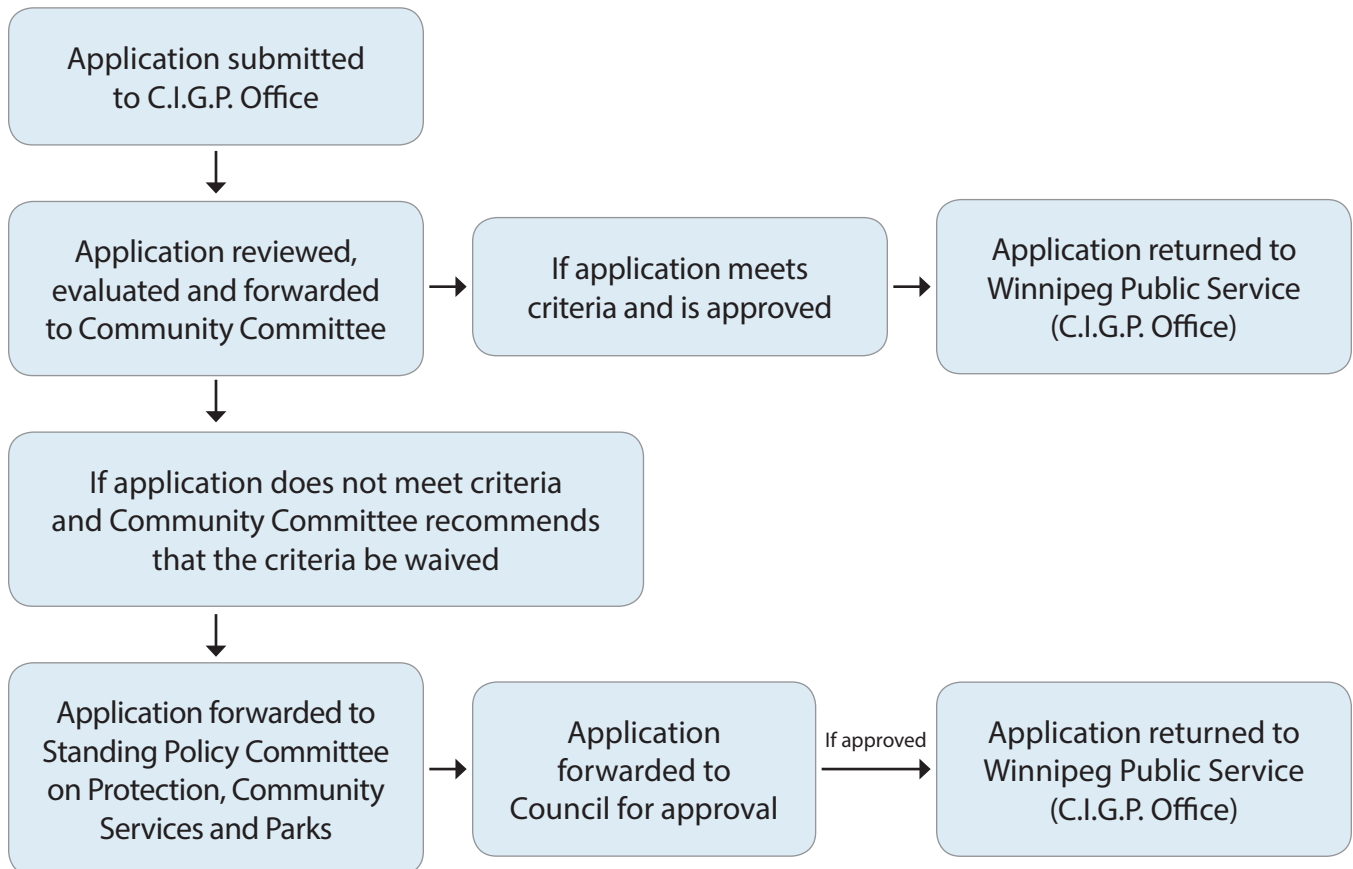
Applications are accepted on a year-round basis. Applications are reviewed, evaluated and forwarded to the relevant Community Committee for recommendation and approval. Community Committee meeting schedules are posted on our website at Winnipeg.ca/clerks/council/meetings.stm. Please submit your application with supporting documentation at least **two weeks** before the Community Committee scheduled meeting date.

Please note that projects must be initiated and substantially completed within two (2) years of award or the grant may be rescinded. As a result, applicants should be considering the funding timeframe relative to the project completion date prior to submitting the application. For large construction/renovation projects, it is recommended that organizations contact the C.I.G.P. Grant Administrator at 204-986-2216 for assistance in assessing when to apply.

How does the grant get approved?

1. Applications will be assessed in detail on the basis of the program eligibility and selection criteria previously outlined.
2. All applications will be referred by the C.I.G.P. Administration Office for consideration by the Community Committee for the area where the proposed project is to be located. Applicants will have the opportunity to appear before the Community Committee in support of their application.
3. Community Committees have the final authority when C.I.G.P. applications meet criteria. When C.I.G.P. applications do not meet criteria, the Community Committee has the authority to forward the application, with its recommendation, to the Standing Policy Committee on Protection, Community Services and Parks.
4. The Standing Policy Committee on Protection, Community Services and Parks will consider the application, the recommendation of the Community Committee, and the assessment of the C.I.G.P. Administration Office, and will forward the application, with its recommendation, to City Council. Please refer to flow chart below.
5. All applicants will be notified in writing concerning the final decision of the Community Committee and, if applicable, Standing Policy Committee on Protection, Community Services and Parks and Council.

Approval Process Flow Chart



Questions & Answers

How does the grant work?

Upon approval, an initial meeting with the City of Winnipeg C.I.G.P. Grant Administrator is required to review project-specific conditions for funding and additional requirements necessary in order to access the grant.

Note: approved applicants are required to enter into a contractual funding agreement with the City of Winnipeg. It is strongly recommended that applicants do not start work on the project until the C.I.G.P. Grant Administrator has confirmed that all of the grant requirements have been met and the funding agreement has been executed.

How is the grant paid out?

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:

1. The funding agreement must be executed prior to any reimbursement of expenditures.
2. The applicant/project sponsor must pay for the project, or some portion of it, before applying for reimbursement (progress claim) of 50% of the expenditure. As a result, applicants may need to consider arranging for interim financing.
3. 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.
4. The City of Winnipeg retains a 7.5% holdback on each construction-related progress claim. When the project is complete, these holdback funds are released to the project sponsor.

Ineligible Costs

The following expenses are not eligible for reimbursement: Expenses for project sponsor employees and operations; feasibility studies; consulting/engineering fees; legal fees; financing charges; shipping fees; costs related to fundraising activities, advertising, promotions, on-going maintenance, meals or travel.

How do I apply?

Submit a completed Community Incentive Grant Application (Part A and Part B), along with required supporting documentation to:

Community Incentive Grant Program
8th Floor – 395 Main Street
Winnipeg, Manitoba R3B 3N8
Email: cigpadministration@winnipeg.ca

Please refer to the C.I.G.P. Application Guide for details.

Application acknowledgement

Upon receipt and assessment of a completed application, the C.I.G.P. Administration Office will send a letter to the applicant identifying when the application is being forwarded to the Community Committee for review.

Need help? Call 204-986-2216

Please refer to the C.I.G.P. Application Guide for assistance in completing the application and submission requirements. If further clarification or assistance is required in the preparation of the application or development of project proposals, please contact the C.I.G.P. Administration Office at 204-986-2216.

Application Guide

Part A: Community Incentive Grant Program Application Form

1. a) Legal name of the organization:

Careful, this one is not as simple as it appears.

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.

Note: To meet the eligibility requirements for the Community Incentive Grant Program, the organization must be a non-profit community organization that contributes to the health and well-being of the community. See Part B for additional submission requirements.

b) Year the organization was formed:

Please provide the year in which the organization was first formed. Hint: 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:

Correspondence will be sent to this address.

In addition to the mailing address, please provide the organization's email address, 10 digit phone number and 10 digit fax number where applicable.

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

Ensure all information is complete for primary and secondary contact including 10 digit phone/fax 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.

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 C.I.G.P., 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.

Application Guide

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.

Note: To be eligible for C.I.G.P. funding, the project must be initiated and substantially completed within two (2) years of award or the grant may be rescinded. As a result, applicants should be considering the funding timeframe relative to the project completion date prior to submitting the application. For large construction/renovation projects, it is recommended that organizations contact the C.I.G.P. Grant Administrator at 204-986-2216 for assistance in assessing when to apply.

7. Has this project received prior funding through the Community Incentive Grant Program (C.I.G.P.)?

Please check either yes or no.

Note: If the project has received prior funding from C.I.G.P., 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 costs.

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 C.I.G.P.)

Identify all other funding sources for this project including other grants, funds on hand and proposed fundraising. Indicate whether or not each source of funding is confirmed (i.e. organization has received official notification of the amount approved by the grant source). If additional space is required, attach a separate document identifying each funding source, their contribution towards the project and whether the funding is confirmed or not.

Identify the total value of "other funding sources".

Note: If the application receives approval for funding from C.I.G.P., the City of Winnipeg will require written confirmation of other funding contribution.

10. Amount requesting from C.I.G.P.

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 (including C.I.G.P.) must be 50% or less of total project costs. Where the project has received funding from other City of Winnipeg sources, the combined total (including C.I.G.P.) must be no greater than 50% of the total project cost identified in #8.

11. Total of all funding sources including C.I.G.P.

Enter the total of all funding sources including C.I.G.P. (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

To be eligible for the Community Incentive Grant Program, the following criteria apply:

1. The organization must be a non-profit community organization that contributes to the health and well-being of the community.
2. The project must be a capital improvement or the purchase of a capital asset that will be retained for more than one (1) year.
3. The project must be available for public use or enhance public use of the space or facility.
4. The project must be initiated and substantially completed within two (2) years of award.
5. The total funding contribution by the City of Winnipeg must be 50% or less of total project costs.

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.

Application Guide

c. Supporting documentation required:

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

Organization Requirements

(i.e. non-profit organization that contributes to the health and well being of the community)

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 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 that support the total project costs.**

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. If the project takes place on City of Winnipeg owned property, additional requirements including project plan approval and insurance coverage will be required PRIOR to work being done on the property.

For questions or clarification, call the C.I.G.P. Grant Administrator at 204-986-2216

Submission Deadline: Applications are reviewed, evaluated and forwarded to the relevant Community Committee for recommendation and approval. Community Committee meeting schedules are posted on our website at Winnipeg.ca/clerks/council/meetings.stm Please submit your application with supporting documentation at least **two weeks** before the Community Committee scheduled meeting date.

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

Community Incentive Grant Program
8th Floor – 395 Main Street
Winnipeg, Manitoba R3B 3N8
Email: cigpadministration@winnipeg.ca

Application Form

Please use the C.I.G.P. Application Guide to complete this form.

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		Phone
	Daytime Phone	Residence Phone/Cell	Fax
	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 C.I.G.P.) 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 C.I.G.P. * Note: To meet eligibility criteria, the total City of Winnipeg funding contribution (including C.I.G.P.) must be 50% or less than the total project cost.			\$*
11. Total of all funding sources including C.I.G.P. (total #9 + #10) Note: 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

Application Form

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 approval by the City of Winnipeg.

To have a sign 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
- fabrication specifications
- proposed location of sign
- plan for installation

Submitted sign designs will be reviewed by departments to ensure compliance with all relevant City of Winnipeg by-laws, policies, and processes.

City staff will convey approval or comments back to the applicant within fifteen (15) business days.

Signs must not be installed until approval is provided from the City of Winnipeg to the applicant in writing.

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 of Winnipeg staff.

Please use the C.I.G.P. Application Guide to complete this form.

Part B: Project Proposal Submission

To be eligible for the Community Incentive Grant Program, the following criteria apply:

1. The organization must be a non-profit community organization that contributes to the health and well-being of the community.
2. The project must be a capital improvement or the purchase of a capital asset that will be retained for more than one (1) year.
3. The project must be available for public use or enhance public use of the space or facility.
4. The project must be initiated and substantially completed within two (2) years of award.
5. The total funding contribution by the City of Winnipeg must be 50% or less of total project costs.

In a **separate attachment**, provide a description of how your organization and project meets the eligibility criteria for this grant. 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 a minimum of two cost estimates. Note: For large upscale projects, identify which portion or components of the project you wish to have funded by C.I.G.P.

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. In addition to the above, please attach the following supporting documentation:

- For incorporated organizations, please attach a copy of the organization's latest Companies Office "Annual Return of Information". Note: For organizations that are not incorporated, please attach information listed in the application guide for this section (page 8).
- 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 that support the total project costs.

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

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8th Floor – 395 Main Street
Winnipeg, Manitoba R3B 3N8
Email: cigpadministration@winnipeg.ca



Winnipeg.ca