

GRANT APPLICATION FORM

A. ORGANIZATION CONTACT			
Legal Name of Organization:			
Address:		Postal Code:	
Phone #:		Fax:	
Email address:			
Contact Name:		Title:	
Contact Phone #:			

B. ORGANIZATION BACKGROUND	
1. Organizational Purpose – What is the primary purpose or mission of your organization? What are your organization’s objectives, targets, and goals?	
2. Are other organizations in Melville and area offering similar services as your organization? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(a) If yes, have you had discussions about working together with this group or amalgamating? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(b) Please provide the name(s) of the other organizations you have contacted:	

(c) Please explain why amalgamation has not happened between the groups:	
3. In what category does your organization best fall into:	
· Business <input type="checkbox"/>	· Community-based organization <input type="checkbox"/>
· Not-for profit organization <input type="checkbox"/>	· Health Agency <input type="checkbox"/>
· Preschool/child development agency <input type="checkbox"/>	· School <input type="checkbox"/>
· Club <input type="checkbox"/>	· Other (please specify): <input type="checkbox"/>
· Cultural Group <input type="checkbox"/>	_____
4. Does your organization pay property taxes to the City of Melville? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Please attach a list of board members for your organization.	

C. GRANTING REQUEST

1. Amount of Request (monetary):

\$ _____

Breakdown of the above monetary request is included below:

Utilities	\$ _____
Maintenance	\$ _____
Supplies	\$ _____
Insurance	\$ _____
Wages and benefits	\$ _____
Contractual Services	\$ _____
Capital Items	\$ _____
Other (please specify)	\$ _____

2. In-Kind (non-monetary) request:

Please include any type of labour or equipment that you are looking for the City of Melville to provide in this request. For example, if your organization is looking for the City of Melville to provide set-up and removal of barricades for a parade request, please include this request in this section:

3. Provide a brief description of the project or initiative in which you are applying for funding. Please be specific on what the funding will be used for:

4. Provide a description on how the funding provided will benefit the citizens/community of Melville:

5. Please provide the number of individuals that are estimated to be affected by this grant funding (i.e. the number of individuals the organization serves that will be directly affected by this funding)?

(a) Of the number indicated above, how many would you estimate are City of Melville residents? _____

6. Please provide the age demographics of the organization's service group (i.e. the individuals the group services and is directly affected by the grant funding as indicated above):

Age Range (in years):

Number Served:

0-5

6-12

13-18

19-30

31-65

65+

7. How does your organization align with the City of Melville's vision statement of being a vibrant, inclusive City with welcoming small-town appeal?

8. How does your organization align with the City of Melville’s mission statement to be a City that provides economic, social, and environmental opportunity while being a community that is safe, friendly and engaging?

9. How does your organization align with one or more of the goals as per the City of Melville’s 2022 – 2025 Strategic Plan (please refer to page 6 of the City of [Melville - Strategic Plan 2022 – 2025](#))?

D. GRANT REQUIREMENTS:

PLEASE NOTE THAT THE FOLLOWING INFORMATION MUST BE PROVIDED AS PART OF YOUR GRANT APPLICATION. IF THIS INFORMATION IS NOT PROVIDED YOUR APPLICATION WILL NOT BE ACCEPTED OR PRESENTED TO COUNCIL.

1. Does your organization have **audited** Financial Statements? Yes No

If **yes**, please attach a copy of your most recent **audited** Financial Statements.
If **no**, please attach a copy of your most recent **unaudited** Financial Statements.
If your organization does not prepare Financial Statements, please explain why below:

2. If your organization completes budget documents please refer to parts 2. (a) and (b) below. If your organization does not complete budget documents please complete the following declaration:

My organization does not complete budget documents on an annual basis; therefore, the budgetary requirements have not been included in my application. I have included any further documentation that indicates the financial planning of our organization's funds on a year-to-year basis for informational purposes (e.x. meeting minutes, strategic plans, etc.).

Signature of Authorized Applicant: _____ Date: _____

(a) Please attach a copy of your budget that corresponds to the Financial Statement year reported above (for example, if your 2024 Financial Statements are attached to this application as your most recent Financial Statements, then please also attach your 2024 Budget report).

(b) Please attach a copy of your **2025** budget that **incorporates** the funding requested in this grant application.

3. Will your organization be receiving or is planning to receive granting from any other provider? Yes No

If **yes**, please specify the provider(s) and expected or applied amount of the grant:

Provider: _____	Amount: \$ _____
Provider: _____	Amount: \$ _____
Provider: _____	Amount: \$ _____
Provider: _____	Amount: \$ _____

4. If your funding request is for a capital item or project, please attach quotes received, as well as, any further information that is applicable to that capital project. This may or may not include engineered drawings and plans.

5. Does your organization set aside funds for future financial planning through a reserve structure or any other method in its budget? Yes No

If **yes**, please provide details, including the amount set aside in the 2025 budget, if any.

E. GRANT RESULTS

On completion of the program/activity, the City of Melville may require successful applicants to provide a detailed account of how the funding was specifically used in 2025 and how this funding benefited the City of Melville’s citizens/community. Release of funding may be subject to conditions as deemed fit by the City, after approval by the City Council.

1. If successful, are you willing to provide this report to the City of Melville and/or abide by such conditions?
Yes No

Signature:

By signing this application, you hereby declare that you have authorization or authority to represent the organization in which funding is being applied for. Furthermore, you declare that the information presented in this application is to the best of your knowledge and belief, and that the information provided in this application is truthful and accurate.

Any organization that intentionally or neglectfully omits information or provides false statements within this application for the purposes of receiving a grant, will not only have the grant denied, but will also be deemed ineligible for funding from any current or future grant funding program that the City of Melville administers.

Signature of Applicant: _____

Date: _____

Name of Applicant: _____

Checklist

Please ensure the following have been included in your application:

- Most recent Financial Statements (audited/unaudited)
- Budget corresponding to the Financial Statements year (unless declaration has been made)
- 2025 Budget incorporating the funding requested (unless declaration has been made). If a declaration has been made then please attach any further documentation that indicates the financial planning of our organization's funds on a year-to-year basis (e.x. meeting minutes, strategic plans, etc.)
- Disclosure of grant funding from other organizations

Please ensure that each area listed on the evaluation criteria (included on the next page) have been addressed in the above application form.

City of Melville Evaluation Criteria:

The City of Melville uses an evaluation criterion for marking grant application forms. Points from 0 to 3 can be awarded based on each criterion listed. The City of Melville uses the following criteria in its evaluation:

1. Funding Alignment to the City of Melville's vision
 - a. Being a vibrant community
 - b. Being an inclusive community
 - c. Being a community that is welcoming with a small-town appeal
2. Funding Alignment to the City of Melville's mission
 - a. Provision of economic opportunity
 - b. Provision of social opportunity
 - c. Provision of environmental opportunity
 - d. Being a safe community
 - e. Being a friendly community
 - f. Being an engaging community
3. Funding alignment with one or more of the City of Melville's goals for the duration of the Strategic Plan 2022-2025
 - a. Good Governance
 - i. To be an open, transparent and professional local government
 - ii. To engage deeply with citizens
 - iii. To use resources wisely in providing necessary programs and services
 - iv. To be prudent financial stewards
 - b. Economic Focus
 - i. To enable greater economic opportunities in the City
 - ii. To support and encourage business in Downtown Melville
 - iii. To attract more, and more diverse, businesses to Melville
 - c. Environmental Respect
 - i. To use land in Melville respectfully and to its highest and best value
 - ii. To minimize the City's impact on the environment
 - iii. To provide the people of Melville with access to the natural environment
 - d. Social and cultural life
 - i. To be a safe community for all
 - ii. To encourage volunteerism and community engagement
 - iii. To promote diversity and inclusion
4. Regionalism or Amalgamation of Similar Groups
 - a. Has the organization considered amalgamation or sharing of resources between like groups
5. Community Impact
 - a. Community need
 - b. Demonstration of added value to the City of Melville and advancement of area of focus of the organization
 - c. Community involvement

6. Community Partnerships/Memberships
 - a. Project/service alignment with other funding bodies
 - b. Collaboration and partnerships for the project/service
 - c. Duplication of project/service
7. Organizational Capacity/Sustainability
 - a. Clear budget plan
 - b. Prudent financial management
 - c. Clear objectives, targets, and outcomes
 - d. Success of previous funding provided/stability and credibility of organization
 - e. Level of leadership and organization
 - f. Demonstration of application for other funding sources
 - g. Identification of partnerships for cost sharing
 - h. Reserve planning
 - i. Sustainability planning
 - j. Long-term feasibility
8. Municipal Heritage/Civic Responsibility
 - a. Preservation of the history of the City of Melville
 - b. Provides a Civic Service
9. Volunteerism
 - a. Organization is actively working to engage citizens to ensure continued volunteerism

Please note a low priority is given to program funding requests from organizations that serve a small restricted group of people, rather than the general public. Please also further note that the required information shown in the "Grant Requirements" section of the application form must be provided or else the application will be marked as disqualified on the City of Melville's council report.

THE DEADLINE FOR FUNDING CONSIDERATION FOR THE CITY OF MELVILLE'S 2025 BUDGET DELIBERATIONS IS MARCH 31, 2025 at 04:00 PM CST.

Applications received late or incomplete will be considered disqualified for funding purposes.

Applications which do not include the required information as detailed in the above application form will be considered incomplete and will be marked as disqualified.

Please note that the timing of announcements of grant recipients will be set at Council's discretion and will be based on the City's 2025 Budget. **Approval of an application may be dependent on the applicant providing receipts for the funding requested. Under this case, grant funding would be the lower of the receipts provided and the amount approved.**

All requests to the City of Melville for assistance by groups or organizations will be referred to and acted upon as grant requests including all direct requests for cash, advertising, equipment use, labour, facility use, sponsorship, insurance, and all other requests that would incur costs of any nature to the City of Melville. The City of Melville reserves the right to deem costs ineligible for granting purposes.

Please note that due to funding restraints for 2025, any or all applications may be referred to other agencies for funding, but the City will attempt to provide non-monetary grants wherever possible.

If funding is approved, all required documentation before the release of funds can commence must be returned no later than December 31st, 2025 at 12:00PM CST. If the required documentation is not received by this time funding will be forfeited by the applicant.

THIS APPLICATION IS NOT AN APPLICATION FOR FUNDING UNDER THE SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM. NOTIFICATION WILL BE MADE SEPERATELY FOR APPLICATIONS UNDER THAT PROGRAM.

Submission:

Please submit your completed forms to:

City of Melville - Grant Application
P.O. Box 1240, 430 Main St.
Melville, SK S0A 2P0

If you have any questions regarding your application please call City Hall at 306-728-6840 or email at cityhall@melville.ca.