



# RSCDS

## Saskatchewan Branch

### Policy Guidelines

### for Grants to Groups

*Adopted by the Branch Executive at its Meeting*

*Via conference call, January 19, 2009.*

*Fiscal Year Revised by a Special General Meeting, Regina , May 15, 2010*

#### **PURPOSE OF THE GRANTS**

The purpose of this grant program is to assist in the development of Scottish country dancing (SCD) in Saskatchewan by providing funds to the regional dance Groups, as defined by the Constitution and Bylaws of the Saskatchewan Branch.

The goals of this grant program are:

- ◆ To encourage participation in SCD and, in particular,
- ◆ To encourage participation by economically disadvantaged people, new Canadians, older adults, persons with disabilities, single-parent families and youth, including youth at risk
- ◆ To support the development and maintenance of SCD
- ◆ To increase the awareness of the benefits of SCD as a way of improving individual health, well-being and self-fulfillment
- ◆ To promote SCD to the provincial community at large

#### **ELIGIBILITY**

Scottish country dance Groups within Saskatchewan, as defined by the Saskatchewan Branch Constitution and Bylaws

#### **ELIGIBLE PROJECTS and PROGRAMS**

To be eligible for consideration, the project and /or program must focus on increasing participation in SCD.

Expenditures must be directly related to the activity and promotion of SCD, e.g. equipment purchase or replacement, purchase of recorded dance music, attendance by fully certificated instructors at Teachers' Association of Canada (TAC) sanctioned events, such as TAC AGM weekend and /or TAC workshops. In the event of the latter, the individual must hold a Teacher's Certificate of the Society and provide evidence of membership with TAC.

## **INELIGIBLE EXPENSES**

The following types of expenditures are not eligible and will not be reimbursed:

- ◆ Honorarium payments
- ◆ Construction, renovation or repairs to buildings
- ◆ Food or food-related costs, including catering supplies, coffee and barbeques
- ◆ Alcoholic beverages
- ◆ Prizes, including cash, gifts, awards, trophies, plaques and badges
- ◆ Gift certificates
- ◆ Donations
- ◆ Uniforms
- ◆ Property taxes and insurance
- ◆ Debt retirement
- ◆ Retroactive funding

## **PROGRAM ADMINISTRATION**

- ◆ Grants will be limited to one (1) application per Group, as defined by the Saskatchewan Branch Constitution and Bylaws, during any fiscal year; i.e. January 1 to December 31 annually.
- ◆ Annual application may include funding requests for multiple projects.
- ◆ Annual allocation per Group will be limited to the lesser of seventy-five percent (75%) of total project /program costs, or \$1,500.00
- ◆ Minimum investment of twenty-five percent (25%) of cost of project /program required by applicant Group from its own resources
- ◆ Application to explain and justify the request for funding, including how general population is made aware of the project /program and the results and /or benefits the participants receive from the project /program.
- ◆ Documentation (evidence of payment - paid cheques, credit card receipts, paid invoice etc.) to substantiate purchase(s) to be provided in order for funds to be disbursed

## **APPLICATION PROCESS**

- ◆ Group completes request for funding and forwards to Branch Executive.
- ◆ Executive will review and advise Group of decision.
- ◆ Group will complete project /purchase and forward evidence of payment with final report to request funding.
- ◆ Branch disburses grant.