Fort Qu'Appelle Community Development Grant Program

The Town of Fort Qu'Appelle is grateful for the funding provided by the Living Sky Community Development Corporation established by the File Hills Qu'Appelle Tribal Council. Funds originate from a share of the profits generated by the Living Sky Casino.

1. OBJECTIVE

1.1 The funds are to be made available to First Nations and non-First Nations organizations in the community for social, educational, recreational, cultural development and other related purposes.

2. WHO CAN APPLY

2.1 An organization may be beneficiary of funds from the grant if the organization's activities fall within the permitted purposes stated in this Policy and the organization is generally charitable or nonprofit and community purposed.

2.2 The grant program is not restricted to distributing funds only to organizations that are registered as charities under the Income Tax Act or that are incorporated under the Non-Profit Corporations Act. The activity being proposed for support should be community based and community minded, for the organization.

2.3 Applications for funding will be open to Fort Qu'Appelle – based organizations or those providing a service to this community

3. FUNDING AVAILABLE

3.1 All funding provided by the LIVING SKY Community Development Corporation to the Fort Qu'Appelle Community Development Grant program shall be distributed on an annual basis.

3.2 The Town of Fort Qu'Appelle Town Council may, at its discretion, refuse funding for any particular program or project.

4. ELIGIBILITY CRITERIA

4.1 Fort Qu'Appelle Community Development Grant program may allocate funds for projects or programs in any of the following areas as permitted under the terms of the Framework Agreement:

(a) Community Infrastructure Development and Maintenance;
(b) Cultural Development;
(c) Economic Development;
(d) Educational Development;
(e) Health Initiatives;
(f) Other Charitable Purposes;
(g) Recreation Facilities Operation and Maintenance;
(h) Senior and Youth Programs;
(i) Social Development

5. ELIGIBLE PROGRAMS WILL:

5.1 In order to be eligible for funding, programs should be required to have some or all of the following criteria associated with the program focus on partnerships between First Nations and Non First Nations Communities:

(a) focus on Economic Development initiatives;
(b) focus on human services that improve education, health and recreation, and/or well-being of vulnerable children, youth and families;
(c) where possible, actively involve those to whom the programs and services are to be provided, in the development, management and delivery of programs;
(d) have community involvement in project implementation;
(e) be preventative and restorative in nature and address community identified needs;
(f) demonstrate cultural sensitivity/awareness, reflecting input of the community;
(g) be integrated and coordinated with other community programs and services of a similar nature;
(h) focus on health initiatives that are early intervention and preventative in nature, and/or;
(i) program enhancement of early intervention programs and extensions, additions or outreach services to existing programs offering a different service may be considered.
(j) submit plans, including a timeline (schedule) when requesting a grant under the Community Infrastructure category.

6. ELIGIBLE COSTS

6.1 Eligible costs shall, when applicable, include the following:

(a) Salaries: in the following circumstances;
Salaries that are specialized and essential to program delivery where one community/organizations' human resource capacity does not possess the accredited designation required.
(b) Materials;
(c) Supplies;
(d) Equipment, and;
(g) Transportation: for program, project participants if required.

6.2 Eligible costs may include any reasonable direct project costs that are needed to effectively and efficiently carry out an approved project's objectives, the determination of which shall be subject to **Fort Qu'Appelle Town Council.**

6.3 Eligible costs shall not, when applicable, include GST or provincial taxes.

7. INELIGIBLE COSTS AND PROJECTS

7.1 Ineligible costs and projects should, without restricting the generality of the foregoing, include the following:

(a) projects where the sole objective is to conduct research, studies and surveys,
(b) projects including the development and maintenance of a web site,
(i) projects where the sole objective is the delivery of workshops to staff,
(d) projects where the sole objective is to attend conventions or workshops,
(e) programs that duplicate existing programs and services in the community.
(f) expenditures incurred by applications prior to funding approval and allocations of funding in relation to the program or project.

8. APPLICATION PROCESS

8.1 All applications must be submitted on the approved forms as set out in Schedule "A" and shall be considered with strict confidence and will be treated as such.

8.2 Applications/proposals for assistance will be reviewed and decided upon once per year.

8.3 The Town of Fort Qu'Appelle Community Development Grant program's application schedule is as follow:

- January 2nd - start accepting applications
- February 15th – Cut off for applications
- 2nd Council meeting of March – Application Evaluation Date
- March 31st - Written notice to applicants
- April 1st - Projects may begin
- December 31st – Projects must be completed
- February 15th of the following year – Final project reports must be submitted to the Town of Fort Qu'Appelle Town Office.

Should the deadline date fall on a weekend or a holiday, the next business day will be considered as the deadline date.

8.4 Organizations are required to submit one (1) signed copy of the completed application form to the Fort Qu'Appelle Community Development Grant program care of the following addresses:

Attention: CAO
Box 309 136 Boundary Avenue S
Fort Qu'Appelle, SK SOG ISO
cao@fortquappelle.com

All postmarked, electronic and faxed applications not received by 4:00 p.m. on the deadline date shall not be eligible for consideration.

8.5 The office of the Fort Qu'Appelle shall provide a call for proposals and application forms (45) forty-five days prior to each application deadline date. Such application forms shall be available for use on the Town of Fort Qu'Appelle website www.fortquappelle.com

8.6 The Fort Qu'Appelle Town Council will not entertain any incomplete applications. All areas of the application must be completed. Complete and detailed estimates and quotes must be submitted with each application. Management to provide a list of incomplete applications to board members.

8.7 All Applications shall remain confidential within the office of the Town of Fort Qu'Appelle

9. APPLICATION EVALUATION

9.1 The Town of Fort Qu'Appelle Town Council will evaluate all submissions no later than the 2nd Council meeting of March each year and shall make allocations to the applications that best address the goals of the Fort Qu'Appelle Community Development Grant program.

9.2 The evaluation will be based primarily on the information provided in the application form/proposal. Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting.

9.3 General Evaluation Criteria shall, without restricting the generality of the foregoing, include:

(a) Community Support: the demonstrated display of community support and partnership for participation in the program;
(b) Program Effectiveness: indication that the program will provide tangible services, beneficial to a significant number of individuals, and shall be based on community needs;
(c) Program Integration and Coordination: demonstrate that there has been coordination and integration to maximize outcomes and to avoid duplication of similar or existing programs and services within the immediate geographical area;

10. ALLOCATION PROCESS

10.1 Within two (2) weeks of the application evaluation date, each organization will be notified in writing by the Town of Fort Qu'Appelle of the outcome of its request for funding.

10.2 Approved applications shall be informed of the payment schedule.

10.3 Approved applications shall receive funding advancements according to the payment schedule disclosed in the approval letter. Corresponding cheques will be sent by registered mail or personally picked up, with supporting documentation signed and dated by the recipient.

10.4 The remainder of the approved funding shall be payable only when the applicant has completed all requirements of the Follow up Report process.

10.5 In situations where the approved application requires a purchase; the Town of Fort Qu'Appelle Community Development grant program, at its discretion, may provide one hundred percent (100%) of the approved allocation subject to the Applicant submitting a statement or invoice from the supplier(s) that the order has been confirmed for delivery once the funds are received. Such applicants must complete all of the requirements of the Follow up Report process or be subject to repayment and may be ineligible for future funding as provided for in Section 11 Follow up Report.

10.6 For larger projects where the allocation has been split into two (2) or more installments, a Progress Report will be used to measure the status of the project's progress and to account for funds that have been issued. The Progress Report must be completed, submitted and approved by the Town Finance Manager prior to subsequent installments being issued. A Follow Up Report will still be required to be submitted at project completion before release of any holdback amount.

10.7 Allocation funds must be used directly and not channeled through another agency.

11. FOLLOW UP REPORT AND ENFORCEMENT

11.1 Upon project completion, organizations that have received funding will be required to complete the Follow-up Reports provided outlining expenditures incurred in the approved project.

11.2 All Follow up Reports must be submitted no later than forty-five 45 days after project completion date. In any event, all Follow up Reports must be submitted no later than February 15th.

11.3 Applicants who do not comply with all the required terms and conditions shall be ineligible from receiving any further funding from the Fort Qu'Appelle Community Development grant program for any other project until such time as the total amounts owing have been repaid in full to the Fort Qu'Appelle Community Development grant program.

11.4 Any undisbursed funds will be officially forfeited at this time and will be returned to the pool of funds available for reallocation at the next Fort Qu'Appelle Community Development grant program application period.

11.5 In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment.

11.6 The organization will be required to refund the overpayment to the Fort Qu'Appelle Community Development grant program.

11.7 An adjustment will not be made if the final project costs are higher than originally projected.

11.8 The fund recipients must keep all original documentation for a period of seven (7) years. In the event the recipient does not have access to the original documentation, audited financial statements or other third party verification may be accepted upon Fort Qu'Appelle Town Council approval.

11.9 Deviation from approved allocations must be submitted in writing to the Fort Qu'Appelle Community Development Grant program and approval must be received before any expenditure of the funds.

11.10 An up-to-date financial summary of all Applicants who have not complied with the Follow up Report requirements shall be provided to the Fort Qu'Appelle Town Council for each allocation meeting for their consideration.

11.11 Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. Where Applicants do not comply with the provisions as established in this policy, the Fort Qu'Appelle Community Development grant program may proceed with the exercise of any other rights or remedies the Fort Qu'Appelle Town Council may deem appropriate or that it may have in law against the Applicant.

11.12 Unused funds or funds used for purposes other than what was approved must be returned to the Fort Qu'Appelle Community Development grant program for redistribution.

12. AMENDMENT PROCESS:

12.1 The Allocation Policy shall be regularly reviewed by the Fort Qu'Appelle Town Council.

12.2 This Policy may be altered, amended or varied by motion or resolution as adopted by Town Council of Fort Qu'Appelle.

13. FORT QU'APPELLE GRANT SUBCOMMITTEE POLICY

13.1 CITATION

(a) This document shall be cited as the Fort Qu'Appelle Community Development grant program subcommittee policy.

13.2 SHORT TITLE

(a) This document shall be known as the Fort Qu'Appelle Community Development Grant Subcommittee Policy.

13.3 DEFINITIONS

(a) For the purpose of this Policy, the following definitions shall apply:

(b) "Applicant" means a non-profit or generally charitable organization that has applied for funding and has been approved for funding by the Fort Qu'Appelle Town Council under the provisions of this policy.

(c) "Town Council" or "Council" means the Town Council of Fort Qu'Appelle.

(d) "Fort Qu'Appelle Community Development Grant Subcommittee" or "Subcommittee" means a committee comprised of the Fort Qu'Appelle Finance Committee, the Town of Fort Qu'Appelle Finance Manager and two (2) voting members of the public at large designated by the Fort Qu'Appelle Town Council to screen applications submitted by organizations and to make recommendations to the Fort Qu'Appelle Town Council.

13.4 OBJECTIVE

(a) The goals and objectives of the Fort Qu'Appelle Community Development Grant program in establishing this Policy is to ensure a fair and equitable process for applicants within the catchment area.

13.5 APPLICATION EVALUATION

(a) The Subcommittee shall review each application and make recommendations to the Fort Qu'Appelle Council on which applications they feel best meet the goals and objectives of the Fort Qu'Appelle Community Development grant program. The recommendations shall include what the Subcommittee deems the appropriate amount of the grant that best meets the needs of the application.

(b) The evaluation will be based primarily on the information provided in the application form along with any other background information provided by the Applicant or requested by the Fort Qu'Appelle Finance Manager or the Subcommittee.

13.6 SCREENING PROCESS

(a) Applications shall be reviewed by the Subcommittee within fourteen (14) business days of each Allocation Deadline.

(b) A list of all applications reviewed by the Subcommittee will be provided to the Fort Qu'Appelle Town Council at the annual Allocation Meeting scheduled for the 2nd Council meeting in March, along with recommendations for or against grant approval along with an explanation for the recommendation.

SCHEDULE 'A'

Fort Qu'Appelle Community Development grant

Box *309* 136 Boundary Ave S
Fort Qu'Appelle, SK S0G 1S0
Phone: (306) - 332-5266
Fax: (306) - 332-5087

APPLICATION FORM

	COMPLETE I AREAS OF APPLICATION Any incomplete and/or altered application forms will be considered ineligible for Council Review

1. APPLICANT INFORMATION			
Name of Organization			
Mailing Address			Postal Code
Contact Person			
Phone Number	Office:(306)	Fax:	(306)
E-Mail Address			
Non-Profit Number (if applicable)			

2. PROJECT OVERVIEW	
Project Name	

3. BRIEFLY DESCRIBE YOUR PROPOSAL AND IT'S PURPOSE

4. PROJECT, EVENTS OR PURCHASE	Start Date	Completion Date
Total Estimated Project Costs:		

5. AMOUNT REQUESTED FROM Fort Qu'Appelle COMMUNITY DEVELOPMENT Grant Program	$

6. PLEASE INDICATE WHO WILL BE RESPONSIBLE FOR THE FINANCIAL MAINTENANCE OF THIS PROJECT		
Name:		
Mailing Address:		
Phone Number:	(306)	Fax: (306)

7. PLEASE INDICATE WHICH CATEGORY THE PROJECT ADDRESSES (Check only ONE CATEGORY) ✓

1) Economic Development		6) Senior and Youth Programs	
2) Social Development		7) Cultural Development	
3) Other Charitable Purposes		8) Community Infrastructure Development and Maintenance	
4) Educational Development		9) Health Initiatives	
5) Recreational Facilities Operations and Development			

8. EXPLAIN HOW THE PROJECT ADDRESSES THIS AREA

9. INDICATE THE PARTICIPANTS WHO WILL BE INVOLVED (youth, male, female, vulnerable target groups etc.)

10. LIST ANY SIMILAR OR EXISTING PROGRAMS AND SERVICES AVAILABLE TO YOUR COMMUNITY

11. PLEASE MAKE ANY ADDITIONAL COMMENTS YOUR ORGANIZATION MAY FEELPERTINENT TO THIS PROJECT

If your organization is approved for funding, please indicate who the cheque will be made payable to:
**** Cheque cannot be made payable to an individual***

12. HOW WOULD YOUR ORGANIZATION ACKNOWLEDGE THE FORT QU'APPELLE COMMUNITY GRANT PROGRAM IF APPROVED FOR FUNDING?

13. PROJECTED PROGRAM INCOME
In-kind Contributions (Please List) and describe
1.
2.
3.
4.
5.

INCOME	AMOUNT
Cash Donations	$
Fund Raising	$
Other Grants	
1.	$
2.	$
3.	$
4.	$
5.	$
TOTAL PROJECTED CASH INCOME (*Please do not include request from Fort Qu'Appelle Community Development grant)	$

14. **PROJECT EXPENDITURES**	
CONTRACT PROJECT COST (Specialties Trades that are essential to program	
1.	
2.	
3.	

PROGRAM MATERIALS (Please List) - Provide supplier quotes:	
1.	$
2.	$
3.	$
4.	$
5.	$
6.	$

EQUIPMENT (Please List) Provide supplier quotes:	
1.	$
2.	$
3.	$
4.	$
5.	$

OTHER DIRECT PROGRAM RELATED EXPENDITURES (PLEASE LIST)	
1.	$
2.	$
3.	$
4.	$
TOTAL PROJECTED EXPENDITURES	$
TOTAL PROJECTED PROGRAM INCOME (*transferred from page 3*)	$
15. AMOUNT REQUESTING FROM FORT QU'APPELLE COMMUNITY DEVELOPMENT GRANT PROGRAM	$

5. **Terms and Conditions**

If the application for funding as provided for herein is approved by the Fort Qu'Appelle Town Council, the Applicant Organization covenants and agrees to undertake the following:

(a) to maintain all original documentation pertaining to the Project for which funding has been applied for including all financial statements, invoices and receipts and to have these documents made available for inspection or examination upon request by officials on behalf of the Fort Qu'Appelle Community Development grant program at any time during normal business hours;

(b) to utilize the funding received only for purposes identified herein and not for any other project or activity;

(c) to return immediately to the Fort Qu'Appelle Community Development Grant program, any unused funds not utilized for the purposes of the Project as identified herein. Further, in the event the final project costs associated with the Project are lower than the costs originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment. Under such circumstances, the Applicant Organization shall within fourteen (14) days following completion of the Project be required to refund to the Fort Qu'Appelle Community Development Grant Program such funds attributable to the overpayment;

(d) to complete, as and when requested by the Fort Qu'Appelle Community Development Grant program, a Follow Up Report in a form prescribed by the Fort Qu'Appelle Community Development Grant program verifying the final costs incurred with respect to delivery of the Project; and

(e) to authorize the Fort Qu'Appelle Community Development Grant program to publish for use in conjunction with preparation of its audited financial statements and annual report, reporting to its membership and to the public, the name of your organization, a description of the Project and the amount of funding received from the Fort Qu'Appelle Community Development Grant program. We hereby acknowledge and agree that this shall constitute proper and sufficient authority and consent for the release of the said information under applicable federal and provincial privacy legislation including, without restricting the generality of the foregoing, the Personal Information Protection and Electronic Documents Act (Canada).

In the event the application for funding is approved and the Applicant Organization fails to comply with the conditions as referenced above, all funds received by the Applicant Organization pursuant to this application shall immediately become payable by the Applicant Organization to the Fort Qu'Appelle Community Development Grant program and the Fort Qu'Appelle Community Development Grant program may, as its option, proceed with the exercise of any or all of the following remedies:

(a) the Fort Qu'Appelle Community Development Grant program may cancel or suspend any further payments to the Applicant Organization with respect to the Project;

(b) the Fort Qu'Appelle Community Development Grant program may proceed with the enforcement of any legal proceedings against the Applicant Organization to enforce repayment of all monies advanced to the Applicant Organization and owing to the Fort Qu'Appelle Community Development Grant program as a result of the Applicant Organization's failure to comply with the terms and conditions as prescribed herein. Further, any Applicant Organization that violates the terms and conditions as prescribed herein or fails to make repayment of any monies owing to the Fort Qu'Appelle Community Development Grant program shall be ineligible from receiving any further funding from the Fort Qu'Appelle Community Development Grant program with respect to any other Project until such time as the total amounts owing have been repaid in full to the Fort Qu'Appelle Community Development Grant program; and

(c) the Fort Qu'Appelle Community Development Grant program may proceed with the exercise of any other rights or remedies it may have in law against the Application Organization.

(d) 6.0 **Declaration**

On behalf of the Applicant Organization, we hereby represent, warrant and certify the following:

(a) that the information contained in this application reflects an accurate description of the estimated costs associated with the related Project.

(b) that the information contained in this application is, to the best of our knowledge and belief, true and correct;

(c) that on behalf of the Application Organization, we agree to the terms and conditions as prescribed herein and agree to be bound by such terms and conditions with respect to receipt of all funding received from the Fort Qu'Appelle Community Development Grant program; and

(d) that we hereby authorize any duly appointed representatives of Fort Qu'Appelle Community Development Grant program to obtain from and share with such persons or organizations, public or private, any information necessary to complete their assessment of the Project and the request for funding as outlined herein.

Authorized Representative	Title
Print Name	Date
Witness	Title
Print Name	Date

ALL APPLICATIONS SUBMITTED WILL BECOME CONFIDENTIAL PROPERTY OF THE FORT QU'APPELLE COMMUNITY DEVELOPMENT GRANT PROGRAM APPLICATION PROCESS

Organizations are required to submit two (1) signed copy of the completed application form to the Fort Qu'Appelle Community Development Grant program in care of the following address:

FORT Qu'Appelle COMMUNITY DEVELOPMENT GRANT PROGRAM
Attention: Interim CAO
VIA:

Mail or Drop off:
Box 309
136 Boundary Avenue S
Fort Qu'Appelle, SK
SOG ISO

or

Email:
cao@fortquappelle.com

Fax:
306 332-5087

Fort Qu'Appelle Community Grant Program
Box 309 136 Boundary Ave S
Fort Qu'Appelle, SK S0G 1S0

FOLLOW-UP REPORT

ORGANIZATION INFORMATION			
Name of Organization			
Address			Postal Code
Contact Person			
Email Address			
Phone Number		Fax	

ALLOCATION			
Program Title		Ref. No.	

DESCRIBE THE PARTICIPANTS OF THE PROGRAM			
# of Anticipated Participants			
# of Actual Participants		Over 19 years of age	
Male		Seniors (65 years of age and over)	
Female		# of families	
Under 6 years of age		Other:	

WERE OBJECTIVES / GOALS ACHIEVED, TO WHAT EXTENT?

WHAT TANGIBLE SERVICES DID THE PROGRAM PROVIDE TO THE PARTICIPANTS?

ACTUAL PROGRAM COSTS

Please include, along with a general ledger; all invoices and any other financial support documentation

INCOME	PROJECTED (in application)	ACTUAL
Cash Donations	$	$
Fund Raising Activities	$	$
Other Grants/Contributions (please list)		
a.	$	$
b.	$	$
c.	$	$
d.	$	$
Amount received from Fort Qu'Appelle Community Development Grant program		$
TOTAL INCOME:		$

DIRECT COSTS	PROJECTED COSTS (in application)	ACTUAL
Program Materials	$	$
Minor Equipment	$	$
Specialties Trades that are essential to programs	$	$
Consultant/Contractual	$	$
Building rent (portion related to program)	$	$
Utilities (portion related to program)	$	$
Transportation	$	$
Other direct program related expenditures	$	$
a.	$	$
b.	$	$
c.	$	$
d.	$	$
e.	$	$
f.	$	$
TOTAL PROJECTED/ACTUAL EXPENDITURE	$	$
TOTAL ACTUAL EXPENDITURE (Income less Expenses)		$

11 TERMS AND CONDITIONS

11.1 Upon project completion, organizations that have received funding will be required to complete the Follow-up Reports provided outlining expenditures incurred in the approved project.

11.2 A Follow-up Report form shall be sent to all approved applicants as an attachment to the approval letter. All Follow-up Reports must be submitted no later than forty-five (45) days after project completion date.

11.3 Late or incomplete follow-up reports will result in final payments being withheld until such time that the reports are received to the satisfaction of the Fort Qu'Appelle Finance Manager. If the follow-up reports are not completed within the designated forty-five (45) days after project completion, the remaining undisbursed funds shall be forfeited and all funds received by the Applicant, shall immediately become payable by the Applicant to the Fort Qu'Appelle Community Development Grant program.

11.4 Applicants who do not comply with all the required terms and conditions shall be ineligible from receiving any further funding from the Fort Qu'Appelle Community Development Grant program for any other project until such time as the total amounts owing have been repaid in full to the Fort Qu'Appelle Community Development Grant program. Exceptions shall only be provided when the Board passes a resolution granting consideration for future funding.

11.5 Organizations shall be provided with a Reminder Notice if they have not filed their Follow up Report within thirty (30) days after the project completion date. The thirty (30) day Reminder Notice shall advise the organization that failure to provide a complete Follow-up Report within thirty (30) days shall result in the organization automatically forfeiting the undisbursed funding balance and being designated as ineligible for future funding and that all previously disbursed funds will become repayable to the Fort Qu'Appelle Community Development Grant program. Any undisbursed funds will be officially forfeited at this time and will be returned to the pool of funds available for reallocation at the next Fort Qu'Appelle Community Development Grant program meeting.

11.6 In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment.

11.7 The organization will be required to refund the overpayment to the Fort Qu'Appelle Community Development Grant program.

11.8 An adjustment will not be made if the final project costs are higher than originally projected.

11.9 The fund recipients must keep all original documentation for a period of seven (7) years. In the event the recipient does not have access to the original documentation, audited financial statements or other third-party verification may be accepted upon board approval.

11.10 Deviation from approved allocations must be submitted in writing to the Fort Qu'Appelle Community Development Grant program and approval must be received before any expenditure of the funds.

11.11 An up to date financial summary of all Applicants who have not complied with the Follow up Report requirements
shall be provided to the Town of Fort Qu'Appelle Town Council for each allocation meeting for their consideration.

11.12 Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. Where Applicants do not comply with the provisions as established in this policy, the Fort Qu'Appelle Community Development Grant program may proceed with the exercise of any other rights or remedies the Fort Qu'Appelle Town Council may deem appropriate or that it may have in law against the Applicant.

11.13 Unused funds or funds used for purposes other than what was approved must be returned to the Fort Qu'Appelle Community Development Grant program for redistribution.

INFORMATION CERTIFICATION

On behalf of the Applicant Organization, we hereby represent, warrant and certify:

(a) that the information contained in this Follow-up Report together with any supporting documentation associated therewith reflects in its entirety the actual costs associated with the related Project; and

(b) that the information contained in this Follow up Report is true and correct and is being executed on behalf of the Applicant Organization by its duly authorized signing authorities; and

(c) that as an authorized representative of the organization, I hereby consent to Fort Qu'Appelle Community Development Grant program to print or publish any comments, materials or to display photographs contained or attached to the Follow-up Report, on the Town's website or through any other medium at the discretion of the Town.

HEREBY certify that the information contained in this Follow-up Report is accurate and complete:

Signature of Organization Representative	Position
Print Name	Date
AND	
Signature of another Organization Member	Position

The Follow up Report is due within <u>45 DAYS AFTER PROJECT COMPLETION</u>

Please submit the follow-up report to:
Fort Qu'Appelle Community Development Grant Program
Attention: CAO

Via: Mail or Drop off:
136 Boundary Ave. S.
Box 309
Fort Qu'Appelle, SK
S0G 1S0

or Email: cao@fortquappelle.com Fax: (306) 332-5087