

'Schedule A'
Town of Nipawin
Fee for Service Policy
APPLICATION FORM

Deadline for applications: **4:30 p.m. October 15th**, each year.

General Information:

The contents of this application are considered public information and may be released upon request.

Legal Name of Organization:		
Mailing Address:		Postal Code:
Phone:	Fax:	E-mail:
Contact Person:		Position:
Registered Society: Yes <input type="checkbox"/> No <input type="checkbox"/>	Society Registration No:	Is your society in Good Standing with the Registrar: Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Funding Request (in dollars): Year 1 \$ _____ Year 2 \$ _____ Year 3 \$ _____		Proposal in best characterized as: <input type="checkbox"/> Event <input type="checkbox"/> Program Participants/beneficiaries will primarily be: <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Disadvantaged persons <input type="checkbox"/> Other (describe) _____ This proposal's activities can best be described as related to: <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Recreation and Sports <input type="checkbox"/> Environmental, Social and Education

Declarations

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors or Organization Executive to make this declaration and to submit this application on behalf of the above-named organization.

Signature	Position	Date

I hereby declare that if our organization is successful in obtaining Town of Nipawin fee for service funding that we give the Town of Nipawin (or a third party appointed by the Town) the right to review the project or event for which the fee for service funding was obtained to ascertain whether monies received were used for the stated purpose(s) set out in this application. In the event that there is suspicion of mismanagement/fraud relating to funding, the Council of the Town of Nipawin must be notified immediately.

Signature	Position	Date

Return to:
Town of Nipawin,
Director of Finance & Administration
P.O. Box 2134
Nipawin SK SOE 1E0

General Fee for Service Contract Information: (attach additional pages as required)

<p>1. Describe the operation and history of your organization:</p>
<p>2. Describe the specific activity to which the Fee for Service funding would be applied:</p>
<p>3. How was the need for your proposal identified and how will the activity meet this need:</p>

4. How will this proposal benefit the community by promoting enhancement of community identity and pride locally, encouragement and expansion of volunteerism, promotion of healthy living, promotion of history, arts, culture, and roots, sustainability for the community (including financial stability), enhancement of quality of life for residents?

5. How will participants or beneficiaries become aware of this event/program?

6. What are the expected outcomes of the proposed activity?

7. List the number of citizens served by your organizations in the past two years and the number expected to be served during the 3 years following receipt of this Fee for Service Contract, if approved. Please provide any other statistics that may be helpful.

8. How will you evaluate your proposed activity at the conclusion of the project or event?

9. Identify any similar services or events offered in the Town and describe how your proposed activity is unique.

10. List any organizations with whom you collaborate or partner in order to provide services.

11. Please indicate how your organization will recognize the Town's contribution to your project or event.

12. Please describe the governance structure of your organization.

13. Please describe the financial controls and administrative management process in your organization.

14. Please describe the organization's financial need for Town funding assistance for this proposal.

15. What are the total annual revenues for your organization?

16. Will this activity be complete within a three year period of receipt of the Town Fee for Service Contract?

17. Will this fee for service funding be used to fund staff training and professional development? If so, please give details.

18. Please describe your organization's membership criteria, detail how many members you have, and indicate what volunteer activities the organization undertakes.

19. Does your organization have paid staff and if so, how many staff in total?

(Where the Town Fee for Service contribution is used towards the payment of salaries and wages, an additional Schedule, addressed to the Director of Finance & Administration, labeled as "PRIVATE and CONFIDENTIAL" is to be submitted together with the grant application, specifying approved actual and budgeted salaries and benefits per staff member. The Town may request copies of employees T4's. This information will be held as confidential, and will not be available for release upon request.)

20. Outline your contingency plan if this funding application is not approved.

21. Please list any assistance your organization has received from the Town in the previous four years.

22. What previous sources of funding have you administered from sources other than the Town?

23. Please describe the marketing and self-financing activities of your organization. Where do the organizations revenues come from and approximately what percentage is derived from each source?

24. What are your organizations overall goals and objectives for the coming three years?

Applicants seeking assistance greater than \$1,000.00 per year must provide:

- a detailed consolidated budget for the entire organization including both revenues/expenditures and a specific budget for the project or event for which assistance is requested;
- where a portion of funds are intended to go towards salaries the applicant is required to provide an itemized breakdown detailing the following:
 - position title
 - wages
 - benefits
 - gross position expenses
- a current financial statement prepared and signed by the appropriate person (i.e.: CPA, CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer) business plan or statement of objectives;
- a quarterly financial report to be submitted prior to the release of fee for service funding (for funding in excess of \$5,000.00);
- constitution and bylaws of the organization if such exist.

Policy – Finance

For internal use only

Reviewed by:			
Received:	Day	Month	Year
Required documentation attached		<input type="checkbox"/> Yes	<input type="checkbox"/> No
All questions completed		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signatures and initials complete		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Meets eligibility criteria		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, briefly describe disqualifying circumstances			
REVIEWER'S COMMENTS			

CONTRACT
"FEE FOR SERVICE"

THIS CONTRACT made and entered into this _____ day of _____, 20__.

BETWEEN

("Contractor")

AND

Town of Nipawin
210 Second Avenue East
PO Box 2134
Nipawin, SK S0E 1E0
("Town")

NOW THEREFORE, The Town and the Contractor agree as follows:

1. STATEMENT OF DELIVERABLES

The Contractor shall carry out the services described in "Schedule A" as attached to this contract. The Contractor must abide by the conditions agreed upon as set forth in the Fee for Service Policy and Fee for Service Policy Application Form "Schedule A".

2. INDEMNIFICATION

The Contractor shall indemnify and save harmless the Town from and against all claims, losses, costs, damages, duties, delays, proceedings, or actions arising out of, or related to the Contractor's activities in executing the work.

3. PROPERTY OF THE OWNER

The Contractor shall be responsible for any loss or damage to any property of the Town arising out of the performance of the services. Such property shall only be used by the Contractor as may be directed by the Town and its authorized representatives, and the Contractor shall, at any time when requested to do so, account to the Town for the use of such property.

4. SUSPENSION OR TERMINATION OF THE CONTRACT

(a) The Town may, upon notice in writing to the Contractor, and for cause, suspend or terminate the contract at any time. The Contractor will comply with any such notice immediately.

- (b) If the Town terminates the contract because of default by the Contractor, the obligation of the Town to make payment to the Contractor shall cease and no further payments shall be made to the Contractor unless the Town shall be satisfied that no financial prejudice will result to the Town from such further payments.
- (c) The Contractor may terminate the contract with reasonable notice (30 days) or immediately with the agreement of both parties.

5. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor represents and warrants that their organization:

- (a) is a non-profit corporation validly incorporated and in good standing under the laws of Saskatchewan and does not conduct its activities with a view to obtaining, and does not distribute, profit or financial gain for its members;
- (b) has the power and capacity to enter into and carry out the obligations under this Contract; and
- (c) has completed all necessary resolutions and other preconditions of this Contract.

6. ANNUAL REPORTING

The Contractor will be required to submit an annual report to Council by December 31 of the following year which highlights accomplishments, goals and objectives, benefits provided to the community, and a financial statement outlining how the Town's funding was utilized.

7. TERM

The term of this Contract commences on the date first written above commencement date and expires three years from the Commencement Date (the "Term"), subject to earlier termination pursuant to the terms of this Contract.

8. PAYMENT SCHEDULE

Council approved Fees for Service included in the current year's budget, and as confirmed on the attached Certified Resolution, shall be paid as follows unless stipulated otherwise in the Contract:

- (a) Amount Approved: \$ _____
- (b) Contracts \$5,000 and under:
Shall be paid out in one lump sum payment as soon as practical after the Fee for Service Contract is signed.
- (c) Contracts \$5,001 and over:
 - i) That 25% of the contract be paid as soon as practical after the Fee for Service Contract is signed.
 - ii) Further quarterly payments shall be paid only after Town review of the Contractor's quarterly report.

- iii) Town Council will review the success of the deliverables at the end of each calendar year, at which time Town Council will determine the level of Town funding for the following calendar year.

IN WITNESS THEREOF, the parties hereto agree that the complete agreement, together with and subject to all provisions contained with shall, when accepted and executed, constitute a binding contract between the Contractor and the Town.

TOWN OF NIPAWIN

CONTRACTOR

Mayor

Authorized Signatory

Chief Administrative Officer

Authorized Signatory

SCHEDULE "A"

DELIVERABLES

Amount approved: _____

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