



## Main Street Saskatchewan Grant Program

### Application for Training Courses and Conferences – Capacity Building

Please complete all sections of the application (Part A, B, and C) and submit a copy on USB of your application and attachments. If submitting more than one application, all applications can be placed on one USB with each file identified by project name and grant stream.

Mail or deliver applications to:  
SaskCulture, 404 – 2125 11th Avenue,  
Regina, SK S4P 3X3

**Applications must be post marked no later than January 23, 2017 to be considered.**

### Part A: APPLICANT AND APPLICATION DETAILS

Applicant Organization		
Contact Name	Contact Position	Organization's website
Mailing Address	City	Postal Code
Phone	Fax	Email

Number of training courses and conferences that are being applied for: _____		
<b>Total Amount Requested</b> (up to 50% of Total Eligible Project Expenses to a maximum of \$10,000 for all training courses and conferneces)	<b>Applicant Contribution</b> (minimum 50% of eligible project expenses)	<b>Total Costs</b> (Must be at least double the amount requested)

## Part B: DESCRIPTION AND BUDGET

Please complete a description and budget for each training course or conference being applied for

<b>Training Course /Conference Description</b>			
<b>Name of Training Course/Conference:</b>		<b>Begin Date</b>	<b>End Date</b>
<b>Organization Providing Training/Conference</b>	<b>Course/Conference Location</b>	<b>Priority ranking for this training course/conference compared to others being requested in this Application.</b>	
<b>Description of Training Course/Conference (for non-Main Street Saskatchewan events) – Max 500 characters:</b>			
<b>Describe how attending this training course/ conference will increase the capacity of your organization and help it fulfill its goals and objectives (for non-Main Street Saskatchewan events) – Max 500 characters:</b>			
<b>List of all attendees and role with organization (separate by comma):</b>		<b>Have any of the proposed attendees attended this or a similar training course/conference in the last 3 years?</b>	
<b>Provide rationale for attending for those who have previous attendance in last 3 years (max 500 characters):</b>			
<b>Describe how attendees will travel to the training courses/conferences if it is an out-of-town event:</b>			
<b>Provide rationale for sending multiple attendees to the training course/conference (max 500 characters):</b>			

## Budget for Proposed Project

**Name of Training Course or Conference:**

<b>Eligible Expenses</b>	<b>Amount</b>	<b>Revenue</b>	<b>Amount</b>
		<b>Value of Monetary Support</b>	
Training Course/Conference Registration		<b>Main Street Saskatchewan Grant Request</b> (up to 50% of eligible project expenses to \$10,000)	
Travel Costs		Applicants Cash Contribution	
Car Travel		Fundraising/Cash Donations	
Accommodations		Grants from Non-Provincial Government Organizations (list)	
Meals			
Other Travel Expenses (list)			
		Other Monetary Sources (list)	
Other Project Expenses (list)			
		Grants from Provincial Government Ministries and Agencies (list) (cannot be used as a portion of the applicants 50% match to the Main Street Saskatchewan Grant Request but can be applied to project expenses not being funded by Main Street Saskatchewan)	
		<b>Total Monetary Support for the Project</b>	
		<b>Value of In-Kind Support</b>	<b>Amount</b>
		Travel Costs (list)	
		<b>Total In-Kind Supports for the Project to be used as part of the match to the Main Street Saskatchewan Grant Request</b> (only an amount up to 25% of the Main Street Saskatchewan Grant Request listed above can be used as a portion of the applicants 50% match to the grant request)	
		<b>Total Additional In-Kind Supports for the Project</b> (any additional in-kind support can be applied to project expenses not being funded by Main Street Saskatchewan)	
<b>Total Expenses</b>		<b>Total Revenue</b> <b>(total monetary support + total in-kind supports)</b>	

This is a sample of possible budget items. Please include an itemized list of expenses and revenue in your budget. Attach another sheet if needed and/or use the project detail worksheet provided by the Ministry. Keep a copy of this budget document and any other worksheet for us in completing your follow-up report.

## Part C: PREVIOUS TRAINING

Please provide a list of recent (last 3 years) trainings and conferences completed by staff and volunteers related to any of the Main Street 4-points. Please include events hosted by the Main Street Saskatchewan Program as well as those hosted by other organizations.

Date of Training	Location	Type of Training	Name(s) of Participants, including their role in the organization	Did this training received MSSGP funding?
2016				
2015				
2014				
2013				

# Part D: ELIGIBILITY CHECKLIST AND AUTHORIZATIONS

## Grant Eligibility (Please check all that apply)

- The applicant is an approved local Main Street organization in a Community participating in the Main Street Saskatchewan Program;
- The applicant does not have outstanding grant reports or repayments due to SaskCulture; **and**
- The applicant does not have any outstanding reports due to the Ministry of Parks, Culture and Sport;

## Authorizations

### Grant Application Submission

- By clicking this box, we agree to the terms outlined in the application guidelines and certify that the information contained in the application is accurate to the best of our knowledge. We authorize SaskCulture and the Ministry of Parks, Culture and Sport to publish the applicant's organization name, location and grant amount.**

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**Applicant Name**

\_\_\_\_\_

**Date**

### Future Communication with the Applicants

Besides regular funding correspondence, SaskCulture and the Ministry of Parks Culture and Sport sends out various electronic communications to provide updates on culture and heritage events and activities, including E-Update and professional development reminders. Although these emails are not considered SPAM, the new Canadian Anti-Spam Law (CASL) requires that we obtain your consent to send you any electronic communication that might contain commercial messages. So, please provide us with your consent to send you and your organization these materials, if you want to receive these updates.

- I hereby give my consent that SaskCulture can send me electronic messages (e.g. newsletters, emails, etc.) and I understand I can unsubscribe at any time.**
- I hereby give my consent that the Ministry of Parks, Culture and Sport can send me electronic messages (e.g. event announcements, e-mails, Main Street program information, etc.) and understand that I can subscribe at any time.**
- I do not consent to receive electronic messages.**

**Provide all email addresses that apply**

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