

## NEW INITIATIVE GRANT 2024 FOLLOW-UP REPORT

### Culture Stream

- DUE DATE:** This Follow-up Report must be submitted within 90 days of the completion of the initiative.
- CONTACT:** If you require assistance, contact us at [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca).
- SUBMIT:** An electronic copy of the report and required attachments to [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca) OR mail or deliver to the following address:  
City of Regina - Community Investments  
Parks, Recreation & Cultural Services  
6<sup>th</sup> Floor, City Hall, PO Box 1790, Regina SK S4P 3C8
- PAYMENT:** The final 20 per cent of the approved funding amount is released after the Follow- Up Report has been reviewed and approved by the City.
- IMPACT:** The City implements an outcomes-based program that is aligned with corporate priorities and built on the principles of accountability and transparency. The information and performance measurements provided in this follow-up report are shared with the public and reported to City Council to illustrate the impacts/benefits to the community.

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- Organization's Legal Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_
  - Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
E-mail: \_\_\_\_\_
  - Name of Initiative: \_\_\_\_\_
  - Initiative Date(s): \_\_\_\_\_
  - Initiative Location(s): \_\_\_\_\_
  - Amount of Funding Approved \$ \_\_\_\_\_
  - Attach a complete financial statement with the breakdown of actual revenues and expenditures specific to the initiative.
  - Attach a copy of the printed promotional material that recognizes the City's contribution to the initiative (i.e. website pages, brochures, flyers, posters, etc.)

## **Performance Indicators**

Please provide specific detailed information on the following performance indicators related to the programs/services that your organization had received funding for through the New Initiative grant. These indicators measure your program and services against the City's Cultural Development priorities.

Note: All indicators require completion. If the indicator has not been measured or is not applicable, indicate N/A. If the measurement is zero, indicate a '0'.

9. Describe the impact the initiative had on your organization and/or the community. Reference indicators from the tables below, where necessary.

10. Please provide a personal impact statement from participant(s) from the previous year related to their experience with the initiative. Please link the impact statement to at least one cultural development priority.

General	
Total # of cultural workers employed	
Total amount of funding received from other organizations (grants, sponsorships, and donations)	
Total # of people that reside outside Regina that participated in programming	

**Priority: Strengthen the cultural community through meaningful partnerships between organizations.**

Examples fitting this priority include organizational mentoring, resource sharing, community engagement through volunteerism and innovative collaborations with agencies and non-profit organizations. See the definition of *Partnership* in the Glossary for further context and clarity.

Total # of volunteers	
Total # of volunteer hours	

**Priority: Animate the city’s public spaces.**

In animating cultural and public spaces, public, private, non-profit, and community sectors can strategically shape the physical and social character of a center, neighbourhood and city by utilizing art and cultural resources. Creative place-making animates public and cultural spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired. See the definitions of Public Space and Cultural Space in the Glossary for further context and clarity.

Total # of events delivered in spaces besides those owned or leased by the organization	
Total # of venues (separate buildings or open-air spaces) used in programming	

**Priority: Improve awareness and access to arts and cultural activity and resources (e.g. artistic practices, cultural spaces, cultural industries).**

The organization provides the physical, emotional or intellectual tools to audiences to augment their capacity to appreciate artistic or cultural activities or objects. Examples include providing a sliding scale ticket pricing program to remove economic barriers or incorporating artist Q&A sessions after presentations to contextualize the work and further audience engagement. See the definition of Cultural Resources in the Glossary for further context and clarity.

Total attendance (# of people that participated in the activity)	
Total # program hours delivered	
% of attendance (ticket sales, registrants) resulting from subsidized or reduced pricing structure (e.g. post-secondary student rate, senior citizen’s rate)	

**Priority: Preserve and conserve Regina’s intangible cultural heritage (e.g. languages, traditions, stories).**

Not all heritage is tangible heritage (physical places and objects). However, despite the lack of built structure, intangible cultural heritage requires conservation planning as well. Intangible cultural heritage includes traditional knowledge, practices and skills. These things that define the culture (language, oral history, art techniques, rituals, stories and place names) can all be an aspect of organizational programming and events. See the definitions of *Cultural Heritage* and *Heritage Conservation* in the Glossary for further context and clarity.

Total # of hours that Indigenous or heritage languages were incorporated into your intangible heritage activities (i.e. Singing, storytelling, etc.)	
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**Priority: Support efforts by organizations that deliver programs, services, and space that align with the Truth & Reconciliation Calls to Action (TRC).**

The efforts by organizations that are used to deliver programs, services, and space can be referred to as creation or maintenance of cultural spaces, as well as programs that directly or indirectly respond to the Truth & Reconciliation Calls to Action (TRC).

Total # of programs directly or indirectly delivered that respond to the Truth & Reconciliation Calls to Action (TRC)	
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11. **NON-CAPITAL Initiatives**

This section is to be completed by recipients who received funding for non-capital initiatives (programs, projects, events and/or organizational development).

Please list the **total expenditures** that were used for the initiative. Receipts for these expenses are not required at this time; however, please retain those receipts as the City may request copies in some instances after the Follow-Up Report has been reviewed.

	Detailed Description of Grant Expenditures	Amount
1	Cultural Worker(s) Salary/Wages	\$
2	Cultural Support Worker(s) Salary/Wages	\$
3	Materials and Supplies	\$
4	Marketing/ Promotion	\$
5	Venue/Location/Mortgage/Lease	\$
6	Insurance	\$
7	Other: Please Explain	\$
8		\$
9		\$
10		\$
<b>TOTAL EXPENDITURES FROM GRANT FUNDING</b>		<b>\$</b>

## Appendix A – Capital Initiatives Report

This section is to be completed by recipients who received funding for capital initiatives.

Please report on all actual revenues and expenses for the capital initiative. <b>Copies of receipts for all expenses are required.</b>			
	In-kind/ non-cash *(A)	Cash (B)	Total Budget (A + B)
<b>REVENUES:</b>			
Cash contribution from your organization		\$	\$
Cash contribution from other organizations:			
1.		\$	\$
2.		\$	\$
Donations (materials, supplies, services). Attached letters to confirm the value of each donation.			
1.	\$		
2.	\$		
Volunteer Labour (# hours x per hour minimum wage). Attach a detailed list of the tasks, # of volunteers, and # of hours to complete each task performed by volunteers.	\$		
Other revenue (specify):			
1.		\$	\$
2.		\$	\$
<i>SUBTOTAL of all eligible contributions</i>	\$	\$	\$
City of Regina grant funding – cannot exceed SUBTOTAL (line above).		\$	\$
<b>TOTAL REVENUE</b>	\$	\$	\$
<b>EXPENDITURES:</b>			
Professional Fees:			
1.	\$	\$	\$
2.	\$	\$	\$
Materials, supplies, equipment, installation:			
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
Other (specify):			
1.	\$	\$	\$
2.	\$	\$	\$
<b>TOTAL EXPENDITURES</b>	\$	\$	\$
<b>NET PROFIT (LOSS)</b>			\$

\*In-kind revenues must equal in-kind expenses.

**Attach a copy of receipts for all expenses, listed above.**

The initiative is not considered complete until a final inspection has occurred.

Date of final inspection: \_\_\_\_\_

**Attach a copy of the inspection report and required permits.**

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**Freedom of Information and Protection of Privacy**

The City of Regina is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance *with The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected in this follow-up report will be used to administer the Community Investment Grants Program. De-identified, aggregate information will be used by City of Regina for program planning and evaluation. This follow-up report may be distributed to the adjudicators of the Community Investment Grants Program.

**Representations**

In making this application, we the undersigned Board Members/Executive Director hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application and the related attached supporting documents are truthful and accurate and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

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Board Member Name (print)	Signature	Position	Date
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Board Member or Executive Director Name (print)	Signature	Position	Date
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***For office use only:***

City of Regina – Stream Owner

Comments:

Report Approved. Release final payment: Yes  No

Stream Owner Signature:

Return Follow-Up Report to the Coordinator, Community Investments

## Glossary of Common Terms

**Accessible:** A general term used to describe the degree to which an activity, service, or physical environment is available to as many people as possible, regardless of their physical abilities or socio-economic background. Accessibility can be viewed as outreach activities, the "ability to access" and benefit from the activity, service or physical space. Improving accessibility involves removing economic, physical, cultural and transportation barriers to participation in programs, projects and facilities.

**Affordable:** A measure of whether residents have access to sufficient resources to participate fully in society, and whether programs, services and activities are priced to allow residents from all income levels the opportunity to participate.

**Art:** The expression and application of creativity. (e.g. studio arts, film & video, theatre, music, dance and literary arts).

**Arts (the Arts):** The mechanisms that support and promote art and artists (film production crews, cultural offices, arts administrators, artists, technicians. The expression or application of human creative skill and imagination (e.g. painting, print-making, drawing, sculpture, crafts, photography, film and video, theatre, music, literary arts, dance). It includes original, creative interpretation and facsimile reproduction and distribution, in addition to cultural industries - publishing, film, sound recording, video and audio-visual broadcasting.

**Artist:** Any person who creates or gives creative expression to, or re-creates works of art, who considers their artistic creation to be an essential part of their life, who contributes in this way to the development of art and culture and who is or asks to be recognized as an artist, whether or not they are bound by any relations of employment or association.

**Capital projects:** Projects that encompass capital development projects, including new construction, renovation, and/or expansion of a facility. Also includes capital equipment required for a program (bleachers, portable stage, etc.).

**Community Associations:** Volunteer non-profit organizations that plan and provide sport and recreation, arts and culture, and social programs for residents in a particular geographic area (neighborhood).

**Core/Primary:** This term can be defined as functions of an organization that are critical and most closely related to achieving the organizations mandate.

**Culture:** The whole complex of distinctive spiritual, material, intellectual and emotional features that characterize a society or social group. It includes creative expression (e.g. oral history, language, literature, performing arts, fine arts and crafts), community practices (e.g. traditional healing methods, traditional natural resource management, celebrations and patterns of social interaction that contribute to group and individual welfare and identity), and material or built forms such as sites, buildings, historic city centres, landscapes, art, and objects.

**Cultural Heritage:** The intangible practices, expressions, knowledge, and skills of a community or an individual in addition to associated material instruments, public art, artifacts, objects, historic places and cultural spaces. The full list of cultural heritage resources is found in the City of Regina Cultural Plan ([www.designregina.ca/cultural-plan/](http://www.designregina.ca/cultural-plan/)).

**Culture Programming:** The collection of projects/programs, delivered through events, festivals and other modes of exhibition and distribution.

**Cultural Resources:** Any cultural activity or asset that contributes to culture, which includes cultural occupations (e.g. artist, graphic designers, cultural managers), cultural enterprises (e.g. museums, libraries, galleries), festivals and events (e.g. fairs, street festivals, music festivals), natural heritage (e.g. community gardens, significant parks), intangible cultural heritage (e.g. customs, traditions, ceremonies),



cultural heritage (e.g. public art, plaques and monuments, built heritage properties), cultural spaces and facilities (e.g. cinemas, religious institutions, urban spaces) and community cultural organizations (e.g. arts groups, heritage groups). The full list of cultural resources is found in the City of Regina Cultural Plan ([www.designregina.ca/cultural-plan/](http://www.designregina.ca/cultural-plan/)).

**Cultural Space:** Culturally defined zones, physical, virtual, geographical or imagined that are produced, sustained, monitored and debated by communities. Cultural Space is often shaped by cultural activity as well as providing room for the commemoration and celebration of beliefs, behaviours, memories and values.

**Cultural Workers:** Cultural workers are people involved in the creation, production and dissemination of culture goods and services. Examples of cultural workers include actors and comedians, architects, archivists, artisans and craftsperson's, authors and writers, conductors, composers, conservators and curators, dancers, editors, graphic designers and illustrators, industrial designers, interior designers, journalists, landscape architects, librarians, musicians and singers, other performers, painters, sculptors and visual artists, photographers, producers, directors, choreographers, theatre, fashion, exhibit, and other creative designers.

**Cultural Support Workers:** Cultural Support Workers provide support in the form of technical support, manufacturing, research and analysis, as well as management for culture goods, production and services. Examples of cultural support workers include announcers and other broadcasters, architectural technologists, audio and video recording technicians, binding and finishing machine operators, broadcast technicians, camera, platemaking and other pre-press correspondence, publications and related clerks, desktop publishing operators and related occupations (typesetters) drafting technologists, film and video camera operators, graphic art technicians, landscape and horticultural technicians, library and archive technicians and assistants, library clerks, library, archive, museum and art gallery managers, managers in publishing, motion pictures, broadcasting and performing arts, other technical occupations in motion pictures, broadcasting and performing arts, patternmakers, textile, leather and fur products, photographic and film processors, print machine operators, printing press operators, professional occupations in public relations and communications, supervisors, library, correspondence and related information clerks, supervisors, printing, and related occupations, support occupations in motion pictures, broadcasting and performing arts, technical occupations related to museums, translators, terminologists and interpreters.

### **Equity-Deserving Group(s)**

Groups of people who experience systemic barriers to participating in society based on characteristics such as age, disability, economic status, ethnicity, gender, gender expression, nationality, race, religion, sex, and/or sexual orientation. Barriers may be attitudinal, environmental, financial, and/or social.

**Ethnic/Ethnic Group:** An ethnicity, or ethnic group, is a socially-defined category of people who identify with each other based on common ancestral, social, cultural, or national experience. Membership of an ethnic group tends to be defined by a shared cultural heritage, ancestry, origins, history, homeland, language (dialect), or even ideology, and manifests itself through symbolic systems such as religion, mythology and ritual, cuisine, dressing style, physical appearance, etc.

**Event:** An event is a gathering of people designed to celebrate, honour, discuss, educate, observe, encourage, or influence human endeavors. An event is something that happens: an occurrence, an activity accentuating and celebrating community spirit, especially one that is of some importance.

**Festival:** A specific event designed to present through public access, productions or services of an arts discipline(s) often multi-faceted and occurring during a brief period of time. Often festivals occur annually and usually in a reasonably contained area, indoors and/or outdoors.

**Financial Need:** The organization demonstrates that City funding for core operations and programming is integral to their vitality, sustainability and continued work in the community.

**Heritage Conservation:** Actions or processes taken to protect the physical elements of historic places.

**Inclusive:** A description of the community where all people have access to quality community necessities and amenities, where all people, regardless of any difference, have the same opportunities to take part in all aspects of community life, and where all people have a sense of belonging and respect in the community.

**Leverage:** The use of a small investment from one source to contribute to greater gains in another source (e.g. funding, volunteers transferred between programs and funded groups).

**Child (2-12), Youth (13-18), Young Adult (19-24), Senior (65+)** as indicated in admission fees.

**Organizational Development:** The funding that supports capacity-building and planning activities to improve the long-term sustainability of community-based organizations (e.g. staff or Board training, strategic planning).

**Partnership:** Partnerships are strategic alliances made between artists, not-for-profit arts and community organizations and/or educational institutions in which resources, material, and/or labour, are shared to realize organizational goals. Partners may include peer organizations that have access to different markets or may be interested in merging programs to increase or widen audience reach and to share expenses. Agreements between organizations and sponsors are not considered partnerships (but part of a wider fund development practice).

**Projects/Programs:** The specific, time-bound activities and services delivered to the citizens and organizations in Regina.

**Programming:** The collection of projects/programs, delivered through events, festivals and other modes of exhibition and distribution.

**Public Space:** Public Space refers to the components of built or natural environments where the public access for individual or collective activities is a priority.

**Recreation:** Recreation includes all those activities in which an individual chooses to participate in his/her leisure time and is not confined solely to sports or physical recreation programs, but includes artistic, creative, cultural, social and intellectual activities.

**Social Development:** Social development is the practice of supporting individuals, families, neighborhoods and communities in disadvantaged positions to receive a share of the community's assets, resources and opportunities in order to improve quality of life.

**Sport:** Is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, race, or other form of competitive event.

**Traditional Approach/Practice:** The handing down of statements, beliefs, legends, customs, information, etc., from generation to generation, especially by word of mouth or by practice/custom.

**Target Audience:** A particular group of people, identified as the intended recipient of a program or service.

**Zone Board:** The volunteer non-profit organizations consisting of representative Community Association members that plan and provide sport and recreation, arts and culture, and social programs that include all residents at a zone wide level (beyond community association boundaries).