

50 VITAL COMMUNITY CONVERSATIONS

FREQUENTLY ASKED QUESTIONS

BACKGROUND

What is the South Saskatchewan Community Foundation?

Founded in 1969, the South Saskatchewan Community Foundation (SSCF) is a long-term endowment fund for our community that pools together many visionary philanthropists' funds to invest them together for a higher return and greater, lasting community impact. As we celebrate our 50th anniversary, we remain inspired every day by dedicated individuals – past and present – who have made a difference. Please visit our website for more information <https://sscf.ca/about-sscf/our-foundation/>

Why 50 Vital Community Conversations?

As part of our 50th anniversary year celebrations, SSCF is launching a program – 50 Vital Community Conversations – to listen to what matters in your community and to find out how we can help to make a difference. With the assistance of qualified research personnel, SSCF will consolidate the information from the Vital Community Conversations for a report back to the community and launch the report as part of the 50th anniversary celebration and Vital Signs® week in October 2019. What we learn will guide our actions to meet the needs that matter most and will focus our resources for the greatest impact.

What is the focus of SSCF's 50 Vital Community Conversation program?

This program is being launched as part of SSCF's 50th anniversary year. It is an opportunity to mark 50 years of SSCF's focus of building stronger and more inclusive communities while helping to better understand the priorities of the communities being served. Vital Community Conversations are designed to be simple and informal in nature, providing an opportunity to listen to many viewpoints and share perspectives. The conversations are an opportunity to bring people together to discuss what matters most to their communities and learn about what needs to happen in southern Saskatchewan to help define and make the communities the best places to live, work, play and for all to belong.

What is the SSCF geographical region?

SSCF's geographical area encompasses more than 300 communities including seven cities in Saskatchewan. Funds are intended to benefit communities in the full area – from Davidson west to the Alberta border, east to the Manitoba border, and south to the United States' border.

How can my organization and community get involved?

Organizations considering hosting a Vital Community Conversation need to complete an online application form by January 15th, 2019. <https://sscf.ca/grants-funding/grant-fund-overview/50-vital-community-conversations/>

Is there funding available for Vital Community Conversations?

We are inviting applications for a \$300 microgrant for communities to host a Vital Community Conversation. There will be a limit of 50 grants approved by January 31st, 2019. Input from an organization that applied but did not receive a microgrant is still welcome. Also, it is possible and welcome for non-eligible organizations that are not eligible for a microgrant to participate in the 50 Vital Community Conversations program (note: an application is still appreciated in this circumstance).

How does SSCF define a “community”?

Vital Community Conversations can take numerous forms and we seek your opinions on issues that matter most to your community. A community may be an organization, a geographical region, or a special interest group.

APPLICATION PROCESS AND TIMELINES

Does the community need to be a registered charity?

SSCF can only grant to registered charities or qualified donees. A Department of National Revenue Taxation Charity Registration number is an eligibility requirement. A non-charitable receipt is required. If not registered, a formal partner with charitable status is required and a formal agreement with the partner included as part of a complete application. Please contact the SSCF office if you have eligibility questions or concerns. Staff can discuss possible ways for your organization or community to participate in the program - SSCF office information is info@sscf.ca or 306-751-4756.

Are there other limitations for the grant process?

- Grants are not made to organizations or for activities that promote discrimination or that do not comply with SSCF policy.
- Grants are not made to any religious organizations where the funds would be used to further the organization's religious purposes.
- Grants are not made for any political purposes.
- Organizations may typically only submit one application for the Vital Community Conversation microgrant. Please contact the SSCF office for approval to submit multiple applications.
- A grant agreement will be required. The grant to successful recipients will be provided following fulfillment of the report requirements.

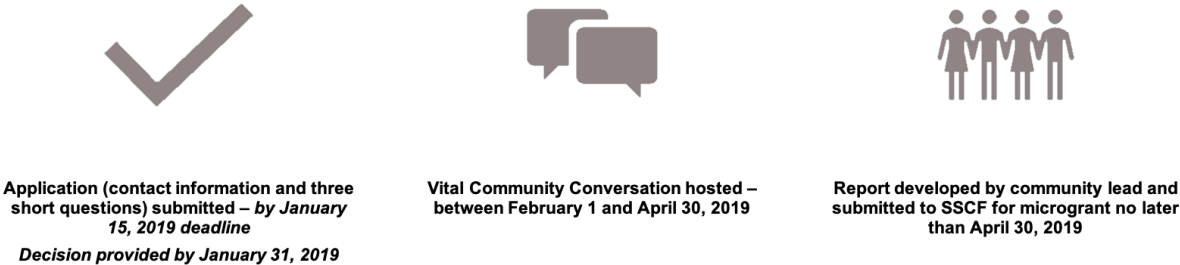
How do I submit an application for consideration of a microgrant?

- Submission is to be made to SSCF by downloading and completing the fillable PDF from the SSCF website and emailing to grants@sscf.ca by the application deadline. Complete applications must be received by SSCF on or before **January 15th, 2019**.
<https://sscf.ca/grants-funding/grant-fund-overview/50-vital-community-conversations/>
- Before applying, please read the Program Description and contact the SSCF office to confirm eligibility.
- You will receive a confirmation email within two days of receipt of the application. If you do not, please contact the SSCF office.

- The SSCF office may request further details, if required, as part of the application or reporting processes.
- You will receive a grant decision email by January 31st, 2019.
- 50 Vital Community Conversations is a competitive grant program. The requests for support may exceed the amount of funds available and worthy projects may not be supportable. Applications are assessed by the Smart & Caring Community Committee and decisions are approved by the SSCF Board of Directors. Priority may be given to applications outside of Regina, in south Saskatchewan, to ensure community representation, a diversity of community voices, and community impact.
- All SSCF decisions regarding an application, interpretation of guidelines, and policies are final.
- SSCF has the right to update and revise its program information at any time.

What does the Vital Community Conversation process involve?

From a grant perspective, the Vital Community Conversation process involves three simple steps:



NOTIFICATION ABOUT THE GRANT

How will our organization learn if it has received a grant?

SSCF will contact the applicant after its selection process and prior to January 31st, 2019. There will be 50 Vital Community Conversations supported with a \$300 grant. If not chosen for a microgrant, input from additional conversations will be welcomed by SSCF. If not receiving a microgrant, the organization hosting the conversation does not have to be a registered charity or qualified donee.

ORGANIZING AND HOSTING A VITAL COMMUNITY CONVERSATION

What is the focus of the Vital Community Conversation?

Vital Community Conversations can take numerous forms and SSCF is seeking community opinions on issues that matter most to your community. In order to receive your microgrant, the final report due by April 30th, 2019 needs to answer the following questions:

- What does “community” mean to you?
- What are the top three indicators of your community? For the example of indicators in a community, please visit the 2018 Vital Signs report <https://sscf.ca/initiatives/vital-signs/> (pages 5,6 and 7)
- What are your community’s key needs/priorities?
- What is an emerging issue in your community?
- What challenges does your community face at the moment?
- What support or resources are required to make the changes needed in your community?
- What kind of community do you wish to have? What are the two or three issues standing in the way of having this kind of community?
- What else do you wish us to know about your community?

When do the Vital Community Conversations need to take place?

Successful grant recipients will be required to conduct the **Vital Community Conversation** between **February 1st, 2019** and **April 30th, 2019** and complete a report back on the results of the conversation no later than April 30th, 2019. A toolkit for conducting the Vital Community Conversation and requirements for the report back in fillable PDF format will be provided to the grant recipients.

Are all the Vital Community Conversations to be the same format?

Vital Community Conversations can be small focused-group discussions while others can be larger community events with some additional notetaking and consolidation requirements.

Will there be support material available to help community facilitators with the process?

SSCF will provide a downloadable toolkit for grant recipients/local groups/local facilitator to provide general information about SSCF and introduce the required questions and to help guide the conversations.

Can the Vital Community Conversation be part of another event our organization is hosting?

Yes, if there is an opportunity to add a community conversation to an already planned community gathering.

Do organizations do their own publicity for the Vital Community Conversation?

Yes, publicity of the Vital Community Conversations will be the responsibility of the grant recipient. All applicants will be required to ensure appropriate content and photo releases are available.

Does there need to be refreshments for guests?

The catering arrangements of any community conversation are left to the discretion of the community organizer.

How should I promote the event?

SSCF encourages communities to engage with residents, members, and key decision makers. Promotion of the event can take the place of traditional media awareness through news releases, media advisories, or direct contact, and can include a range of social media outreach. The SSCF toolkit containing a number of sample materials will be available for community reference.

Should the event be invitation-based or open to the public?

This decision is at the discretion of the community and is based on the scope of the Vital Community Conversation.

Who can register to attend a Vital Community Conversation?

The community would be responsible for promoting its Vital Community Conversation. SSCF encourages full participation and that the community conversation be open to the public.

Is there assistance to distribute invitations or track RSVPs?

Planning and coordinating the community conversation as well as all logistical arrangements is left to the organizer to handle.

Where should events take place?

Events can take place anywhere within the SSCF boundaries. SSCF's geographical area encompasses more than 300 communities including six cities in Saskatchewan. Funds are intended to benefit communities in the full area – from Davidson west to the Alberta border, east to the Manitoba border, and south to the United States' border.

How many people should be involved?

There is no standard format for a community conversation. Each will be unique and will differ in size and structure. To be eligible for the microgrant, SSCF has set a minimum number of participants as 10. A toolkit to help facilitators coordinate a community conversation with a range of group sizes will be available from SSCF.

REPORT SUBMISSION

What does the community need to provide after the Vital Community Conversation?

The facilitator would report back their findings online in a fillable PDF format no later than April 30th, 2019. The grant will be processed upon completion of filing this report. SSCF would then consolidate the information and all data would be compiled for a report back to the community. This "50th Anniversary Vital Conversations Community Report" will be part of SSCF's 2019 Vital Signs program and will launch in October 2019.

AFTER THE VITAL COMMUNITY CONVERSATIONS

What does SSCF do with the information after the Vital Community Conversations process is complete?

Together with the assistance of qualified research personnel, SSCF will consolidate the information from the Vital Community Conversations and launch a report as part of Vital Signs week in October 2019. What we learn will guide our actions to meet the needs that matter most and focus our resources for the greatest impact.

How will we hear about the results of the SSCF Vital Community Conversation Program?

SSCF will be producing a report of key findings to be shared with communities in October 2019. All participating communities will be provided with an opportunity to attend a launch event and will receive copies of the report.

FOR MORE INFORMATION

Who can I contact for more information?

Please contact the SSCF office if you require more information at info@sscf.ca or 306-751-4756.