

CALL FOR EXPRESSIONS OF INTEREST COMMUNITY INITIATIVES FUND/SASKATCHEWAN NONPROFIT PARTNERSHIP

On behalf of the Saskatchewan Nonprofit Partnership (SNP) the Community Initiatives Fund (CIF) is inviting Expressions of Interest for a contract position to undertake activities to pursue SNP priorities and objectives. SNP is an unincorporated partnership of seven nonprofit organizations whose vision is a nonprofit sector that is widely recognized as a fundamental and essential contributor to Saskatchewan's success. To achieve this vision the SNP has identified five focus areas for its work: research, networking, public awareness, sector strategy development, and thought leadership.

CIF serves as the host organization on behalf of SNP.

CIF invites Expressions of Interest from individuals and organizations to carry out the activities as outlined in the following pages.

Closing Date: Applications must be received by 12:00 noon CST Wednesday, June 11, 2025.

Applications should be submitted electronically to the attention of:

Tracey Mann, Executive Director
Community Initiatives Fund
tmann@cifsask.org

If you have questions regarding this opportunity, please contact Tracey Mann at 306.780.9395 or tmann@cifsask.org.



SASKATCHEWAN NONPROFIT PARTNERSHIP

The Saskatchewan Nonprofit Partnership is an informal partnership of organizations that collaborate with one another and other organizations toward the betterment of the nonprofit sector.

Representatives of the following organizations provide leadership to the Partnership:

- BGC Saskatoon
- Community Initiatives Fund
- Family Service Regina
- Heritage Saskatchewan
- Navera Community Connections
- SARC
- Saskatchewan Parks and Recreation Association

Within its mission the Partnership (SNP) has identified the following five areas and related goals as the focus of its work:

Area	Goals Statement
Research	The sector will drive and benefit from research that is relevant to needs and is Saskatchewan specific.
Networking	Leaders within the sector will have mechanisms within which they can share information and experience, combine efforts, seek advice and/ or gain mentorship.
Public Awareness	Saskatchewan people will have greater awareness and understanding of the value the nonprofit sector contributes to the social and economic systems of the province.
Sector Strategies	The sector and those served by the sector will benefit from the effective collaboration of sector leaders and organizations toward areas of mutual concern.
Thought Leadership	The effectiveness of the nonprofit sector is advanced through the collective thought leadership of sector leaders and organizations.

COMMUNITY INITIATIVES FUND

The Community Initiatives Fund is a special purpose fund established by the Government of Saskatchewan to receive and distribute a portion of SaskGaming net revenues for the benefit of communities in the province.

CIF offers grant opportunities through two grant programs that address three funding themes: Healthy Development of Children and Youth; Individual and Community Wellbeing; and Nonprofit and Community Leadership.

One of CIF's objectives is to build the capacity of the nonprofit sector in Saskatchewan. In alignment with this objective, CIF has served as a member of and host organization for SNP since 2012.

BACKGROUND

SNP was formed by sector leaders in 2012 (originally as the Saskatchewan Network of Nonprofit Organizations) and has functioned as an unincorporated collaborative since then.

Despite limited capacity, SNP has been successful in undertaking research, hosting learning events in collaboration with the Nonprofit and Voluntary Sector Studies Network, convening sector leaders at provincial summits, and providing resources to the sector. Further information can be found on the SNP website.

CIF has committed to providing two years of funding to increase the capacity of SNP to undertake initiatives and support its further organizational development.



PROJECT DESCRIPTION

The SNP leadership committee has identified the following activities as priorities for year 1 (April 2025 to March 2026):

- Undertaking a second research survey of the nonprofit sector in Saskatchewan and dissemination of results;
- Conducting an environmental scan of other umbrella organizations across the country to review organizational models, funding sources, and priorities;
- Consultation with sector leaders in the province;
- Development of a business model for SNP including governance, organizational structure, revenue sources, sector engagement, etc.
- Creation or curation of resources relevant to the sector; and,
- Identification of partnership opportunities.

Determination of year 2 (April 2026 to March 2027) activities and budget will be finalized in early 2026 based on year 1 research and consultation results, but are anticipated to include:

- Provincial and/or regional meetings with sector leaders;
- Based on survey results and sector input, convene and facilitate advisory groups based on priorities identified by the sector;
- Analysis of policies and legislation affecting the sector;
- Identification of topics and hosting of learning events;
- Continuation of relevant activities from year 1; and,
- Other activities as identified.

The successful candidate will have demonstrated expertise in the following:

- Strong knowledge of and experience in the nonprofit sector in Saskatchewan;
- Community engagement, relationship and partnership building;
- Excellent communication, facilitation and presentation skills;
- Government relations;
- Strong knowledge and understanding of governance and organizational models;
- Strategic, critical analysis, policy analysis, and data analysis skills;
- Knowledge of and experience in fund development models.

This is expected to be a part-time contract position, time requirements may fluctuate monthly according to activity timelines.

The SNP leadership committee will serve as advisors to the selected Contractor with CIF serving as the regular contact on behalf of the committee.

APPLICATION REQUIREMENTS

Expressions of Interest must provide the following information:

1. **Contact Information** - Individual Name or Company Name, Contact Person, Title; Mailing Address, Web Site Address, Telephone Number, Email Address
2. **Qualifications** - Describe your experience and qualifications relative to the expectations outlined above. Companies should Include biographies of key personnel who would be involved with the project.
3. **Rates** - Applications should include proposed hourly or monthly rates to provide the services. Note that CIF is GST exempt.
4. **References** - Provide three (3) references for whom you or your company has provided similar services, including contact name, type of service provided and length of service. By providing the names of the references in your application, you are hereby permitting CIF/SNP the right to contact the references to confirm and request additional information.
5. **Verification** - Applications from companies should be signed and dated by an authorized representative. Signed submissions serve to guarantee the quotation price for ninety (90) days from the closing date.

INSTRUCTIONS

1. Submit applications by 12:00 noon CST June 11, 2025 to be eligible for consideration. Late proposals will not be considered.
2. Applications must be submitted by email in PDF format.
3. Supporting documents such as samples may be submitted by email, mail or hand delivery but must be received by the closing date and time at 202-2550 12th Avenue, Regina, SK S4P 3X1.
4. Proposal prices shall remain in effect for ninety (90) days from the closing date.
5. It is the responsibility of the Applicant to understand all aspects of the project and obtain clarification before submitting their Application.

REVIEW AND SELECTION PROCESS

1. Proposals are received by the deadline date (June 11)
2. Interviews (in person or virtually) will be conducted with short listed applicants (June 16 - 20).
3. Final selection of a Contractor is made (June 25).
4. Contract is finalized (June 30).