



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

**COMMUNITY GRANT PROGRAM
FOR SPORT, CULTURE & RECREATION**

**PROJECT GUIDELINES &
PROJECT REPORT FORM**

to be completed by the Project Coordinator



COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & RECREATION PROJECT GUIDELINES

PURPOSE:

- It provides access to sport, culture and recreation activities for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability;
- It provides funds to community non-profit volunteer organizations in support of sport, culture and recreation programs;
- It allows communities to establish local priorities; and
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

- Each community group receiving a grant must submit a **Project Report** upon completion of the project.

The Project Report must include the following:

- 1) a completed *Community Grant Project Report Form*; and
- 2) receipts or an audited financial statement to verify expenditures.

Note: Audited Financial statements must be prepared by a registered Chartered Professional Accountant (CPA) and will only be accepted if the Sask Lotteries Community Grants are audited separately.

- Completed **Project Reports** and receipts are to be returned to your community contact person for the Sask Lotteries Community Grant Program.

- Expenditures must be **directly related** to the delivery of a sport, culture or recreation project.
- Expenditures must occur within the grant period of **April 1 to March 31**.
- Groups receiving grants **must** publicly acknowledge Sask Lotteries within their activities.
- Any project initiatives that are aimed at increasing participation in any under-represented populations should be identified in questions 4, 5, and 6 of the Project Report Form.

The program is designed to provide funding for sport, culture and recreation programs. Therefore, the following expenditures are **INELIGIBLE** for grants:

- Construction, renovation, retro-fit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.);
- Property taxes, insurance;
- Alcoholic beverages;
- Per Diems / Day Money;
- Food or food related costs (this includes catering supplies, coffee pots, coffee, BBQs, etc.);
- Membership fees in other lottery-funded organizations;
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges;
- Out-of-province activities and travel;
- Donations;
- Subsidization of wages for full-time employees. **NOTE:** Eligible employment expenditures must be no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours);
- Uniforms or personal items such as sweatbands and hats; and
- Other expenses that the Sask Lotteries Trust Fund may deem inappropriate.

Limitations:

- Operation costs of facilities that are directly related to a program are eligible for 25% of the total grant received for each program up to a maximum of \$500 per program (including cleaning staff). Communities receiving a grant of \$2,000 or less will not be limited to 25%. If needed, the entire grant can be used for these expenses; however, non-operational program costs are encouraged to enhance programming.
- Fireworks are eligible for 25% of the total grant received for each program to a maximum of \$500 per program. Communities receiving a grant of \$2,000 or less will not be limited to 25% of the grant; however, other program costs are encouraged to enhance programming.



PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR INFORMATION





SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & RECREATION PROJECT REPORT FORM

Name of Community Group:

Project #: Project Name: Grant Received: \$

1. Which of the following categories would you consider your project:

SPORT CULTURE: cultural celebrations heritage literary music
 RECREATION performing arts arts & crafts cultural awareness

2. Project date(s):

3. Please provide a brief description of the project:

4. Was this program aimed at increasing participation in any under-represented populations within your community?

If yes, then continue to the next question If no, then proceed to question #7

5. Which of the following under-represented populations were included in your project:

seniors Indigenous people
 economically disadvantaged women
 persons with a disability new Canadians
 single parent families other _____

6. How were the above under-represented populations involved in the planning, operations and evaluation of this project?

7. What were the ages of the participants? (indicate as many as applicable)

- 0-10
 11-20
 21-30
 31-40
 41-50
 50+

8. How many people participated in your project?

- 0-10
 11-20
 21-30
 31-40
 41-50
 50+

9. How many volunteers were involved with this project?

- 0-10
 11-20
 21-30
 31-40
 41-50
 50+

10. Where did the project take place?

11. What would you consider to be the most significant successes of this program? Please note this information may be used in Sask Lotteries promotional material. If we require further information, whom should we contact?

NAME: _____ PHONE: _____

12. How did you publicly acknowledge Sask Lotteries as the source of funds for the project?

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Banners | <input type="checkbox"/> Speeches | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Other |
| <input type="checkbox"/> Community Radio Station | <input type="checkbox"/> Promotions Items (ie: t-shirts) | <input type="checkbox"/> Bulletin Board | _____ |

Description of Expenditures

Dollar Amount

Receipts Attached ✓

_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>

TOTAL EXPENDITURES: \$ 0.00

Our project grant = \$ _____ and our attached receipts = \$ _____

Project Coordinator Signature: _____ Date: _____

I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that this report is a correct and true statement.

If you require any assistance while completing this form, please contact your Sport, Culture & Recreation District or the Community Grant Office at 306.780.9344 (Regina area) or 1.888.780.9344 (Toll free).

PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON

APPLICATIONS

Applications from communities must be postmarked on or before February 28, 2022. Applications received after this deadline will not be considered.

FOLLOW UPS

The grant period is from April 1, 2022 to March 31, 2023. Completed follow-ups can be submitted at any time during the grant year, but are **due no later than June 30, 2023**.

AS SOON AS THE FOLLOW-UP IS SUBMITTED AND APPROVED, THE NEXT GRANT PAYMENT CAN BE RELEASED.

Grants will be paid only after the follow-up from the previous year is received and approved.

Communities that submit follow-ups after June 30, 2023 but before December 31, 2023 will be subject to a funding review.

Communities that do not submit the previous year's follow-up by December 31, 2023 will forfeit all unpaid grants. Funds used for ineligible expenditures and funds not spent within the grant period must be returned.

FOR EXAMPLE:

Grant Period: April 1, 2022 - March 31, 2023

Follow-up Due: June 30, 2023

If not received by June 30, 2023 but before December 31, 2023, there will be a funding review.

If the follow-up is not received by December 31, 2023, the grant forfeits unpaid grants and subsequent applications will not be considered until all follow-ups are received.

Follow-ups must include:

- A completed Follow-up Summary Form and a Project Report Form for each project receiving a grant. All follow-ups must be verified by a bonded authorized officer of the community. The local government is responsible for submitting follow-up reports to the Community Grant Office
- A list of actual expenditures for each project verified with receipts or an audited financial statement. If an audited financial statement is used as verification, it must be prepared by a registered Chartered Professional Accountant (CPA) and will only be accepted if the Sask Lotteries Community Grants are audited separately
- Cheque Request Forms and General Ledger Print Outs are not eligible for verification of expenses unless supported by actual receipts
- All receipts must be dated within the appropriate grant period (April 1, 2022 - March 31, 2023). Communities receiving more than \$2,000 must indicate how 30% of the grant was used to benefit under-represented populations. Any unused portion of the 30% minimum must be returned
- A description of how Sask Lotteries was publicly acknowledged as the source of funds for the program (samples may be requested)

PROCESS DATES

Application: Due February 28, 2022

Committee Approvals: March 2022

Payments: Upon completion of previous year's follow up report. Can be as early as April 2022

Follow-Up: Due June 30, 2023

FOR MORE INFORMATION

SASK LOTTERIES COMMUNITY GRANT PROGRAM

1870 Lorne Street | Regina, SK | S4P 2J7
P 306.780.9344 E Lhodnefield@sasksport.ca
TF 1.888.780.9344 F 306.781.6021

SASKLOTTERIES.CA



SASK LOTTERIES

2022 - 2023
COMMUNITY GRANT
PROGRAM FOR SPORT,
CULTURE & RECREATION
GUIDELINES

EVERYONE WINS!
SASKLOTTERIES.CA

PURPOSE

The Sask Lotteries Community Grant Program is a partnership among Sask Sport, SaskCulture and the Saskatchewan Parks and Recreation Association. The grant program assists in the development of sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers.

The Sask Lotteries Community Grant Program is guided by the following:

- It provides access to sport, culture and recreation activities for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability
- It provides funds to community non-profit volunteer organizations in support of sport, culture and recreation programs
- It allows communities to establish local priorities
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting

ELIGIBILITY

Who is eligible?

First Nation band councils, northern settlements and municipal governments (city, town, village, organized hamlet or rural municipality) are eligible to apply. These authorities distribute funds to local non-profit volunteer community groups to provide programs.

How are eligible amounts determined?

Grant amounts are determined by population. The minimum grant is \$250. Inter-community cooperation is extremely important in the development of effective programs. Funds can be allocated to another jurisdiction in order to enhance access to high-quality programs as long as no outstanding grants exist. For example: The Village of A is 20 km from the Town of B. A and B can pool funding to provide one program for both centres. Authorities receiving funds from another centre must acquire the signature of a mayor/reeve/chief of the other authority.

PROGRAM OBJECTIVE

The goal of the program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents.

A portion of the total grant must be used for programs aimed at increasing participation for under-represented populations within your community. Examples include indigenous people, seniors, women, youth at risk, economically disadvantaged, persons with a disability and single-parent families.

The under-represented requirement can be met by including under-represented populations in regular programs and/or by creating special programs to meet their needs.

PROGRAM CRITERIA

- Expenditures must be directly related to the delivery of a sport, culture or recreation program
- To be eligible, the Application Form must be signed by a bonded authorized officer of the community (mayor, reeve, chief, municipal/ band administrator)
- Follow-ups verifying project expenditures must be submitted (see Follow-up Process for details)
- Communities receiving a grant of more than \$2,000 are required to identify in the follow-up report that a minimum of 30% of the grant was used to support programs directed at under-represented populations
- Evidence of the direct involvement of under-represented populations in the planning, operating and evaluating of activities to be supported by the grant must be included in the follow-up report
- Communities are responsible to ensure that appropriate liability and participant's insurance is in place for events sponsored/ funded by the Community Grant Program
- Groups receiving grants must publicly acknowledge Sask Lotteries within their activities

The program is designed to provide funding for sport, culture and recreation programs. Therefore, the following expenditures are **INELIGIBLE** for grants:

- Construction, renovation, retro-fit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.)
 - Property taxes, insurance
 - Alcoholic beverages
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 - Food or food related costs (this includes catering supplies, coffee pots, coffee, BBUs, etc.)
 - Membership fees in other lottery-funded organizations
 - Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
 - Out-of-province activities and travel
 - Donations
 - Subsidization of wages for full-time employees. **NOTE:** Eligible employment expenditures must be no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours)
 - Uniforms or personal items such as sweatbands and hats
 - Other expenses that the Sask Lotteries Trust Fund may deem inappropriate
- Limitations:**
- Operation costs of facilities that are directly related to a program are eligible for 25% of the total grant received for each program up to a maximum of \$500 per program (including cleaning staff). Communities receiving a grant of \$2,000 or less will not be limited to 25% of the grant; however, non-operational program costs are encouraged to enhance programming
 - Fireworks are eligible for 25% of the total grant received for each program to a maximum of \$500 per program. Communities receiving a grant of \$2,000 or less will not be limited to 25% of the grant; however, other program costs are encouraged to enhance programming



SASK LOTTERIES

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LOCAL COMMUNITY GROUP FUNDING REQUEST FOR SASK LOTTERIES COMMUNITY GRANT FUNDS

Name of Community Group:	
Contact Name:	
Phone:	
Project Description:	
Project Start Date:	

Proposed Revenues:	Dollar Amount:
	\$
	\$
Proposed Expenditures:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT ESTIMATED COSTS:	\$ 0.00
GRANT AMOUNT REQUESTED:	\$

Signature of Contact Person: _____

Please return the completed form to the community contact person of the Town, Village, R.M. or Band Office you are applying through (do not return to the Community Grant Office).

Please remember to publicly acknowledge Sask Lotteries as a source of funds for your project.

BMO

From: Town Of Blaine Lake <blainelake@sasktel.net>

Date: 05/31/2022 06:33

To: blainelake@sasktel.net

Send mortgage payment requests to BMO at
the following email

<mailto:mtg.tax@bmo.com>

Sent from my iPhone
