



**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*



**SASK LOTTERIES**

Trust Fund for Sport, Culture and Recreation

# 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:

- **In addition to eligible programming expenses, operation costs of facilities that are directly related to a program are eligible for 25 per cent 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 per cent 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.



PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR INFORMATION





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# 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:
- |                                     |                                   |  |  |   |                                |
|-------------------------------------|-----------------------------------|--|--|---|--------------------------------|
| <input type="checkbox"/> SPORT      | <input type="checkbox"/> CULTURE: | <input type="checkbox"/> cultural celebrations | <input type="checkbox"/> heritage      | <input type="checkbox"/> literary           | <input type="checkbox"/> music |
| <input type="checkbox"/> RECREATION |                                   | <input type="checkbox"/> performing arts       | <input type="checkbox"/> arts & crafts | <input type="checkbox"/> 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:
- |   |  |
|---|--|
| <input type="checkbox"/> seniors                    | <input type="checkbox"/> Indigenous people |
| <input type="checkbox"/> economically disadvantaged | <input type="checkbox"/> women             |
| <input type="checkbox"/> persons with a disability  | <input type="checkbox"/> new Canadians     |
| <input type="checkbox"/> single parent families     | <input type="checkbox"/> 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?**

Posters                       Word of mouth                       Newspaper                       Social Media

Banners                       Speeches                       Newsletter                       Other

Community Radio Station     Promotions Items (ie: t-shirts)     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:	\$ _____	<input type="checkbox"/>

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**