



# 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.





**SASK LOTTERIES**

Trust Fund for Sport, Culture and Recreation

# LOCAL COMMUNITY GROUP FUNDING REQUEST FOR SASK LOTTERIES COMMUNITY GRANT FUNDS

<b>Name of Community Group:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Project Description:</b>	
<b>Project Start Date:</b>	

<b>Proposed Revenues:</b>	<b>Dollar Amount:</b>
	\$
	\$
<b>TOTAL PROPOSED REVENUES</b>	\$
<b>Proposed Expenditures:</b>	<b>Dollar Amount:</b>
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROPOSED EXPENDITURES</b>	\$
<b>TOTAL PROJECT ESTIMATED COSTS:</b>	\$
<b>GRANT AMOUNT REQUESTED:</b>	\$

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.