

Saskatchewan Lotteries Community Grant Program for Sport, Culture and 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 Certified Management Accountant/Chartered Accountant Certified General Accountant (CMA, CA, CGA).

- Completed *Project Reports* and receipts are to be returned to your community contact person for the Saskatchewan 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 Saskatchewan 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*.

- 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).

The following expenditures are not eligible under this grant program and are not to be included within your *Project Report*:

- construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- property taxes or insurance;
- per diems / day money
- donations;
- alcoholic beverages;
- food or food related costs (this includes catering supplies, coffee, coffee pots, stoves, BBQs, etc.);
- membership fees in other lottery-funded organizations;
- prizes, cash, gifts, awards, honorariums, trophies, plaques and badges;
- out-of-province activities and travel;
- 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 in a grant period); and
- uniforms or personal items such as sweatbands and hats.

**LOCAL COMMUNITY GROUP
FUNDING REQUEST FOR
SASKATCHEWAN LOTTERIES COMMUNITY GRANT FUNDS**

Name of Community Group:

Contact Name:

Phone:

Project Description:

Project Start Date:

Proposed Revenues: Dollar Amount:

\$

Proposed Expenditures:

\$

\$

\$

TOTAL PROJECT ESTIMATED COSTS:

\$

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 Saskatchewan
Lotteries as a source of funds for your project.