

Sask. Lotteries Community Grant Program for Sport, Culture & Recreation Guidelines

Purpose

The Saskatchewan 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 Saskatchewan 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; and
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

Eligibility

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.

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

Applications

Applications from communities must be postmarked on or before the deadline. Applications received after the deadline will not be considered.



APPENDIX C

Follow Ups

Completed follow-ups can be submitted at any time during the year, but are **due no later than June 30th of each year.**

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

If the follow-up is not received by December 31st, the group 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 is used as verification, it must be prepared by a 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. 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; and
- A description of how Sask Lotteries was publicly acknowledged as the source of funds for the program (samples may be requested).



APPENDIX C

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: | \$ |
| 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.