



Saskatchewan Lotteries Community Grant Program for Sport, Culture and Recreation

Guidelines & Application

Program Cycle: April 1, 2026 – March 31, 2027

Deadline for Submission:
February 28th, 2026 4:00pm

Submit to:
E-mail: financeclerk@rmbritannia.com

OR

Mail/Drop-Off
RM of Britannia. No. 502
Attention: Grant Clerk
P.O. Box 661
50358 RR3281
Lloydminster, SK
S9V 0Y7

For more Information:

Contact the RM of Britannia No. 502 at 306-825-2610 or
financeclerk@rmbritannia.com

PURPOSE & ELIGIBILITY

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc. This grant program assists in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers. The RM of Britannia No. 502 receives funds, which are then distributed to local non-profit volunteer community groups to provide these programs.

The Saskatchewan Lotteries Community Grant Program is guided by the following principles:

- It provides access to sport, culture, and recreation activities for all Saskatchewan people regardless of age, gender, ethnicity, economic status, or 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 ensures all participating groups, from administration to beneficiaries, are responsible for complete and accurate accounting.

PROGRAM OBJECTIVE

The goal of the program is to engage people in sport, culture, and recreation activities by enabling communities to address the needs of local residents. A portion of the total grant funds issued by the RM of Britannia must be used for programs aimed at increasing participation among under-represented populations in the RM. These populations may participate in regular programs or through specially created programs designed to meet their needs. Examples of under-represented populations include Indigenous people, seniors, women, youth at risk, economically disadvantaged individuals, persons with disabilities, and single-parent families.

PROGRAM CRITERIA

- Expenditures must be directly related to the delivery of a sport, culture, or recreation program.
- The grant period is from April 1, 2026 to March 31, 2027. The event/activity must take place, and expenditures must occur, within this grant period.
- Operation costs of facilities owned by the organization that are directly related to a program are eligible for 25% of the total grant per program, up to a maximum of \$500 per program (including cleaning staff).
- Follow-ups verifying project expenditures must be submitted.
- Program initiatives that aim to increase participation in under-represented populations will be prioritized and should be clearly identified. Evidence of the direct involvement of under-represented populations in the planning, operation, and evaluation of activities supported by the grant must be included in the follow-up report.
- Appropriate liability and participant insurance must be in place for events sponsored or funded by the Community Grant Program, with evidence provided prior to funding.

- Groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the RM of Britannia in their activities and advertising.
- Applicant must be an RM of Britannia **non-profit organization registered with ISC** (Information Services Corporation) or be associated with a federally registered organization, delivering a program within the boundaries of the RM of Britannia;
- Programs must be open to the general public and cannot discriminate based on age, economic status, physical or mental ability, race, religion, gender, or ethnicity.

The program provides funding for sport, culture, and recreation programs. Therefore, the following expenditures are **ineligible** for grants:

- Construction, renovation, retrofitting, or repairs to buildings/facilities (e.g., fixing doors, re-shingling roofs, installing flooring, moving/hauling dirt, etc.).
- Property taxes or insurance.
- Alcoholic beverages.
- Per diems or day money.
- Food or food-related costs (e.g., catering supplies, coffee pots, coffee, stoves, BBQs, etc.).
- Membership fees for other lottery-funded organizations.
- Prizes, cash, gifts, awards, honorariums, trophies, plaques, or badges.
- Out-of-province activities and travel (i.e., travel within Lloydminster or Saskatchewan is acceptable).
- Donations.
- Subsidization of wages for full-time employees (Note: Eligible employment expenditures must be for no more than 35 hours a week and no more than 90 days in a grant period or 455 hours total. Eligible costs include gross wages and vacation pay, excluding CPP, EI, WCB, etc.).
- Uniforms or personal items such as sweatbands, hats, or equipment for personal ownership.
- Any activities that advocate specific positions regarding municipal, provincial, or federal government legislation, acts, or policies.

OBLIGATIONS OF GRANT RECIPIENTS

Grant recipients must submit a Project Report upon completion of the program, including:

- **A completed Community Grant Project Report Form**
- Copies of receipts and payroll records, or audited financial statements prepared by a registered Certified Management Accountant (CMA), Certified Accountant (CA), or Certified General Accountant (CGA) to verify expenditures. Payroll records must include timesheets and detailed paystubs. Cheque request forms, general ledger printouts, purchase orders, petty cash vouchers, and canceled cheques are not eligible unless supported by actual receipts.
- All eligible receipts must be dated within the grant period of April 1, 2026 to March 31, 2027. Evidence of the direct involvement of under-represented populations in the planning, operation, and evaluation of activities supported by the grant must be included.



- **Bank Statements** for the year **must** be provided with the final report.
- A description of how Saskatchewan Lotteries and the RM of Britannia were publicly acknowledged as sources of funds for the program (samples may be requested).

Complete reporting must be submitted to the RM of Britannia following the end of the program or by **May 31st, 2027**, whichever is earlier. Organizations that fail to submit the required reports may be ineligible for future grant funding administered by the RM of Britannia.

The RM of Britannia administers the grant program; however, final approval of eligible expenses is at the discretion of Saskatchewan Lotteries.

2026-2027 Saskatchewan Lotteries Community Grant Program Application

APPLICANT INFORMATION

Legal Organization Name	
Operating Name (if different from above)	
CRA Business/Non-Profit Number	
Mailing Address	
Phone Number	

CONTACT INFORMATION

Primary Contact Person and Position	
Phone Number	
E-mail Address	

PROGRAM OVERVIEW

Program Title	
Start Date/End Date	
Duration of the Program (in weeks)	
Days the Program is Offered	
Total Number of Program Hours	
Program Location(s)	
Time the Program is Offered	
Ages of Participants	
Number of Volunteers Involved	
Anticipated Total Number of Participants	

ORGANIZATIONAL OVERVIEW

1. Provide a brief overview of your organization (i.e., mission, mandate, goals, programs, etc.).

PROGRAM DETAILS

2. Under which required category does your program fall? (Pick one.)

Sport Culture Recreation

3. Provide a comprehensive overview of your program. Include the program's objectives, the benefits for participants and the community, and the location where the program will be held. Be sure to offer enough detail to clearly illustrate the program's activities and what participants will be doing

4. What outcomes (impact, benefits, and results) do you hope to achieve through this program? How will you evaluate its success?

INCLUSION OF UNDER-REPRESENTED POPULATIONS

The Saskatchewan Lotteries Community Grant Program aims to increase participation for under-represented populations within communities through regular programming and/or special programs specifically meeting their needs.

5. Which of the following under-represented populations will your program directly target? Please select only the groups that your program specifically aims to involve. Do not include those who may attend but are not directly targeted by your efforts.

- The program does not directly target any under-represented populations.
- Seniors
- Women
- Youth at risk
- Economically Disadvantaged
- Persons with a Disability
- Single-parent families
- Indigenous People

6. Provide the estimated number of participants for each under-represented population your program will involve.
 Note: Accurate participant data for these groups will be required in your annual Follow-Up Report. Please ensure you have a reliable tracking system in place to gather this information.

The program does not directly target any under-represented populations.

Indigenous People	
Seniors	
Women	
Youth at risk	
Economically Disadvantaged	
Persons with a Disability	
Single-parent families	

7. Is there a cost for participants to join? If yes, explain fees, travel, and equipment costs. If no, explain why.

FINANCIAL NEED

8. Why is Saskatchewan Lotteries Community Grant funding needed?

9. How is your organization contributing to the program? Contributions could include financial support, in-kind contributions (such as the use of facilities, equipment, or supplies), and volunteer support.

10. Has your organization applied for any other grants for this program? If yes, which one?

DECLARATION

In making this application, we hereby represent to the RM of Britannia’s Saskatchewan Lotteries Community Grant Program and declare that, to the best of our knowledge and belief, the information provided is truthful and accurate. The application is made on behalf of the named organization and with the full knowledge and consent of the Board of Directors. Furthermore, we agree to the following conditions:

- We have read the guidelines and agree to abide by all terms and conditions of the Saskatchewan Lotteries Community Grant Program if approved.
- We agree to publicly acknowledge Saskatchewan Lotteries and the RM of Britannia as sources of funding for the program.
- Grant funding, if approved, is based on the details provided in this application. The RM of Britannia must be advised of any material changes to the program, and continued funding will be at the RM’s discretion.
- A Project Report is required following the end of the program, or by **May 31st, 2027**, whichever is earlier, and must be submitted directly to the RM of Britannia. Any organization not submitting the required reporting may be ineligible for future grant funding administered by the RM of Britannia.
- Late applications will not be accepted.

Official Representatives (i.e., Chairperson, Treasurer, Executive Director):

Name: Position:

Signature: Date:

The personal information gathered will only be used or disclosed for the purposes for which it was collected or, in limited circumstances, in accordance with the Saskatchewan *Local Authorities Freedom of Information and Protection of Privacy Act*.