



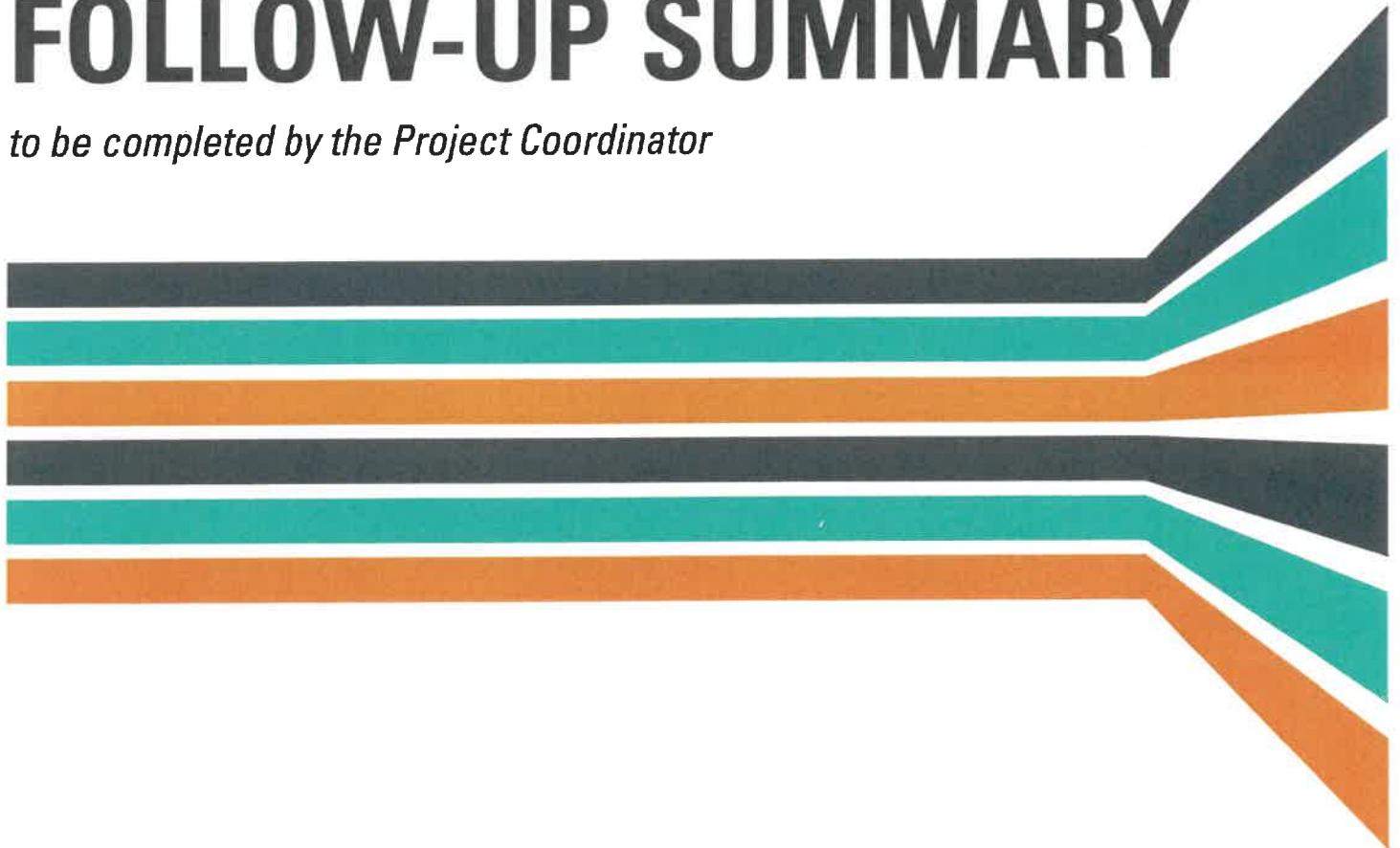
SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

**COMMUNITY GRANT PROGRAM
FOR SPORT, CULTURE AND RECREATION**

FOLLOW-UP SUMMARY

to be completed by the Project Coordinator





SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE AND RECREATION FOLLOW-UP GUIDELINES

Each **community** must submit a Follow-up upon completion of all community projects.

The Follow-up must include:

- 1) **One** Follow-up Summary Form; and
- 2) Project Reports for **each** project that was provided a Community Grant

Each 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. Municipal audits do not apply unless Sask Lotteries Community Grants are scheduled and audited separately.

HOW TO COMPLETE THE FOLLOW-UP SUMMARY FORM:

- The name of community, C/R number, grant number and total grant received should be identified. This information is included in your Community Grant approval letter.
- Each project should be identified on the form by a project number and the name of the community group.
- Each project should identify the amount of grant received for the project.
- Each project should identify the amount of submitted expenditures which refers to the total amount of receipts that have been attached for that project.
- Each project should identify if it is an under-represented project. These projects are aimed at increasing participation in any under-represented populations. See Project Report Form question 3.
- Communities that receive a grant over \$2,000 must complete the bottom portion of the form. The under-represented project minimum requirement for these communities is 30 per cent of their total Community Grant received. Actual expenditures for under-represented projects must be equal to or greater than the minimum requirement of 30 per cent.
- The Follow-up Summary Form must be signed by a bonded authorized officer of the community (Ex. Municipal/Band Administrators, Mayors, Reeves, Chiefs, etc.)

WHAT TO DO WITH THE FOLLOW-UP SUMMARY FORM ONCE COMPLETED:

- 1) Attach the Follow-up Summary Form to the Project Reports
- 2) Keep one copy of all forms and original receipts/audited financial statements for your files
- 3) Submit completed Follow-up including copies of receipts to:

Sask Lotteries Community Grant Program, 1870 Lorne Street, Regina, SK S4P 2L7
F 306.781.6021 E smitchler@sasksport.ca

Completed Follow-ups can be submitted at any time during the grant year, but **no later than June 30** of each year. **Once the Follow-up is submitted and approved, the next grant payment can be released.**



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE AND RECREATION FOLLOW-UP SUMMARY FORM

Name of Community:		C/R:	
Contact Name:		Contact Phone:	
Grant Number:		Grant Received:	\$

Project Number	Name of Community Group	Grant Received	Submitted Expenditures	Under-represented Population Project
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL		\$	\$	

If your Community Grant is greater than \$2,000 please ensure the following requirements are met:

Under-represented project minimum requirement (30 per cent of total grant received)	\$
Actual under-represented project expenditures (Equal to or greater than the above minimum requirement)	\$

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.

Bonded Authorized Officer of the Community Signature

Date

Please submit the completed Follow-up including copies of receipts to:
Sask Lotteries Community Grant Program, 1870 Lorne Street, Regina, SK S4P 2L7
P 306.780.9344 TF 1.888.780.9344 F 306.781.6021 E smithchler@sasksport.ca



SASK LOTTERIES



**SUPPORTING 12,000+ SPORT,
CULTURE AND RECREATION
GROUPS IN SASKATCHEWAN!**

SASKLOTTERIES.CA

