



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & RECREATION

PROJECT GUIDELINES & PROJECT REPORT FORM

to be completed by the Project Coordinator



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Trust Fund for Sport, Culture and Recreation

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.



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Name of Community Group:

Project #:

Project Name:

Grant Received: \$

1. Which of the following categories would you consider your project:

☐ SPORT

☐ CULTURE:

☐ cultural celebrations

☐ heritage

☐ literary

☐ music

☐ RECREATION

☐ performing arts

☐ arts & crafts

☐ cultural awareness

2. Project date(s):

3. Please provide a brief description of the project:

4. Was this program aimed at increasing participation in any under-represented populations within your community?

If ☐ yes, then continue to the next question

If ☐ no, then proceed to question #7

5. Which of the following under-represented populations were included in your project:

☐ seniors

☐ economically disadvantaged

☐ persons with a disability

☐ single parent families

☐ Indigenous people

☐ women

☐ new Canadians

☐ other _____

6. How were the above under-represented populations involved in the planning, operations and evaluation of this project?

7. What were the ages of the participants? (indicate as many as applicable)

☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 50+

8. How many people participated in your project?

☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 50+

9. How many volunteers were involved with this project?

☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 50+

10. Where did the project take place?

11. What would you consider to be the most significant successes of this program? Please note this information may be used in Sask Lotteries promotional material. If we require further information, whom should we contact?

NAME: _____ PHONE: _____

12. How did you publicly acknowledge Sask Lotteries as the source of funds for the project?

☐ Posters ☐ Word of mouth ☐ Newspaper ☐ Social Media
☐ Banners ☐ Speeches ☐ Newsletter ☐ Other
☐ Community Radio Station ☐ Promotions Items (ie: t-shirts) ☐ Bulletin Board _____

Description of Expenditures

Dollar Amount

Receipts Attached ✓

_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>

TOTAL EXPENDITURES: \$ 0.00

Our project grant = \$ _____ and our attached receipts = \$ _____

Project Coordinator Signature: _____ Date: _____

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.

If you require any assistance while completing this form, please contact your Sport, Culture & Recreation District or the Community Grant Office at 306.780.9344 (Regina area) or 1.888.780.9344 (Toll free).

PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & RECREATION

FOLLOW-UP GUIDELINES & FOLLOW-UP SUMMARY FORM

to be completed by the Project Coordinator



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

- Each community must submit a follow-up upon completion of all community projects. The follow-up must include the following:

- ☐ 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#, Grant #, 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 # 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 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 Forms question #4.
- 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% of their total Community Grant received. Actual expenditures for under-represented projects must be equal to or greater than the minimum requirement of 30%.
- The Summary Form must be signed by a bonded authorized officer of the community (e.g. Municipal/Band Administrators, Mayors, Reeves, Chiefs, etc.)

WHAT TO DO WITH THE SUMMARY FORM ONCE COMPLETED:

- ☐ Attach the *Follow-up Summary Form* to the *Project Reports*;
- ☐ Keep one (1) copy of all forms and original receipts/audited financial statements for your file;
- ☐ Submit one (1) complete *follow-up* including copies of receipts to:

SASK LOTTERIES COMMUNITY GRANT PROGRAM • 1870 LORNE STREET • REGINA, SASKATCHEWAN • S4P 2L7

- 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.**

FOR INFORMATION, PLEASE CONTACT:

1870 Lorne Street | Regina, SK | S4P 2L7 sasklotteries.ca

P 306.780.9344 TF 1.888.780.9344 F 306.781.6021 E Lhodnefield@sasksport.ca

⇅ PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR INFORMATION ⇅

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

to be completed by the Community Contact Person

C#/R#:

Name of Community:

Contact Person Phone #:**Grant #:****Total Grant Received:**

Project #	Name of Community Group	Grant Received	Submitted Expenditures	Under-represented Population Project	
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
				Yes <input type="radio"/>	No <input type="radio"/>
	TOTAL	\$ 0.00	\$ 0.00		

If your Community Grant is greater than \$2,000 please complete the following under-represented project information:

Under-represented project minimum requirement = \$ _____ (30% of Total Grant Received)

Actual under-represented project expenditures = \$ _____ (Equal to or greater than the above minimum requirement)

Signature of Bonded Authorized Officer of the Community

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.

Date _____

FOR INFORMATION, PLEASE CONTACT:

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SASK LOTTERIES

EVERYONE WINS!

**12,000+
sport, culture
and recreation
groups benefit**

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