



# SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE AND RECREATION

## APRIL 1, 2019 - MARCH 31, 2020 PROGRAM GUIDELINES

### PURPOSE

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc. 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.

### WHO IS ELIGIBLE

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 OBJECTIVES

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

### PROGRAM CRITERIA

- Expenditures must be **directly related to the delivery of a sport, culture or recreation program.**
- Operation costs of facilities that are **directly related to a program are eligible for 25% of the total grant up to a maximum of \$500.00 per program (including cleaning staff).**
- Follow-ups verifying project expenditures must be submitted (see follow-up process for details).
- Communities receiving a grant of more than \$2,000 are required to identify in the follow-up report that a minimum of 30% of the grant was used to support programs directed at under-represented populations.
- Evidence of the direct involvement of under-represented populations in the planning, operating and evaluating of activities
- Organizations are responsible to ensure that appropriate liability and participants insurance is in place for events sponsored/funded by the Community Grant Program.
- Groups receiving grants **must** publicly acknowledge Saskatchewan Lotteries within their activities.

The program is designed to provide funding for sport, culture and recreation programs. Therefore, the following expenditures are

### **INELIGIBLE:**

- Construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- Property taxes, insurance;
- Alcoholic beverages;
- Food or food related costs (this includes catering supplies, coffee pots, coffee, 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 in a grant period); and
- Uniforms or personal items such as sweat bands and hats.

### **APPLICATIONS**

Applications are to be submitted to:

#### **THE WEYBURN LEISURE CENTRE**

c/o Wendy Neiszner  
532 – 5<sup>th</sup> Street NE

Weyburn, Saskatchewan  
S4H 1A1

or

#### **City Hall**

Box 370, 157 3<sup>rd</sup> Street NE  
Weyburn, Saskatchewan  
S4H 2K6

**on or before Friday, March 29, 2019**

Applications received after the deadline will **NOT** be considered for the current grant year.

### **FOLLOW-UP PROCESS**

The grant period is from April 1, 2019 to March 31, 2020. Each project receiving a grant must submit a follow-up report. Completed follow-up reports can be submitted at any time during the grant year, but no later than March 31, 2020.

Follow-up reports must include:

- A list of actual expenditures verified with receipts or an audited financial statement;
- All receipts must be dated within the grant period;
- An evaluation report including information on the number of participants and number of volunteers involved in the program.
- A description of how Saskatchewan Lotteries was publicly acknowledged as the source of funds for the program.

### **FOR MORE INFORMATION CONTACT**

Wendy Neiszner  
Weyburn Leisure Services  
157 - 3<sup>rd</sup> Street NE  
Weyburn, Sask  
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