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## SHAUNAVON 2022 COMMUNITY GRANT PROGRAM

PLEASE READ GUIDELINES & APPLICATION CAREFULLY!

Applications must be legible and submitted on attached application form. Financial statement must be attached.

APPLICATION DEADLINE: April 15, 2022 LATE APPLICATIONS WILL NOT BE CONSIDERED

PROGRAMS MUST TAKE PLACE BETWEEN: April 1, 2022 and March 31, 2023.

FOLLOW-UP REPORT DEADLINE FOR THIS GRANT WILL BE APRIL 30<sup>TH</sup>, 2023

EXPENSES MUST BE DIRECTLY RELATED TO THE DELIVERY OF A SPORT, CULTURE OR RECREATION PROGRAM

### APPLICATION PROCEDURE:

⇒ Applicants must **fully and legibly** complete the application form. **Complete the project description and other required information on the application form.** Submit to the Wellness and Leisure Committee with a financial statement from your organization from your most current year-end.

⇒ The Wellness & Leisure Committee reviews all applications and allocates funding.

⇒ Local organizations are notified regarding the status of their application.

⇒ Applicants proceed with programs. **Saskatchewan Lotteries must be acknowledged in advertising & programming** (Call the Rec. Office for FREE promotional materials).

⇒ Applicants must consult with the Recreation Office if a change of project is necessary. Only expenses approved in the initial application are eligible.

⇒ Applicants must complete project follow-up reports, attach receipts to verify their expenditures and attach a sample of how SK Lotteries was acknowledge. Grant cheques will be issued to the organization by the Wellness & Leisure Committee, once the follow-up report and supporting documents have been submitted. Follow-ups must be submitted by April 30<sup>th</sup>, 2023.

### INELIGIBLE EXPENSES:

⇒ Construction, renovation, retrofits and repairs to buildings/facilities.

⇒ Property taxes, insurance

⇒ **Food or food related costs & alcohol beverages. (Catering supplies, coffee pots, stoves, etc.)**

⇒ Membership/application fees in other lottery-funded organizations

⇒ **Prizes, cash, gifts, awards, trophies, honorariums, plaques, badges**

⇒ Subsidization of full-time employee. Eligible employment expenditures must be no more than 35 hours per week and no more 90 days in a grant period (or 455 hours in a grant period)

⇒ Out of province activities and travel

⇒ Uniforms or personal items such as sweatbands and hats

⇒ Donations to other organizations

SUBMIT APPLICATION TO: The Wellness & Leisure Committee

Box 1047

Shaunavon, SK. S0N 2M0

OR Drop at the Town Office

# SHAUNAVON COMMUNITY GRANT - APPLICATION FORM

COMMUNITY ORGANIZATION \_\_\_\_\_

P.O. BOX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ (H) \_\_\_\_\_ (BUS) EMAIL ADDRESS: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_

PROGRAM DATE(S): \_\_\_\_\_

PROGRAM DESCRIPTION (Briefly describe program, expected number of participants & ages. Is this a new program?)

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**PROGRAM PARTICIPANTS:** Are any of your participants from under-represented populations? (Please check all that apply)

- Seniors     indigenous people     disabled     economically disadvantaged     women  
 Single-parent families'     youth at risk

If you checked any of the above, approximately how many (based on percentage of participants – i.e. 50% or 30%)  
\_\_\_\_\_ (A portion of Shaunavon funds must be spent on increasing participation by the above under-represented populations)

## BUDGET:

### PROPOSED REVENUE

Registration Fees            \$ \_\_\_\_\_  
Membership Fees            \$ \_\_\_\_\_  
Fundraising                 \$ \_\_\_\_\_  
Other: \_\_\_\_\_         \$ \_\_\_\_\_  
\_\_\_\_\_                     \$ \_\_\_\_\_  
\_\_\_\_\_                     \$ \_\_\_\_\_  
Lotto Grant Requested       \$ \_\_\_\_\_

### PROPOSED EXPENSES OF PROGRAM

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL REVENUE        \$ \_\_\_\_\_  
(INCLUDE LOTTO GRANT REQUEST IN TOTAL REVENUE)

TOTAL EXPENSES        \$ \_\_\_\_\_

**ATTACH FINANCIAL STATEMENT FOR YOUR ORGANIZATION. IT DOES NOT HAVE TO BE AUDITTED, BUT SHOULD BE FOR THE MOST CURRENT COMPLETE YEAR.**