

PROJECT GUIDELINES

Saskatchewan Lotteries Community Grant Program

for Sport, Culture & Recreation

PROJECT GUIDELINES



PROJECT REPORT FORM

to be completed by the Project Coordinator



Saskatchewan Lotteries Community Grant Program for Sport, Culture and 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 Saskatchewan Lotteries Community Grants are audited separately.

- **Completed Project Reports and receipts are to be returned to your community contact person for the Saskatchewan 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 Saskatchewan 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 Saskatchewan 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.

Community Grant Program for Sport, Culture & Recreation

PROJECT REPORT FORM

Name of Community Group: _____

Project #:

Project Name:

Grant Received: \$

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

- | | | | | | |
|-------------------------------------|--|--|---|-----------------------------------|--------------------------------|
| <input type="checkbox"/> SPORT | <input type="checkbox"/> CULTURE: | <input type="checkbox"/> cultural celebrations | <input type="checkbox"/> heritage | <input type="checkbox"/> literary | <input type="checkbox"/> music |
| <input type="checkbox"/> RECREATION | <input type="checkbox"/> performing arts | <input type="checkbox"/> arts & crafts | <input type="checkbox"/> 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:

- | | |
|---|--|
| <input type="checkbox"/> seniors | <input type="checkbox"/> Aboriginal people |
| <input type="checkbox"/> economically disadvantaged | <input type="checkbox"/> women |
| <input type="checkbox"/> persons with a disability | <input type="checkbox"/> new Canadians |
| <input type="checkbox"/> single parent families | <input type="checkbox"/> 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 Saskatchewan Lotteries promotional material. If we require further information, whom should we contact?

NAME: _____ PHONE: _____

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

- | | | | |
|--|--|---|--------------------------------|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |
| <input type="checkbox"/> Banners | <input type="checkbox"/> Speeches | <input type="checkbox"/> Newsletter | |
| <input type="checkbox"/> Community Radio Station | <input type="checkbox"/> Promotions Items (ie: t-shirts) | <input type="checkbox"/> 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"/>
TOTAL EXPENDITURES:	\$ _____	<input type="checkbox"/>

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 780-9344 (Regina area) or 1-888-780-9344 (Toll free).

PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON