

FUNDED BY



SHAUNAVON 2023 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 17, 2023 LATE APPLICATIONS WILL NOT BE CONSIDERED

PROGRAMS MUST TAKE PLACE BETWEEN: April 1, 2023 and March 31, 2024.

FOLLOW-UP REPORT DEADLINE FOR THIS GRANT WILL BE APRIL 29TH, 2024

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 29th, 2024.

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 2023 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?)

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.