

**DUE: MARCH 31, 2020**

File: \Parks & Recreation\Recreation\community grant application

**2020 – 2021 COMMUNITY GRANT APPLICATION**

ORGANIZATION NAME: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**Amount requested: \$** \_\_\_\_\_

**# OF YOUTHS IN PROGRAM:** \_\_\_\_\_

Please provide a description of the project for which funding is intended.

*(Please refer to the attached program information to determine if your project expenditures meet the criteria)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do the projects you are applying for involve an under-represented part of the population?

Yes / No

What type of fundraisers are held in order to help your organization financially?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: PROJECTS MUST FALL WITHIN THE GRANT PERIOD OF APRIL 1, 2020 TO MARCH 31, 2021. OPERATING AND CAPITAL STATEMENT MUST ACCOMPANY APPLICATION.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **COMMUNITY GRANT PROGRAM GUIDELINES**

### **Purpose**

To assist in the development of sport, culture and recreation programs by providing funds to nonprofit community organizations operated by volunteers. These funds are distributed through local governments.

The Saskatchewan Lotteries Community Grant Program is guided by the following:

- The Saskatchewan Lotteries Community Grant Program provides access to sport, culture and recreation for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability;
- The Saskatchewan Lotteries Community Grant Program provides funds to community nonprofit volunteer organizations in support of sport, culture and recreation programs;
- Communities establish local priorities; and
- All participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

### **Program Criteria**

- Applications to be submitted to the Town Office by March 31, 2020.
- Expenditures must be directly related to the operation of a sport, culture or recreation program.
- Maintenance and operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program, up to a maximum of \$500 per program.
- Project reports must be submitted by March 27, 2020.
- Groups are responsible to ensure appropriate liability and participant's insurance are 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** FOR GRANTS:

- Construction, renovation, retrofit and repairs to buildings/facilities;
- Maintenance and operation costs of facilities that are not directly related to a program supported by this grant;
- Alcoholic beverages;
- Food purchases;
- Membership fees in other lottery-funded organizations;
- Prizes including cash, gifts, awards, trophies and plaques;
- Out-of-province activities and travel;
- Subsidization of wages for full-time employees. Eligible employment expenditures are less than 35 hours a week for no more than 90 days in the grant period; and
- Uniforms or personal items such as sweatbands and hats.

### **Project Report Process**

The grant period is from April 1 to March 31.

Project reports must include:

- Each project receiving a grant must have a project report submitted.
- A list of actual expenditures verified with receipts.
- All receipts must be dated within the appropriate grant period.