COMMUNITY GRANT PROGRAM GUIDELINES

Purpose of the Sask Lotteries Community Grant Program

- Provide access to sport, culture and recreation activities for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability;
- Provide funds to community non-profit volunteer organizations in support of sport, culture and recreation programs;
- Allows communities to establish local priorities;
- Stipulates that all participating groups, from administration to beneficiary are responsible for ensuring complete and accurate accounting.

Application Check List

Please ensure you have the following included with your application:

- ◊ Under Project Description on the application form please include following details:
  - Description of the project or program and what the funds would be put towards
  - Who the project or program will benefit (ex/ youth, seniors, women, new Canadians)
  - How many people are anticipated to benefit from the project or program
- ◊ A completed and signed Community Grant Application
- ◊ A current operating budget

Community Grant Program Criteria

- Applications are to be submitted to the Town Office by **March 31, 2022**.
- 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.
- Groups are responsible for ensuring appropriate liability and participant's insurance are in place.
- Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activity.
- If approved for funding the previous year, Project Report Forms must be submitted before a new application will be accepted.

Ineligible Expenditures:

- 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;
- Per Diems/Day Money;
- Food or food related costs (this includes catering supplies, coffee pots, coffee, BBQ's, etc);
- 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. NOTE: 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

Each group receiving a grant must submit a Project Report upon completion. Please drop off your report at the Town Office or email to recreation@rosthern.com. The grant period is from April 1 to March 31.

- Project Report Forms can be found at www.rosthern.com or picked up at the Town Office.
- Copy of receipts or an audited financial statement to verify expenditures must be included.
- All receipts must be dated within the appropriate grant period.