

Policy Name:	SK Lotteries Community Grant Policy	Effective Date:	May 6, 2024
Policy Number:	PR-GD-002	Approval Date:	May 6, 2024
Policy Area:	Parks & Recreation	Council Resolution Number:	2024.109
Policy Section:	Grants & Donations	Replaces Policy:	PR-GD-001
No. of Pages:	3		

PURPOSE

- 1) The purpose of this policy is to ensure proper distribution of funds received from the Saskatchewan Lotteries Community Grant Program to local non-profit organizations that provide sport, culture and recreation activities to residents.

SCOPE

- 2) This policy shall apply to:
 - a) administration,
 - b) funds provided to the Town of Rosthern under the Saskatchewan Lotteries Community Grant Program Agreement with the Province, and
 - c) all applicants to the Saskatchewan Lotteries Community Grant Program.

DEFINITIONS

- 3) "ADMINISTRATION" shall mean the employees of the Town.
- 4) "CAO" shall mean the Chief Administrative Officer of the Town.
- 5) "RECREATION MANAGER" shall mean the Town's Recreation and Community Development Manager.
- 6) "SLCG PROGRAM" shall mean the Saskatchewan Lotteries Community Grant Program.
- 7) "TOWN" shall mean the Town of Rosthern.

RESPONSIBILITIES

- 8) Town Council shall be responsible for reviewing this policy as required.
- 9) Administration shall be responsible for implementing this policy.
- 10) The CAO is authorized to sign the Program application, final report, and all required documents.
- 11) Applicants are responsible to ensure applications are submitted prior to the deadline and completely correctly.

- 12) Grant recipients are responsible to ensure follow-up forms are submitted prior to the deadline and that all supporting documents are attached.

PROCEDURES & GUIDELINES

13) Application Process

- a) Communication to the Public
 - i) Administration will notify the public that applications are being accepted for the SLCG Program as follows:
 - (1) Rosthern Rec Facebook Page,
 - (2) The Town of Rosthern Facebook Page,
 - (3) The Town website,
 - (4) A poster on the 1st Avenue Bulletin Board,
 - (5) In an issue of the Newsletter, and
 - (6) Email previous year's recipients.
 - ii) When notifying the public, Administration will provide the following information:
 - (1) Application form,
 - (2) SLCG guidelines,
 - (3) the date and time when applications will be accepted until, and
 - (4) that late applications will not be accepted.

14) Allocation of Funds to Town run programs.

- a) Each year the following allocations will be made to Town Recreation programs, to a maximum of 25%, provided that the designated funds are being used to offset participant program fees and that the underrepresented group criteria through the SLCG Program is met:
 - i) Valley Aquatic Centre ~~—12%~~
 - ii) Summer Program—9%
 - iii) Other Recreation Programming
- b) Application and follow-up forms shall be required for each Town Recreation program.

15) Adjudication/Selection Process & Criteria

- a) The Recreation Manager will compile all applications and verify they meet the criteria in accordance with this policy and the SLCG Program guidelines.
- b) The CAO and Recreation Manager will make recommendations as to grant amounts allocated to each applicant based on the following criteria:
 - i) Applicants are to be non-profit organizations based in the Town whose purpose is to provide access to sport, culture and recreation opportunities.
 - ii) Events must occur within the Town's boundaries and directly benefit residents and businesses, except for the Valley Regional Park which is located outside of Town boundaries but in which the Town is a legal partner.
 - iii) The number of local participants from the Town and RM of Rosthern No. 403.
 - iv) Underrepresented populations.

- c) Funds may not be available to groups that have failed to comply with reporting requirements from previous year's grants.

16) Council Approval

- a) A list of applicants and recommended amounts will be presented to Council for approval at a meeting of Council.

17) Notification of Decision, Follow-Up Forms and Pay Out

- a) The Recreation Manager shall notify applicants of the decision for grant funding in writing by email and provide them with a follow up form and a due date of when the form will need to be returned.
- b) There is no appeal to a decision.
- c) The Recreation Manager will notify applicants 30 days prior to deadline of the follow-up due date.
- d) In the event a follow-up form has not been received by the due date, the Recreation Manager will contact the applicant advising that if not received within 5 business days, the designated funds will be lost and re-allocated.
- e) Once the follow-up form and all supporting documents have been received, a cheque will be issued to the grant recipient within 2 weeks. No funds will be paid out to any organizations until the completed follow-up form has been returned.

18) Re-allocation of Funds

- a) If not all the grant funds have been used by an organization for whatever reason, the Recreation Manager is authorized to allocate those funds to the Town Recreation Programs.

RELATED DOCUMENTS

- 19) The Saskatchewan Lotteries Community Grant Program Guidelines.

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