

Saskatchewan Lotteries Community Grant Program

for Sport, Culture & Recreation

PROJECT GUIDELINES



PROJECT REPORT FORM

to be completed by the Project Coordinator



Revised December 2014

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 Certified Management Accountant/Chartered Accountant Certified General Accountant (CMA, CA, CGA).

- **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*.**
- **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).**

The following expenditures are **not eligible** under this grant program and **are not** to be included within your *Project Report*:

- construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- property taxes or insurance;
- per diems / day money
- donations;
- alcoholic beverages;
- food or food related costs (this includes catering supplies, coffee, coffee pots, stoves, BBQs, etc.);
- membership fees in other lottery-funded organizations;
- prizes, cash, gifts, awards, honorariums, trophies, plaques and badges;
- out-of-province activities and travel;
- 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 in a grant period); and
- uniforms or personal items such as sweatbands and hats.

**LOCAL COMMUNITY GROUP
FUNDING REQUEST FOR
SASKATCHEWAN LOTTERIES
COMMUNITY GRANT FUNDS**

Name of Community Group: _____

Contact Name: _____

Phone: _____

Project Description:

Project Start Date: _____

Proposed Expenditures:

Dollar Amount:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL PROJECT ESTIMATED COSTS: \$ _____

GRANT AMOUNT REQUESTED: \$ _____

Signature _____

Contact Person

Please return the completed form to the community contact person of the Town, Village, R.M. or Band Office you are applying through (do not return to the Community Grant Office).

Please remember to publicly acknowledge Saskatchewan Lotteries as a source of funds for your project.
