



**SASK LOTTERIES**

Trust Fund for Sport, Culture and Recreation

# COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE AND RECREATION PROJECT GUIDELINES

## PURPOSE

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

- 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.
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

## PROGRAM CRITERIA

- 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 Chartered Professional Accountant and will only be accepted if the Sask Lotteries Community Grants are audited separately.
- Completed Project Reports and receipts are to be returned to your community contact person for the Sask 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 Sask Lotteries within their activities.
- Any project initiatives that are aimed at increasing participation in any under-represented populations should be identified in questions 3, 4 and 5 of the Project Report Form.

## Ineligible Expenditures

- Construction, renovation, retrofit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.)
- Property taxes, insurance
- Alcoholic beverages
- Per diem or day money
- Food or food related costs (includes catering supplies, coffee pots, coffee, BBQs, etc.)
- Membership fees in other lottery-funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Out-of-province activities and travel
- Donations
- 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)
- Uniforms or personal items such as sweatbands and hats
- Other expenses that the Sask Lotteries Trust Fund may deem inappropriate

## Limitations

- **In addition to eligible programming expenses**, operation costs of facilities that are directly related to a program are eligible for 25 per cent of the total grant received for each program up to a maximum of \$500 per program (including cleaning staff). Communities receiving a grant of \$2,000 or less will not be limited to 25 per cent of the grant; however, non-operational program costs are encouraged to enhance programming.
- Fireworks are eligible for 25 per cent of the total grant received for each program to a maximum of \$500 per program. Communities receiving a grant of \$2,000 or less will not be limited to 25 per cent of the grant; however, other program costs are encouraged to enhance programming.



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## LOCAL COMMUNITY GROUP FUNDING REQUEST FOR SASK LOTTERIES COMMUNITY GRANT FUNDS

<b>Name of Community Group:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Project Description:</b>	
<b>Project Start Date:</b>	

Proposed Revenues:	Dollar Amount:
	\$
	\$
<b>TOTAL PROPOSED REVENUES</b>	\$
Proposed Expenditures:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROPOSED EXPENDITURES</b>	\$
<b>TOTAL PROJECT ESTIMATED COSTS:</b>	\$
<b>GRANT AMOUNT REQUESTED:</b>	\$

Signature of 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 Sask Lotteries as a source of funds for your project.



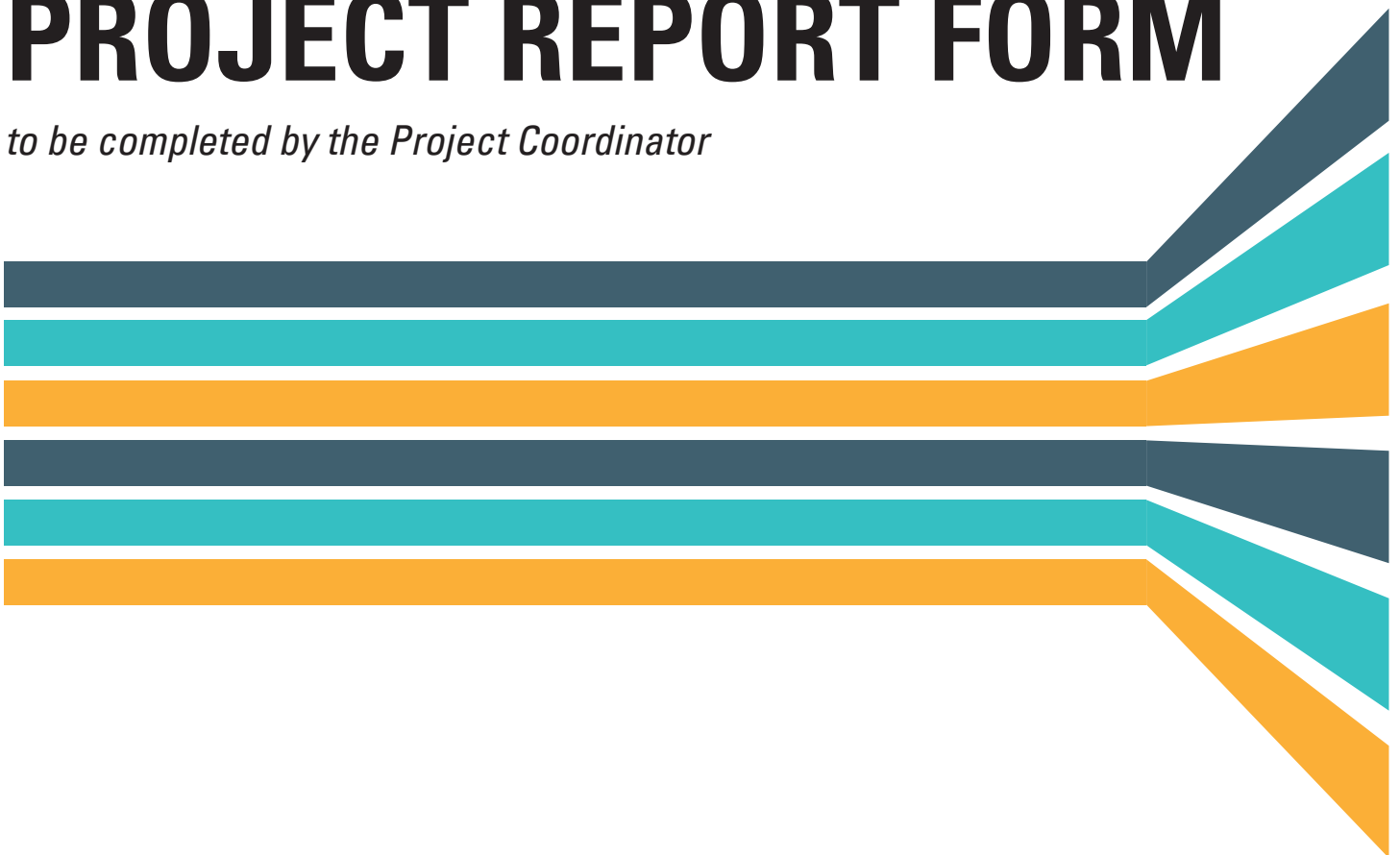
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**COMMUNITY GRANT PROGRAM  
FOR SPORT, CULTURE AND RECREATION**

**PROJECT REPORT FORM**

*to be completed by the Project Coordinator*





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## COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE AND RECREATION PROJECT REPORT FORM

Name of Community Group:			
Project Number:		Grant Received:	\$
Project Name:			
Project date(s):			

<b>1. Which of the following categories would you consider your project?</b>	
<input type="checkbox"/> Sport <input type="checkbox"/> Culture: <input type="checkbox"/> Cultural celebrations <input type="checkbox"/> Heritage <input type="checkbox"/> Literary <input type="checkbox"/> Music <input type="checkbox"/> Recreation <input type="checkbox"/> Performing arts <input type="checkbox"/> Arts and crafts <input type="checkbox"/> Cultural awareness	
<b>2. Please provide a brief description of the project:</b>	
<b>3. Was this program aimed at increasing participation in any under-represented populations within your community?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , then continue to the next question. If <b>no</b> , then proceed to question 6.	
<b>4. Which of the following under-represented populations were included in your project?</b>	
<input type="checkbox"/> Seniors <input type="checkbox"/> Single parent families <input type="checkbox"/> Women <input type="checkbox"/> Economically disadvantaged <input type="checkbox"/> Indigenous people <input type="checkbox"/> New Canadians <input type="checkbox"/> Persons with a disability <input type="checkbox"/> Other: _____	
<b>5. How were the above under-represented populations involved in the planning, operations and evaluation of this project?</b>	
<b>6. What were the ages of the participants? (indicate as many as applicable)</b>	
<input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 50+	
<b>7. How many people participated in your project?</b>	
<input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 50+	

<b>8. How many volunteers were involved with this project?</b>			
<input type="checkbox"/> 0-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 50+
<b>9. Where did the project take place?</b>			
<b>10. What would you consider to be the most significant successes of this program?</b>			
<b>Name:</b>		<b>Phone:</b>	
<p><b>Please note:</b> This information may be used in Sask Lotteries promotional material. If we require further information, whom should we contact?</p>			
<b>11. How did you publicly acknowledge Sask Lotteries as the source of funds for the project?</b>			
<input type="checkbox"/> Posters	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Bulletin Board
<input type="checkbox"/> Banners	<input type="checkbox"/> Speeches	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Social Media
<input type="checkbox"/> Community Radio Station <input type="checkbox"/> Promotions Items (Ex. t-shirts) <input type="checkbox"/> Other: _____			

## EXPENDITURES

Description of Expenditures	Amount	Receipts Attached ✓
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
<b>TOTAL EXPENDITURES</b>	\$	

<b>Project Grant Amount</b>	\$	<b>Attached Receipts</b>	\$
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I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that this report is a correct and true statement.

\_\_\_\_\_  
Project Coordinator Signature

\_\_\_\_\_  
Date

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**If you require any assistance while completing this form, please contact your Sport, Culture and Recreation District or the Community Grant Office at 306.780.9344 (Regina) or 1.888.780.9344 (TF)**

**PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON**



## FUNDING RECOGNITION

Community Grant Program funding is provided through proceeds from the main fundraiser for sport, culture and recreation, Sask Lotteries. As a grant recipient, you are required to recognize and promote Sask Lotteries.

Please use the Sask Lotteries logo to provide recognition in all of your organization's communications such as: website, promotions & events, newsletters, social media sites, letterhead, signage, displays and promotional items.

**The Sask Lotteries logo, ads and logo useage guidelines are available for download on our website, [sasklotteries.ca](http://sasklotteries.ca), by clicking on "About Us", then "Funding Recognition" in the menu bar.**

Beneficiaries will also find an order form on our website which includes additional marketing materials available at no charge. Current items offered are conference folders, posters, nametags and banners.

We are happy to answer any questions you may have about incorporating the Sask Lotteries logo into your marketing and communications materials.

If you require an alternate file format or ad size not included on our website, please contact our Communications Department at [communications@sasklotteries.ca](mailto:communications@sasklotteries.ca).



Sask Lotteries is the main fundraiser for more than 12,000 sport, culture and recreation groups across the province.

If your organization is one of them, you're asked to recognize and promote the Sask Lotteries fundraiser whenever possible and appropriate. Events, programs, speeches, websites and social media are all effective places to remind your community about the positive impact of the lottery-funded sport, culture and recreation system.

The following materials are available to eligible organizations at no cost.

## BENEFICIARY MATERIALS

### CONFERENCE FOLDERS

9" x 12" folders with two inside pockets

ORDER



### POSTER BLANKS

11" x 17" preprinted posters with Sask Lotteries logo

ORDER



### NAME TAGS



Adhesive sheets of 8 blank name tags with the Sask Lotteries logo

ORDER

### LANYARDS



ORDER

### PAPER BANNERS

11" x 17" and 36" x 14" banners with the Sask Lotteries logo



ORDER 11x17



Non-Laminated  
ORDER 36x14

Laminated - Limit 5  
ORDER 36x14

### BOOKMARKS



ORDER

### DIGITAL LOGOS AND ADS

Visit [Sask Lotteries Website](http://Sask Lotteries Website) for:

- Logos in multiple formats and orientations for use in print/digital
- Social graphics and recommended social media messaging



## ON-LOAN ITEMS

TO BOOK, CALL: Regina 306.780.9300 • Saskatoon 306.975.0800

### TABLE RUNNERS

60" x 72" table runner



### VINYL BANNERS

Various sizes and colours



### PULL-UP BANNERS

33" x 81" retractable banner for indoor use



### FEATHER FLAGS

10' feather flag with stand for indoor or outdoor use



RETURN THE COMPLETED FORM TO: F 306.781.6021 E [communications@sasklotteries.ca](mailto:communications@sasklotteries.ca)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date Required: \_\_\_\_\_