



SASK LOTTERIES COMMUNITY GRANT FUNDING REQUEST



SASK LOTTERIES



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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:
 - A completed Community Grant Project Report Form and
 - 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 original receipts are to be returned to the R.M. of Corman Park upon completion of the program, but **no later than April 30**.
- 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 of the following year**.
- Groups receiving grants **must publicly acknowledge the R.M. of Corman Park and Sask Lotteries** within their activities.
- Any project initiatives that are aimed at increasing participation in any under-represented populations should be identified.

Ineligible Expenditures

- Construction, renovation, retrofit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.)
- Property taxes and insurance

- Alcoholic beverages
- Per diem or day money
- Food or food related costs (including 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).
- Fireworks are eligible for 25 per cent of the total grant received for each program to a maximum of \$500 per program.

Insurance

- Projects with 1,500 participants or less require a minimum of \$2,000,000 liability and participant insurance
- Projects that include more than 1,500 participants require a minimum of \$5,000,000 liability and participant insurance

Priorities

- Priority will be given to projects serving Indigenous people, economically disadvantaged people, newcomers, older adults (65 & up), persons with a disability, single parent families, or youth at risk. 30% of the total amount of funding provided to the R.M. must be used to serve under-represented groups.

Contact Information

If you have any questions or would like additional information, please contact sasklotteries@rmcormanpark.ca or (306) 975-1656.

R.M. of CORMAN PARK APPLICATION FOR SASK LOTTERY FUNDING

Funding Request

Total Grant Funding Request \$ _____

Applicant Information

1. Organization: _____

2. Mailing Address: _____

3. Physical Address: _____

4. Contact Person: _____

5. Phone: _____

6. Email: _____

7. If your application is successful, which name should be written on the cheque?

Program Details

8. Name: _____

9. Date(s): _____

10. Location: _____

11. Will this program be available to all residents of the R.M.?

11. a. If not, please explain:

12. Is there a direct participation or registration fee?

12. a. If there is a fee, what is the total amount and what does it cover?

15. b. Describe how the program will benefit the identified under-represented groups, including how they participated in the planning and evaluation:

16. Describe the impact and benefit of the program to the residents of the R.M.:

17. Describe how this program is accessible to the public and who can participate:

18. How is your organization contributing to the program?

19. Why is the Saskatchewan Lotteries Community Grant funding needed?

20. What will the impact be if the program does not receive this grant?

21. How will your organization recognize the contributions of the R.M. and Sask Lotteries?

Revenue & Expenses of the Proposed Program

Only include figures for the project or program, not the entire organization's budget

Revenues:

Registration Fee	\$
Other:	\$
	\$
Total Revenue:	\$

Expenses:

Equipment Purchase / Rental	\$
Facility Rental	\$
Advertising	\$
Program Supplies	\$
Instructor Fees	\$
Insurance	\$
Administrative Supplies	\$
Other:	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Projected Gain / Loss	\$
Total Grant Funding Request	\$

Submission

By signing below, you acknowledge that you can submit an application on behalf of the organization and that the information contained in this application is complete and accurate to the best of your knowledge. You also acknowledge that your organization has met, and will meet, the requirements of the Sask Lotteries Community Grant Program ; including eligible expenses, insurance requirements, and program report obligations.
Signature
Name
Date

Please submit your completed application to sasklotteries@rmcormanpark.ca.

Once the application is received by the R.M. of Corman Park, it will be taken to Council during a regularly scheduled Council Meeting for review, consideration, and a decision.

Thank you for applying for Sask Lotteries Community Grant Funding. If you have any questions or would like additional information, please contact sasklotteries@rmcormanpark.ca or (306) 975-1656.