

# Saskatchewan Lotteries Community Grant Program

for Sport, Culture & Recreation

## **FOLLOW-UP GUIDELINES**



## **FOLLOW-UP SUMMARY FORM**

*to be completed by the Project Coordinator*



revised December 2006

# Saskatchewan Lotteries Community Grant Program for Sport, Culture and Recreation

## FOLLOW-UP GUIDELINES

- Each **community** must submit a follow-up upon completion of all community projects. The follow-up must include the following:

- 1) *One Follow-up Summary Form*; and
- 2) *Project Reports* for **each** project that was provided a Community Grant.

- Each **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).*

- **Municipal audits do not apply unless Saskatchewan Lotteries Community Grants are scheduled and audited separately.**

## HOW TO COMPLETE THE FOLLOW-UP SUMMARY FORM:

- The Name of Community, C#/R#, Grant #, and Total Grant Received should be identified. This information is included in your Community Grant approval letter.
- Each project should be identified on the form by a Project # and the name of the community group.
- Each project should identify the amount of Grant Received for the project.
- Each project should identify the amount of Submitted Expenditures which refers to the amount of receipts that have been attached for that project.
- Each project should identify if it is an under-represented project. These projects are aimed at increasing participation in any under-represented populations. See Project Report Forms question #4.
- Communities that receive a grant over \$2,000 must complete the bottom portion of the form. The under-represented project minimum requirement for these communities is 30% of their total Community Grant received. Actual expenditures for under-represented projects must be equal to or greater than the minimum requirement of 30%.
- The Summary Form must be signed by a bonded authorized officer of the community (e.g. Municipal/Band Administrators, Mayors, Reeves, Chiefs, etc.)

## WHAT TO DO WITH THE SUMMARY FORM ONCE COMPLETED:

- Attach the *Follow-up Summary Form* to the *Project Reports*;
- Keep one (1) copy of all forms and original receipts/audited financial statements for your file;
- Submit one (1) complete *follow-up* including copies of receipts to:

SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM • 1870 LORNE STREET • REGINA, SASKATCHEWAN • S4P 2L7

- Completed Follow-ups can be submitted at any time during the grant year, but **no later than June 30** of each year. **ONCE THE FOLLOW-UP IS SUBMITTED AND APPROVED, THE NEXT GRANT PAYMENT CAN BE RELEASED.**

FOR INFORMATION, PLEASE CONTACT THE SASKATCHEWAN LOTTERIES TRUST OFFICE AT:

1-888-780-9344 (Toll free)  
780-9344 (Regina Area)  
781-6021 (Fax)

lhodnefield@sasksport.sk.ca  
www.sasklotteries.ca

PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR INFORMATION

# Community Grant Program for Sport, Culture & Recreation

## FOLLOW-UP SUMMARY FORM

to be completed by the Community Contact Person

C#/R#:

Name of Community:

Contact person Phone #:

Grant #:

Total Grant Received:

Project #	Name of Community Group	Grant Received	Submitted Expenditures	Under-represented Population Project	
_____	_____	\$ _____	\$ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TOTAL		\$ _____	\$ _____		

If your Community Grant is greater than \$2,000 please complete the following under-represented project information:

Under-represented project minimum requirement = \$ \_\_\_\_\_ (30% of Total Grant Received)

Actual under-represented project expenditures = \$ \_\_\_\_\_ (Equal to or greater than the above minimum requirement)

Signature Of Bonded Authorized Officer Of The Community

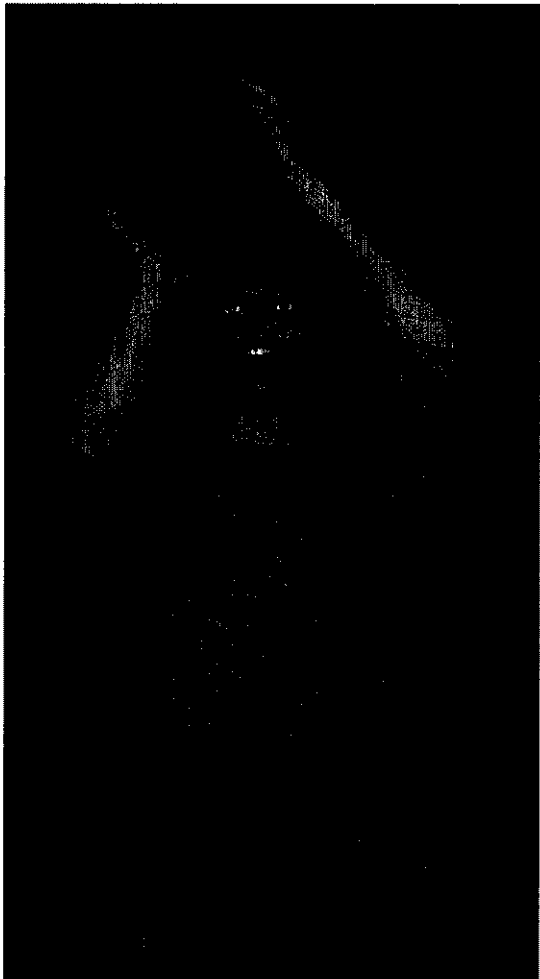
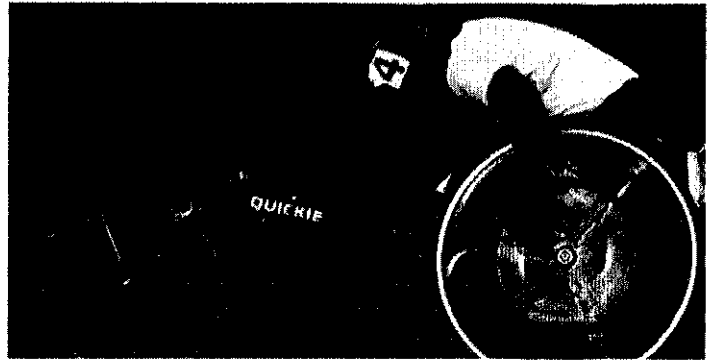
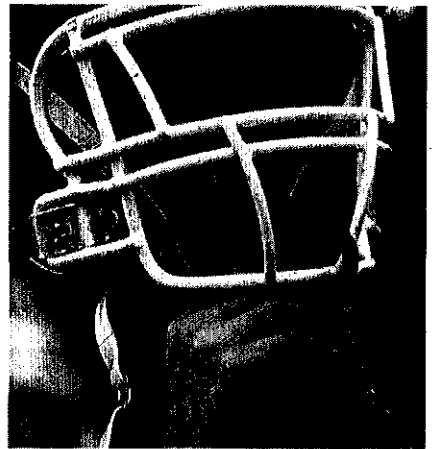
I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that this report is a correct and true statement.

DATE

SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM, 1870 LORNE ST., REGINA, SK, S4P 2L7

1-888-780-9344 (Toll free)  
 780-9344 (Regina Area)  
 781-6021 (Fax)

lhodnefield@sasksport.sk.ca  
 www.sasklotteries.ca



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EVERYONE WINS!

X \_\_\_\_\_  
PRINT YOUR NAME HERE



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