

# 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.

# Community Grant Program for Sport, Culture & Recreation

## PROJECT REPORT FORM

Name of Community Group: \_\_\_\_\_

Project #:	Project Name:	Grant Received: \$
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**1. Which of the following categories would you consider your project:**

SPORT     
 CULTURE:     
 cultural celebrations     
 heritage     
 literary     
 music  
 RECREATION     
 performing arts     
 arts & crafts     
 cultural awareness

**2. Project date(s):** \_\_\_\_\_

**3. Please provide a brief description of the project:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Was this program aimed at increasing participation in any under-represented populations within your community?**

If  yes, then continue to the next question     
If  no, then proceed to question #7

**5. Which of the following under-represented populations were included in your project:**

seniors     
 Aboriginal people  
 economically disadvantaged     
 women  
 persons with a disability     
 new Canadians  
 single parent families     
 other \_\_\_\_\_

**6. How were the above under-represented populations involved in the planning, operations and evaluation of this project?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. What were the ages of the participants?** (indicate as many as applicable)

0-10     11-20     21-30     31-40     41-50     50+

**8. How many people participated in your project?**

0-10     11-20     21-30     31-40     41-50     50+

**9. How many volunteers were involved with this project?**

0-10     11-20     21-30     31-40     41-50     50+

**10. Where did the project take place?**

**11. What would you consider to be the most significant successes of this program?** Please note this information may be used in Saskatchewan Lotteries promotional material. If we require further information, whom should we contact?

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. How did you publicly acknowledge Saskatchewan Lotteries as the source of funds for the project?**

Posters                       Word of mouth                       Newspaper                       Other

Banners                       Speeches                       Newsletter

Community Radio Station     Promotions Items (ie: t-shirts)     Bulletin Board                      \_\_\_\_\_

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

Our project grant = \$ \_\_\_\_\_ and our attached receipts = \$ \_\_\_\_\_

**Project Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*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.*

If you require any assistance while completing this form, please contact your Regional Recreation Association or the Community Grant Office at 780-9344 (Regina area) or 1-888-780-9344 (Toll free).

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