



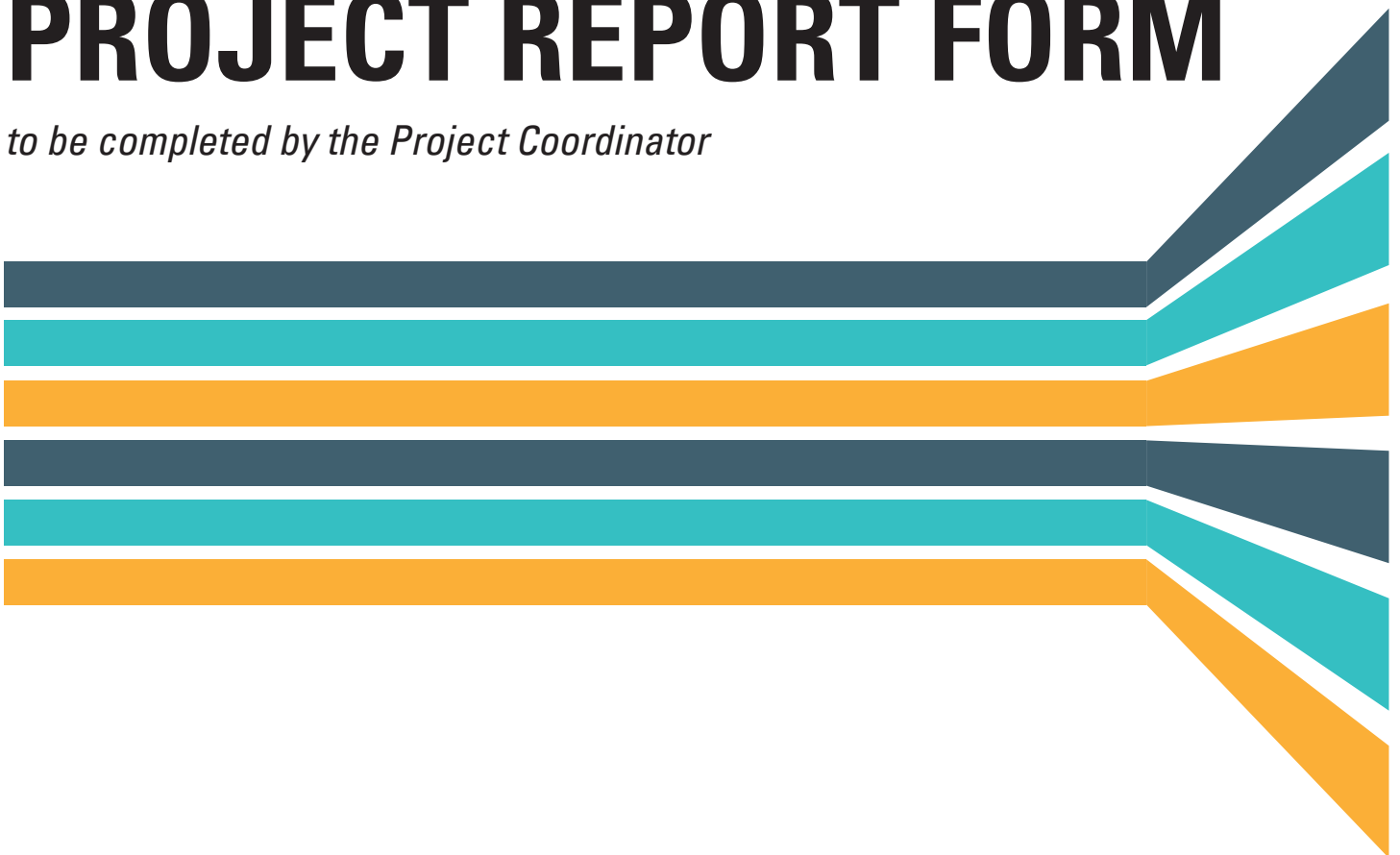
**SASK LOTTERIES**

Trust Fund for Sport, Culture and Recreation

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

**PROJECT REPORT FORM**

*to be completed by the Project Coordinator*





**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.)
- Capital expenses
- 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% 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% of the grant; however, non-operational program costs are encouraged to enhance programming.
- Fireworks are eligible for 25% 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% of the grant; however, other program costs are encouraged to enhance programming.

**SASK LOTTERIES**

Trust Fund for Sport, Culture and Recreation

## 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**