



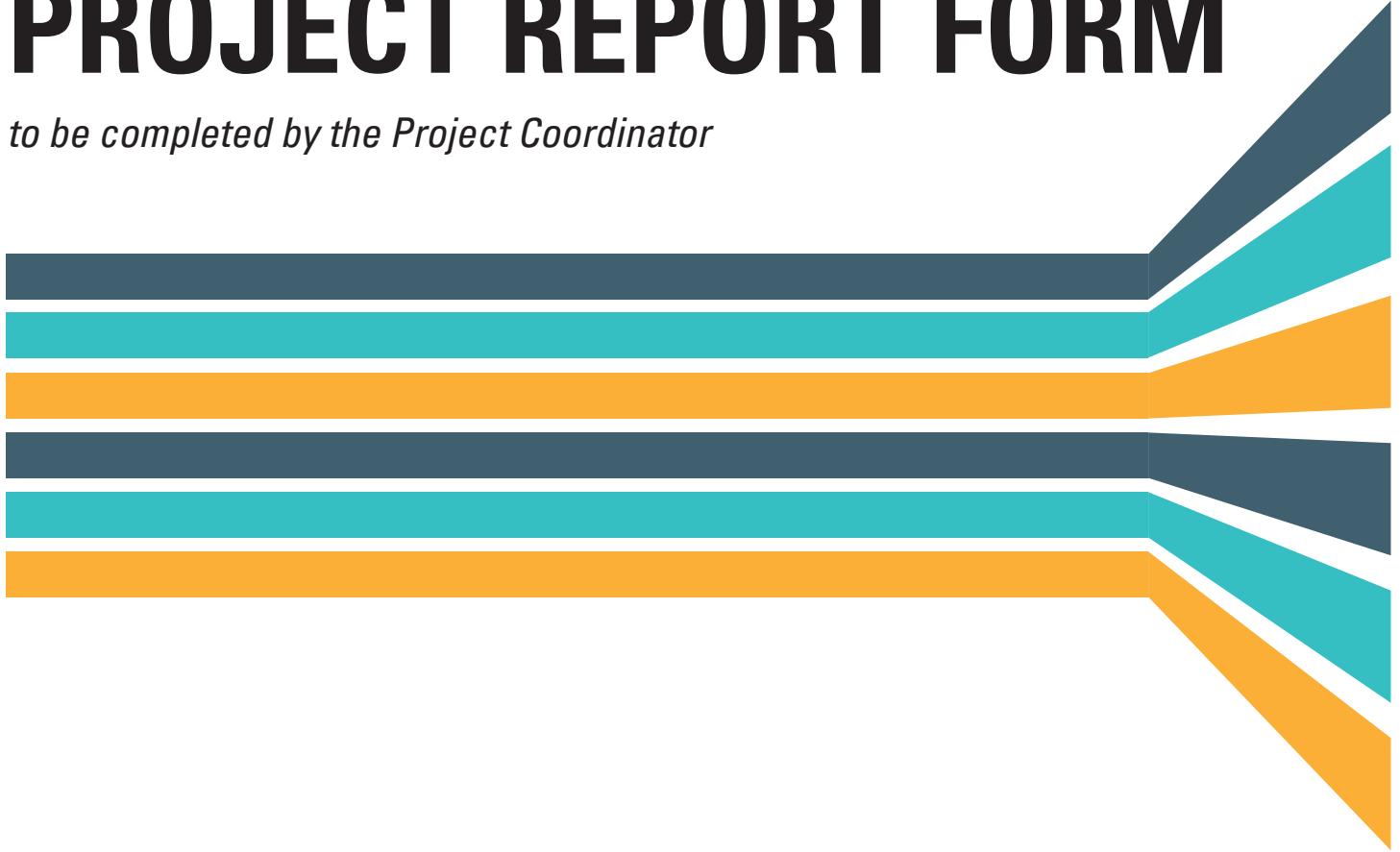
**SASK LOTTERIES**

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*





# 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):			

### 1. Which of the following categories would you consider your project?

Sport       Culture:  Cultural celebrations       Heritage       Literary       Music  
 Recreation       Performing arts       Arts and crafts       Cultural awareness

### 2. Please provide a brief description of the project:

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

Yes       No

If yes, then continue to the next question. If no, then proceed to question 6.

### 4. Which of the following under-represented populations were included in your project?

Seniors       Single parent families       Women  
 Economically disadvantaged       Indigenous people       New Canadians  
 Persons with a disability       Other: \_\_\_\_\_

### 5. How were the above under-represented populations involved in the planning, operations and evaluation of this project?

### 6. What were the ages of the participants? (indicate as many as applicable)

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

### 7. How many people participated in your project?

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

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

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

**9. Where did the project take place?****10. What would you consider to be the most significant successes of this program?**

Name:

Phone:

**Please note:** This information may be used in Sask Lotteries promotional material.  
If we require further information, whom should we contact?

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

Posters     Word of mouth     Newspaper     Bulletin Board  
 Banners     Speeches     Newsletter     Social Media  
 Community Radio Station     Promotions Items (Ex. t-shirts)     Other: \_\_\_\_\_

**EXPENDITURES**

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

Project Grant Amount	\$	Attached Receipts	\$
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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**