



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





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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:
 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.



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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:

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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?

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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"/>
TOTAL EXPENDITURES	\$	

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

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