



**SASK LOTTERIES**

Trust Fund for Sport, Culture and Recreation

# COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & 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 Chartered Professional Accountant (CPA) 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 4, 5, and 6 of the Project Report Form.

The program is designed to provide funding for sport, culture and recreation programs. Therefore, the following expenditures are **INELIGIBLE** for grants:

- Construction, renovation, retro-fit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.);
- Property taxes, insurance;
- Alcoholic beverages;
- Per Diems / Day Money;
- Food or food related costs (this 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; and
- Other expenses that the Sask Lotteries Trust Fund may deem inappropriate.

**Limitations:**

- 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%. If needed, the entire grant can be used for these expenses; 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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