

**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 (this includes fixing doors, shingling roofs, installing 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;
- 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 in a grant period; and
- Uniforms or personal items such as sweatbands and hats.
- Maintenance and operation costs of facilities that are not directly related to a program supported by this grant (this includes cleaning staff, telephone services charges, etc.);
- Out of province activities and travel.

## APPLICATION PROCEDURE

Groups must complete the Community Grant Application Form and submit it to the Adjudication Committee prior to the application due date. Retro-active funding for the project will not be considered nor will the Committee assume any liability for projects that have not been approved.

Review and approval of the applications will only include those for that period except for the noted condition. **We recognize that on occasion your event or project will be set to begin during the delay period between the due date and the application review date. If it does; please include your application in the previous period and it will be reviewed early.**

Applications may be submitted any time prior to the submission due date but will only be reviewed at the meeting scheduled for that period.

Reminder: A new application cannot be submitted without the FINAL REPORT of the last application being SUBMITTED and APPROVED for payment. **All final reports are due 60 days after the end of your funded event or project. Late submissions will NOT be approved for fund disbursement.**

- Projects are to be open to all interested people in the City.
- **Projects will only receive funding if financial need is proven by way of a budget.**
- Projects must not duplicate existing programs.
- Project events must take place within the boundaries of the City of North Battleford and area.
- Preference will be given to organizations that have not received funding through the program before or accessed via another application elsewhere.
- Organizations can receive funding for projects in succeeding years, however, the funding level may be decreased if the Committee so determines.
- Recognition must be given to “Saskatchewan Lotteries” for funding assistance in all advertising pertaining to the project.
- All projects must be completed by March 31 of the current grant year.
- Any group submitting an application requesting \$1,500 or more are required to have representatives attend an Adjudication Committee meeting.
- All project applications over \$2,000 must include a copy of the Organization’s financial statement from the most recent fiscal year.



# SASK LOTTERIES

## Community Grant Program Guidelines



### PURPOSE

To provide local community groups and organizations with financial assistance to develop, expand and improve opportunities for participation in culture, recreation and sport.

### Objective

- To encourage the development and awareness of cultural recreation and sport activities and opportunities in North Battleford
- To encourage greater participation in cultural, recreation and sport activities in North Battleford
- To encourage leadership development in all areas at the community level
- To provide opportunities for the development of skills and appreciation of every level of competition

**APPLICATION FORMS ARE  
AVAILABLE AT CITY HALL, WEBSITE  
OR TEL: 306-445-1700**

## PURPOSE

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask. Sport Inc., Sask. Culture Inc. and the Saskatchewan Parks and Recreation Association Inc. The grants program assists in the development of sports, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers.

The Saskatchewan 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; and
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

## PROGRAM OBJECTIVE

The goal of the program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents.

**A portion of the total grant must be used for programs aimed at increasing participation for under-represented populations within your community.**

Examples include indigenous people, seniors, women, youth at risk, economically disadvantaged, persons with a disability and single-parent families.

The under-represented requirement can be met by including under-represented populations in regular programs and/or by creating special programs to meet their needs.

## ELIGIBILITY

To be eligible for funding, groups and organizations **must be a non-profit** group recognized by the Adjudication Committee as providing cultural, recreation or sport services to the residents of the City of North Battleford. Normally the majority of the group membership will be residents of the City of North Battleford or the Rural Municipality of North Battleford.

## PROGRAM CRITERIA

- Expenditures must be directly related to the delivery of a sport, culture or recreation program.
- 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 for operational costs of facilities. If needed, the entire grants can be used for these expenses; however, non-operational program costs are encouraged to enhance programming.
- Communities receiving a grant of more than \$2,000 are required to identify in the follow-up report that a **minimum of 30%** of the grant was used to support programs directed at under-represented populations.
- Communities are responsible to ensure that **appropriate liability and participant's insurance is in place** for events sponsored/funded by the Community Grant Program.
- Groups receiving grants **must publicly acknowledge Saskatchewan Lotteries within their activities.**
- An application for purchase of **equipment will receive a maximum of \$2,000.**

- **The Adjudication Committee expects groups to contribute to the project as well. A general guideline would be that self-help should cover at least 50% of the project.**
- A workshop or clinic type project will receive a maximum assistance of \$500 for adults and \$800 for youth programs. The grant will only cover deficits up to the maximum amounts.
- City Schools and institutions will be eligible for a maximum grant of \$700. Notwithstanding, the Adjudication Committee may consider a second application in the same grant year, if it can be demonstrated that the activity or purchase, for which additional funding is requested, will benefit the community as a whole.

The new funding year begins April 1<sup>st</sup> and runs through to March 31<sup>st</sup>. In the past we have had continuous intake of applications throughout the year which has created some challenges in the disbursement of the funds. To minimize those challenges, we are adjusting our intake/review of applications to 4 times per year.

Your application(s) are to be submitted for the time periods listed below. Choose the period that your event or project will be held or started and make sure that your application is received by the stated due date.

Quarter	Application Period	Submission Date	Meeting Date
1	April 1- June 30	April 1 <sup>st</sup>	April 29 <sup>th</sup>
2	July 1 – Sept. 30	July 1 <sup>st</sup>	July 29 <sup>th</sup>
3	Oct. 1 – Dec. 31	Oct. 1 <sup>st</sup>	Oct. 7 <sup>th</sup>
4	Jan. 1 – March 31	Jan. 1 <sup>st</sup>	Jan. 6 <sup>th</sup>