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**Leisure ServicSASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM**

*Investing in Sport, Culture, Art and Recreation*

**2015-2016 Guidelines & Application Package**

**APPLICATION DEADLINE IS:**

**Friday, February 6, 2015**

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**Program Purpose**

The Saskatchewan Lotteries Trust Fund was created by volunteers in 1974. The Trust Fund revenue is generated through the sale of Saskatchewan Lottery tickets. Throughout Saskatchewan over 12,000 sports, culture, recreation and community groups benefit from the Trust Fund.

The Saskatchewan Lotteries Community Grant Program assists in the development of sport, culture, art and recreation programs by providing funds to non-profit community organizations operated by volunteers. The Town of Assiniboia administers the grant for community groups in Assiniboia, on behalf of Saskatchewan Lotteries.

The Saskatchewan Lotteries Community Grant Program allows communities to establish local priorities.

The goal of this grant program is to get people involved in sport, culture, art and recreation activities especially those activities which:

* encourage participation by under-represented populations within our community - children and teenagers (especially youth at risk), persons with a disability, economically disadvantaged individuals or families, and inactive seniors
* provide opportunities for skill development
* encourage leadership development
1. **Eligibility**
	1. **Eligible Organizations**

Only non-profit organizations currently incorporated in Saskatchewan are eligible to apply for funding. An organization must have been incorporated for at least one year prior to the application deadline. A copy of your organization’s current Profile Report from the Corporate Registry **maybe requested** at the time of submitting your application.

If your organization is not incorporated, you may form a partnership with an incorporated organization to submit a request for funding.

The organization must have liability and participants’ insurance for any program funded through this grant. Grant funds may not be used for this purpose.

* 1. **Ineligible Organizations:**

Funding will not be provided to:

* educational institutions, private schools and universities
* government agencies, police or fire departments
* libraries
* health districts, hospitals, nursing homes
* organizations that have not met the terms and conditions of any funding program administered by the Town of Assiniboia
	1. **Eligible Programs**
* Programs must have sport, culture, art, and/or recreation as their main focus.
* Programs must occur in Assiniboia
* Programs must occur between April 1, 2015 and March 31, 2016
* The majority of program participants must be Assiniboia residents.
* Programs must be open to the general public and not discriminate on the basis of race, religion, gender or ethnicity.
	1. **Ineligible Programs**
* Capital development projects such as playground development, athletic field, park or facility developments.
* Retroactive funding.
* Educational or social service programs.
* Staff development or training.
* Fundraising activities or show and sales events.
* Funding for hosting or attending a conference.
* Provincial, National or International competitions – for Hosting Assistance information please refer to Town of Assiniboia website or call 642-3382.
* Festivals
* Programs planned to provide opportunities specifically for aboriginal people must apply for funding through the Urban Aboriginal Community Grant Program – call 642-3382 for more information.
	1. **Eligible Expenses**
* Expenditures must be **directly related** to the delivery of a sport, culture, art or recreation program.
* Funding may be requested for program equipment, supplies, instructor wages, facility rental and other direct program costs.
* Taxi, bus or van rental costs for travel within Saskatchewan may be approved if transportation is essential to the success of the program.
* 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);
	1. **Ineligible Expenses**

The following costs are **NOT** eligible for funding:

* 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;
* Subsidization of wages for full-time employees;
* Uniforms or personal items such as sweatbands, hats, t-shirts, costumes, athletic equipment which will be used by only one individual;
* Private vehicles and related expenses;
* Maintenance and operation costs of facilities;
* Grant funding is not meant to provide subsidization of basic ongoing programs, clubs, bands, leagues, et cetera as these costs should be covered within an organization’s budget.
1. **Funding**
* Eligible organizations may request a **maximum of $2,000.**
* Funding may be requested for one program or multiple programs.
* **There is no guarantee of funding - applications may result in full, partial or no funding.**
1. **Application Process**
* Application deadline is **Friday, February 6, 2014**
* **Separate application forms must be submitted for each program requesting funding.**
* **Late applications are not accepted. Applications will be reviewed by the Recreation Committee on Feb. 10th.**
* Incomplete applications will not be forwarded to the Standing Committee for Parks, Recreation and Culture.

Applications can be hand delivered to the Town of Assiniboia or mailed to:

Department of Parks, Recreation, Culture & Tourism

Box 670

Assiniboia, Sk S0H 0B0

Electronic Applications with signatures can be sent to **recreation@assiniboia.net**

1. **Evaluation Criteria**

 Applications are evaluated and ranked using these criteria:

* **Organizational Capacity and Program Plan:**
	+ Is the program well planned and organized?
	+ Why is grant funding needed? What is the cost per person for the program?
	+ How will you determine if the program is successful? What evaluation methods will be used?
* **Community Impact and Benefit:**
	+ What are the program objectives?
	+ What will be the benefits to the participants?
	+ The “Benefits of Parks and Recreation” is a philosophy that focuses on the outcomes and end results of participation in sport, culture, art and recreation activities. Identify the “benefits” which will be received by the participants. Resource material can be found at www.spra.sk.ca then go to Advocacy / Benefits of Recreation.
	+ Is physical activity incorporated into the program plan?
	+ Letters of support
	+ Program evaluation statistics or testimonials if this program has occurred in the past
	+ How many people will be involved?
* **Unique and/or Grass Roots Program:**
	+ Is the program unique?
	+ Favourable consideration is given to requests for grass roots, community programs that do not duplicate existing services.
* **Target Populations:**
	+ Does the program provide an opportunity for children or youth at risk, persons with a disability, economically disadvantaged individuals or families, or inactive seniors to participate?
* **Accessibility**
	+ Is the program accessible?
	+ Are the barriers removed?
	+ What are the transportation or equipment costs and who bears the cost?

A low priority is given to requests for funding to offset lost revenue. For example, low priority is given to funding requests to cover the cost of giving away several free tickets to a festival or providing free admission to a performance.

A low priority is given to program funding requests from organizations that serve a small restricted group of people, rather than the general public. Examples include requests from a daycare, gymnastics club, band, etc.

1. **Approval Process**

Final approval will come from the Standing Committee for Parks, Recreation and Culture.

The mandate of the Standing Committee is to adjudicate the applications and seek approval from Council.

The authority to approve Saskatchewan Lotteries Community Grant Funding has been delegated to the Director of Parks, Recreation, Culture & Tourism by Town Council.

The questions on the application form provide a framework for the applicant to provide considerable detail regarding the purpose, impact, scope and importance of the proposed program.

The review, adjudication and approval process takes approximately two months. All applicants will be notified in writing of the results.

1. **Post Approval**
	1. **Recognition**

Organizations that are approved for funding **must publicly acknowledge Saskatchewan Lotteries within their** **activities**. Logos will be provided to organizations that are approved for funding.

* 1. **Initial Payment**

No initial payments will provided, however organizations who require funding prior to the commencement of the program may receive upon special circumstances. Organizations are required to identify such need at the time of application.

* 1. **Follow-up Report**

This Report must be submitted to the Town of Assiniboia within 1 month of the completion of the program or by **May 1, 2015**, whichever occurs first.

Failure to meet this deadline will jeopardize the grant payment and all future Town of Assiniboia grant requests.



**SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM**

*Investing in Sport, Culture, Art and Recreation*

**2015-2016 APPLICATION FORM**

Complete all sections of this form in the fillable spaces provided. Type written forms are preferred. Submit a separate application for each program.

**Department of Parks, Recreation, Culture & Tourism**

**Box 670, Assiniboia, SK S0H 0B0**

This application is for one-time funding for programs occurring between April 1st, 2015 and March 31st, 2016.

* Submit a copy of this completed application form and attachments or,
* E-mail a scanned signed copy of this form and attachments to: recreation@assiniboia.net
* Keep one copy for your files
* Make sure all attachments are numbered and that your organization is identifiable.
1. **ORGANIZATION** (use legal name) :**Click here to enter text**.

Primary Contact Person: **Click here to enter text.** Title: **Click here to enter text**.

Full Address: **Click here to enter text.** PO Box #: **Click here to enter text**.

Best Contact Phone Number: **Click here to enter text**.

E-mail Address: **Click here to enter text**.

Alternate Contact Person: **Click here to enter text**. Title: **Click here to enter text**.

Full Address: **Click here to enter text**. PO Box #: **Click here to enter text**.

Best Contact Phone Number: **Click here to enter text**.

E-mail Address: **Click here to enter text**.

1. **PROGRAM NAME**: **Click here to enter text**.
2. **AMOUNT OF YOUR GRANT REQUEST**: **Click here to enter text.**
3. Organization must have and supply a copy of appropriate liability and participants insurance.

 [ ]  Yes [ ]  No

1. **ORGANIZATIONAL CAPACITY AND PROGRAM PLAN**
2. What is the mandate of your Organization? What are the goals of your Organization?

**Click here to enter text.**

1. Provide a complete program description. Include detailed information on what activities are planned, the cost of each activity, what equipment will be purchased, if any, and which expenses grant funds will be used for.

 *Activities:*

 **Click here to enter text.**

 *Cost per activity:*

 **Click here to enter text**

 *Equipment being purchased (if any):*

 **Click here to enter text.**

 *Which expenses grant funds will be used:*

 **Click here to enter text.**

1. What are the program objectives?

**Click here to enter text.**

1. What is the focus of the program? (choose all that apply)

[ ]  Sport

[ ]  Culture or Art >

 [ ] Heritage [ ]  Performing Arts [ ]  Cultural Celebrations [ ]  Music [ ]  Arts & Crafts [ ]  Literary [ ]  Cultural Awareness [ ]  Recreation

1. What is the program start date? **Click here to enter text**.
2. What is the program end date? **Click here to enter text**.
3. How many weeks is the program? **Click here to enter text**.
4. What days is the program offered? **Click here to enter text.**
5. What time is the program offered? **Click here to enter text**.
6. Total number of hours? **Click here to enter text**.
7. Where is the program offered? **Click here to enter text**.
8. Anticipated # of participants/day? **Click here to enter text**.
9. Anticipated total # of participants? **Click here to enter text**.
10. What is the age range of the participants (select all that apply)

 [ ]  2 to 12 years [ ]  13 to 19 years [ ]  20 to 29 years

 [ ]  30-55 years [ ]  55+ years

1. Is there a cost for participants to participate?

 [ ]  Yes. Explain the fees: **Click here to enter text.**

 [ ]  No. Explain why: **Click here to enter text.**

1. What key success indicators (results or outcomes) will be used to determine the success of the program?

**Click here to enter text.**

1. Has this program been offered before?

[ ]  Yes [ ]

 If yes, describe what outcomes were achieved and provide highlights of the most recent program evaluation.

**Click here to enter text.**

**COMMUNITY IMPACT AND BENEFITS**

1. Describe the impact and benefits of the program to the community.

**Click here to enter text.**

1. How many volunteers do you expect to be involved? **Click here to enter text.**
2. How do you plan to acknowledge Saskatchewan Lotteries as the source of funds for this project?

[ ]  Posters [ ]  Banners [ ]  Community Radio [ ]  Word of Mouth [ ]  Speeches [ ]  Promotional items [ ]  Newspaper [ ]  Newsletter [ ]  Bulletin Board [ ]  Other

**UNIQUE AND/OR GRASS ROOT PROGRAM**

1. What is unique about this program? How is it different from other existing programs?

**Click here to enter text.**

**TARGET POPULATION**

1. Is the program planned for participants from one of the following groups (select all that apply)

[ ]  Aboriginal People [ ]  Children and teenagers (especially youth at risk)

[ ]  Persons with a disability [ ]  Inactive Seniors

[ ]  Economically disadvantaged individuals or families

**ACCESSIBILITY**

1. Describe how this program is accessible to the public and who can participate

**Click here to enter text.**

**PROGRAM BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME/REVENUE** | **CONFIRMED REVENUE** | **PROJECTED REVENUE** | **TOTAL AMOUNT** | **GRANT REQUEST-Specify area and amount** |
| **Grant funding from****1.****2.****3.** |  |  |  |  |
| **Fundraising** |  |  |  |  |
| **Cash Donations** |  |  |  |  |
| **In-Kind Contributions- non cash** |  |  |  |  |
| **Registration or participant fees****1.****2.****3.****4.** |  |  |  |  |
| **Funding requested through this grant** |  |  |  |  |
| **TOTAL INCOME/REVENUES** |  |  |  |  |
| **EXPENSES** | **CONFIRMED** | **PROJECTED** | **TOTAL AMOUNT** | **INDICATE WHICH EXPENSES TO BE FUNDED BY GRANT** |
| **EXPENSES- Identify in-kind expenses with an \*** |  |  |  |  |
| **Facilities** |  |  |  |  |
| **Equipment Costs- list all rented or purchased****1.****2.****3.****4.** |  |  |  |  |
| **Participant Transportation** |  |  |  |  |
| **Staff Salaries ( specify # of employees, hours, wages)****1.****2.****3.****4.** |  |  |  |  |
| **Other Expenses** |  |  |  |  |
| **TOTAL EXPENSES** |  |  |  |  |
| **PROJECT DIFFERENCE** |  |  |  |  |
|  |  |  |  |  |
| **GRANT AMOUNT REQUESTED** |  |  |  |  |

**USE OF MONEY**

The Organization hereby agrees to use any money or services provided to the Organization pursuant to the Saskatchewan Lotteries Community Grant Program only in the manner set out in this application. The Town of Assiniboia reserves the right to demand, at any time, the return of monies unexpended by the Organization if the Organization uses the money in a manner that, in the opinion of the Town, is inconsistent with the objectives of the Saskatchewan Lotteries Community Grant Program or with the Organization’s description in this application.

**INCIDENT NOTIFICATION**

The Organization shall notify the Town of Assiniboia of any incident that it becomes aware of that may result in a claim against either the Organization or the Town, including, but not limited to such losses as, property damage to Town assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third party bodily injury. The Organization shall provide the notification to the Town within 7 days of the Organization becoming aware of the incident.

**INDEMNITY**

The Organization hereby agrees to save harmless and indemnify the Town of Assiniboia, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided to the Organization pursuant to the Saskatchewan Lotteries Community Grant Program.

**SIGNATURE**

In making this application, we the undersigned Board Members/Executive Director hereby represent to the Town of Assiniboia and declare that to the best of our knowledge and belief, the information provided in this application and the related attached supporting documents are truthful and accurate and the application is made on behalf of the above-named Organization and with the Board of Director’s full knowledge and consent.

Board Member (Print) Signature Position Date

Board Member (Print) Signature Position Date