January 23, 2012

To: Assiniboia and District
Community Sport, Culture & Recreation Organizations

From: Boyd Clark
Community Services Manager
Community Services Department

Re: Saskatchewan Lotteries – Community Grant Program

It is an important time of the year for community group as it is time to complete grant applications to receive lottery funding. We apologize for the delay in having the information out to groups, but on the positive side we have also delayed the date you must have it back to our office.

For those requiring assistance in completing your grant applications – an Informational Night will be held Wednesday, February 15th 2012 at the Town of Assiniboia Office. Individuals are asked to bring their application forms and invoices/receipts that apply to their organization. If you require additional information about the night, please contact the Community Services office 642-3382.

In the meantime please find enclosed three important items - Information and Guidelines, a 2011 – 2012 Local Application (Short) Form, and the Long Form Application Form (new this year). Each must be completed in order to be eligible for review.

The Community Grant Program is funded through the Saskatchewan Lotteries and it is designed to provide communities with financial assistance to expand and improve opportunities for participation in Sport, Culture & Recreation.

To be eligible for assistance, organizations must be non-profit volunteer organizations involved in the delivery of sport, culture & recreation programs.

Please note this application is for April 1, 2012 – March 31, 2012.

If your organization is interested in applying to receive funds for a new program or expanding a present program, please fill out the enclosed Application Form and return it no later than February 21, 2012.

Please make note of Section C Ineligible Expenses in the enclosed information, items listed cannot be submitted for funding under this program. Please do not consider your application approved until you have received official notice from the Town of Assiniboia.

Please feel free to contact Community Services at 642-3383 for any information on the program.
**Conditions**

To be eligible for assistance your organization is required to:

- Be a local Assiniboia and/or District non-profit volunteer organization that is a program based organization with a clearly defined mandate, goals and objectives with a specific plan of action in the delivery of sport, culture and recreation programs at the community level.

- Programs must be open to all residents of Assiniboia and area.

- Provide on the application form a complete spending plan which indicates the nature of initiatives or program expansion for which you are requesting assistance.

- Expenditures under this program cannot be made prior to April 1, 2012 nor after March 31, 2013.

- Forward the completed application by February 19, 2012 to:
  
  Town of Assiniboia  
  Community Services Department  
  c/o Boyd Clark, Manager  
  131 3rd Ave W, Box 670  
  Assiniboia, SK S0H 0B0

**Program Criteria**

- Applications received after the February 18, 2012 deadline will NOT be considered for the current grant year.

- Expenditures must be directly related to the operation of a sport, culture or recreation program.

- Maintenance and operation costs of facilities that are directly related to a program are eligible for 25% of the grant for each program up to a maximum of $500.00.

- A portion of the total grant must be used to support programs directed at “target populations” such as indigenous people, seniors, women, economically disadvantaged, persons with a disability an single parent families. Please indentify on the application form if you are applying for funds or a portion of funds to support a target population program.

- Organizations are responsible to ensure appropriate liability and participant’s insurance are in place for events by the Community Grant Program.

- Organizations must publicly acknowledge Sask. Lotteries with their activities.

**Ineligible Expenses**

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

- Construction, renovation, retrofit and repairs to buildings/facilities.

- Maintenance and operation costs of facilities that are not directly related to a program supported by this grant.

- Property taxes of insurance.

- Donations.

- Alcoholic beverages.
Food or food related costs (this includes catering supplies, coffee, coffee pots, stoves, etc.)
- Membership fees in another lottery funded organizations
- Prizes including cash, gifts, awards, honorariums, trophies, plaques, and badges
- Out of province activities and travel
- Subsidization of wages for full time employees. NOTE: Eligible employment expenditures must be no more than 35 hours a week for no more than 90 days in the grant period (or 455 hours in a grant period)
- Uniforms or personal items such as sweatbands and hats

**Follow-up Process**

- Each organization receiving a grant must submit a follow-up report by March 31, 2013
- The follow-up report must list the actual program expenditures and must be accompanied with receipts verifying the expenses for the program. All receipts must be dated within the appropriate grant period.
- The follow-up report must include information on the number of participants, age of participants and number of volunteers involved in the program.
- Description of how Sask. Lotteries was publicly acknowledged as the source of funds for the program must be included in the follow-up report.
- Follow-up report forms will be forwarded to each organization once their funding request has been approved.

**REMINDER**

Also if your organization/group received funding under the 2010-2011 Community Grant program, organizations/groups are required to have their follow up information in by March 31, 2012.

Failure to do so may jeopardize future funding for your organization/group.

**Deadline for Applications:**
February 18, 2012
Sask. Lotteries Community Grant Program
2012-2013 Local Application (Short) Form

Organization Data

Name of Organization: ________________________________________________________________

Mailing Address: ________________________________________________________________

Chairman/President: ___________________________ Phone: ___________________________

Secretary: ___________________________ Phone: ___________________________

Treasurer: ___________________________ Phone: ___________________________

Area of Program Delivery (circle): Sport Recreation Culture Target Population

Number of people served by your program: ___________________________________________

Ages program serves: ___________________________________________________________

Spending Plan

Program Description: (include description of event, # of participants, dates, etc.)

Target Population Description: (if applicable describe what “target population” will benefit from your program and what percent of funding is to be used)

Projected Costs:

Expenditures: Revenue

Travel $ ________ Sask. Lotteries
Meals $ ________ Grant Requested $
Accommodations $ ________ Registration Fees $
Materials & Supplies $ ________ Admissions $
Wages $ ________ Fundraising $
Other $ ________ Other

Totals $ ________ Totals $ ________

Signatures

Chairman/President: ___________________________ Secretary: ___________________________

Treasurer: ___________________________ Date: ___________________________