

SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

Investing in Sport, Culture, Art and Recreation

GUIDELINES

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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

a. 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.

b. 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

c. 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.

d. 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 642-5007 for more information.

e. 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);

f. 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.

2. 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.**

3. Application Process

- ☐ Application deadline is **always mid February.**
- ☐ **Separate application forms must be submitted for each program requesting funding.**
- ☐ **Late applications are not accepted. Applications will be reviewed by the Recreation Standing Committee.**
- ☐ 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 Recreation & Community Wellness Services
Box 670
Assiniboia, SK S0H 0B0

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

4. 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.

5. Approval Process

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

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.

6. Post Approval

a. 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.

b. 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.

c. 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 1st**, whichever occurs first.

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