

Saskatchewan Lotteries Community Grant Program

Guidelines & Application

Program Year: April 1, 2023 – March 31, 2024

Deadline for Submission:
, 2023

Submit To:
E-mail: fcss@lloydminster.ca

OR

Mail/Drop-off:
Saskatchewan Lotteries Community Grant
Program
Attention: Patrick Lancaster
4420 50 Avenue
Lloydminster, AB/SK
T9V 0W2

For more Information:

Contact the City of Lloydminster at 780-875-6184
Ext 2909 or
fcss@lloydminster.ca.

www.lloydminster.ca/grants

PURPOSE & ELIGIBILITY

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc. The grant program assists in the development of sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers. The City of Lloydminster receives funds which are then distributed to local non-profit volunteer community groups to provide programs.

The advancement of funds for the April 1, 2023 to March 31, 2024 fiscal year will be contingent upon confirmation of funding from Saskatchewan Lotteries Community Grant Program to the City of Lloydminster.

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 grants funds issued by the City of Lloydminster must be used for programs aimed at increasing participation for under-represented populations within the City of Lloydminster, either in regular programs and/or by creating special programs to meet their needs. Examples of under-represented populations include indigenous people, seniors,

women, youth at risk, economically disadvantaged, persons with a disability and single-parent families.

PROGRAM CRITERIA

- Expenditures must be **directly related** to the delivery of a sport, culture or recreation program.
- Applicants are encouraged to contact the FCSS team to speak about funding limitations as this is a second call for applications the available funds have been modified. 780-875-6184 ext. 2919 fcss@lloydminster.ca
- The grant period is **April 1, 2023 to March 31, 2024**. The event/activity must take place, and expenditures must occur, within this grant period.
- Operation costs of facilities owned by the organization that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of \$500 per program (including cleaning staff).
- Follow-ups verifying project expenditures must be submitted.
- Program initiatives that are aimed at increasing participation in any under-represented populations will be given priority and should be clearly identified. Evidence of the direct involvement of under-represented populations in the planning, operating and evaluating of activities supported by the grant must be included in the follow-up report.
- Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities and advertising.
- Programs/projects receiving funding via the Family and Community Support Services Grant Funding in 2023-2024 will be ineligible to receive Saskatchewan Lotteries Grant Program funding and vice versa.
- The majority of program participants must be Lloydminster residents.
- Programs must occur in Lloydminster unless an activity or facility is not offered in Lloydminster. For those activities outside Lloydminster participants of the program must be primarily Lloydminster residents.



- Programs must be open to the general public and inclusive on the basis of economic status, physical or mental ability, race, religion, gender or ethnicity.

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 (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.)
- Property taxes or insurance
- Alcoholic beverages
- Per Diems / Day Money
- Food or food related costs (this includes catering supplies, coffee pots, coffee, stoves, BBQ's, etc.)
- Membership fees in other lottery-funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Out-of-province activities and travel (i.e. travel within Lloydminster or Saskatchewan is acceptable)
- 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 are limited to gross wages and vacation pay (excludes CPP, EI, WCB, etc.)
- Uniforms or personal items such as sweatbands and hats, including equipment for personal ownership.
- any activities that advocate specific positions regarding municipal, provincial or federal government legislation, acts or policies.

OBLIGATIONS OF GRANT RECIPIENTS

Approved programs will initially receive 75% of the grant funds (contingent upon funding from Saskatchewan Lotteries to the City of Lloydminster). The remaining 25% will be distributed upon receipt of a satisfactory Project Report. Funds will be distributed to the extent they are supported by eligible receipts or financial statements.

Grant recipients must submit a Project Report upon completion of the program, including:

- A completed Community Grant Project Report Form (available on the City of Lloydminster website www.lloydminster.ca/grants).
- We accept either copies of receipts and payroll records or audited financial statements prepared by; _____ a registered Certified Management Accountant/Certified General Accountant (CMA/CA/CGA) to verify expenditures. Payroll records must include time sheets and detailed paystubs. Note that Cheque Request forms, General Ledger printouts, purchase orders, petty cash vouchers, and cancelled cheques are not eligible for verification of expenses, unless supported by actual receipts.
- All eligible receipts must be dated within the grant period of April 1, 2023 – March 31, 2024. Evidence of the direct involvement of under-represented populations in the planning, operating and evaluating of activities supported by the grant must be included.
- A description of how Saskatchewan Lotteries and the City of Lloydminster were publicly acknowledged as the source of funds for the program (samples may be requested).

Complete reporting must be submitted directly to the City of Lloydminster **30 days following the end of the program or by April 30, 2024, whichever is earlier.** Any organization not submitting the required reporting may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or



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funds used for purposes other than what was approved must be returned.

The City of Lloydminster administers the grant program; however, final approval of the eligible expenses will be at the discretion of Saskatchewan Lotteries.

Application deadline: , 2023

APPLICANT INFORMATION

Legal Organization Name	
Operating Name <i>(if different from above)</i>	
Non-Profit Number	
Mailing Address	
Phone Number	

CONTACT INFORMATION

Primary Contact Person & Position	
Phone Number(s)	
E-mail Address	

PROGRAM OVERVIEW (for which funding is being applied for)

Program Title	
Funding Request Amount	
Start and End Dates	
How many weeks is the program?	
What days is the program offered?	
Total number of program hours	
What is the program location(s)?	
What time is the program offered?	
What are the ages of the participants?	
Number of volunteers involved	
Anticipated # of participants/day	_____ participant/day
Anticipated # of total participants	_____ participant/day x _____ days = _____ participants

ORGANIZATION OVERVIEW

Provide a **brief** overview of your organization (i.e. mission, mandate, goals, programs, etc.).

What required category/categories does your program fall under? (Pick One)

- Sport Culture Recreation

Provide a detailed description of your program. What are you going to do? What will the participants be doing? Include objectives of the program, benefits to the participants, benefits to the community, and where the program will take place. Please provide sufficient detail to demonstrate what your program is all about.

The Saskatchewan Lotteries Community Grant Program aims to increase participation for under-represented populations in sport, culture and recreation. This may be related to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, relationship status, economical disadvantaged, or disability.

Please list the underrepresented population(s) that your program is designed to address. If there is no specific adaptation or special consideration for these groups please skip this question and the next.

How will the above under-represented populations be involved in the planning, operations and/or evaluation of this program? Explain measures taken to support inclusion of under-represented populations.

What outcomes (impact, benefits, and results) do you hope to achieve by offering the program? How will you evaluate the results?

Has this program been offered in the past? If so, what have been the successes and/or challenges?



ACCESSIBILITY

Is this program open to the public?

If yes, describe how this program is accessible to the public and who can participate.

What barriers (cost, transportation, etc.) have been addressed, or eliminated in the design of this program? What barriers have not been removed in the design of this program?

Is there a cost for participants to participate? If yes, explain fees, travel, and equipment costs. If no, explain why.



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FINANCIAL NEED

Why is Saskatchewan Lotteries Community Grant funding needed?

What will be the impact if the program does not receive this grant?

How is your organization contributing to the program?

COMMUNITY NEED

Why is your program needed? How did you determine this need exists?

What is unique about your program? How is it different from other existing programs?
Is this program a duplication of/similar to an existing program? If so, why is duplication needed?

If your program was approved for funding in the 2022-2023 cycle, please provide a brief update on the status of your program.



PROGRAM BUDGET

Please complete the following budget for the proposed program only, including as much detail as possible.

- Identify all sources of income, including self-generated revenue, donations, fundraising, registration fees, sponsorships, grants and other funding sources.
- Identify all anticipated expenditures for the proposed program (**i.e. sports/music equipment, facility rental, facilitator/coach/contractor expense, admission fees, advertising, etc.**). Please refer to the list of eligible and ineligible expenditures and categorize each expense accordingly and provide as much detail as possible.
- **IMPORTANT!!!:** Copies of receipts and payroll records or audited financial statements are required to verify expenditures during final reporting. Payroll records must include time sheets and detailed paystubs. Please refer to "Subsidization of wages for full-time employees" for more information.

Sources of Revenue for Proposed Program:	Dollar Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total Revenue Before Saskatchewan Lotteries Grant Request	\$
Saskatchewan Lotteries Grant Request (may not exceed "Eligible" Expenses below or grant maximum of \$10,000)	\$
Total Revenue From All Sources	\$

Expenditures for Proposed Program:	Eligible for Saskatchewan Lotteries Grant	Ineligible for Saskatchewan Lotteries Grant	Total Program Expenses
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Expenditures	\$	\$	\$

DECLARATION

In making this application, we hereby represent to the City of Lloydminster’s Saskatchewan Lotteries Community Grant program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the named organization and with the Board of Directors’ full knowledge and consent. Furthermore, we agree to the following conditions:

- We have read the guidelines and agree to abide by all terms and conditions of the Saskatchewan Lotteries Community Grant Program if approved.
- Confirmation of appropriate liability and participant’s insurance for the program being funded must be provided before the initial grant installment will be issued.
- We agree to publicly acknowledge Saskatchewan Lotteries and the City of Lloydminster as sources of funds for the program.
- Grant funding, if approved, is based on the details provided in this application. The City of Lloydminster must be advised of any material changes to the program, and continued funding will be at the City’s discretion.
- A Project Report is required **within 30 days following the end of the program or by April 30, 2024, whichever is earlier**, and is to be submitted directly to the City of Lloydminster. Any organization not submitting the required reporting may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or funds used for purposes other than what was approved must be returned.
- Late applications will not be accepted.

Official Representatives (i.e. Chairperson or Treasurer):

Name:

Position:

Signature

Date

The personal information gathered will only be used or disclosed for the purposes for which it was collected or, in limited circumstances, in accordance with the Saskatchewan *Local Authorities Freedom of Information and Protection of Privacy Act*.