



Policy Title:	Saskatchewan Lotteries Community Grant Policy	Policy Number:	551-01
Date of Adoption:	March 12, 2018	Motion Number:	59-2018
Date of Amendment:	May 4, 2020	Motion Number:	149-2020
Sponsoring Department:	Social Programs and Services		

1. Purpose:

- 1.1. The purpose of this policy is to ensure proper distribution of funds received from the Saskatchewan Lotteries Trust Fund for Sport, Culture & Recreation through the Saskatchewan Lotteries Community Grant Program to local non-profit organizations that provide sport, culture and recreation activities to Residents.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City.
City	The corporation of the City of Lloydminster.
Community Services Advisory Committee	The advisory committee established under the Community Services Advisory Committee Bylaw.
Under-represented populations	Indigenous people, seniors, women, persons experiencing poverty, and persons with disabilities.
Resident	Any person residing within the City limits.

3. Scope:

- 3.1. This Policy shall apply to all members of Administration and Council.
- 3.2. This Policy shall apply to all those applying for the Saskatchewan Lotteries Community Grant.

4. Saskatchewan Lotteries Community Grant Program:

- 4.1. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 4.2. Priority will be given to projects that support the inclusion of Under-Represented Populations in programs or establish new programs to meet the needs of Under-Represented Populations.

- 4.3. Recommendations by the Community Services Advisory Committee will be presented to Council for consideration.
- 4.4. Additional priorities may be added by direction of Council or the Community Services Advisory Committee.
- 4.5. The decisions regarding the Saskatchewan Lotteries Community Grant approvals are final and are not subject to appeals.
- 4.6. Administration will be responsible for:
 - 4.6.1. preparing and executing agreements to disperse funds to projects approved by Council;
 - 4.6.2. collecting program reporting documents; and
 - 4.6.3. ensuring the Saskatchewan Lottery Committee Grant Program guidelines are followed.

5. Project Eligibility:

- 5.1. To be eligible for grant funding the applicant must:
 - 5.1.1. be a local non-profit organization operated by volunteers that provide sport, culture or recreational activities; and
 - 5.1.2. meet the guidelines established by the Saskatchewan Lotteries Trust Fund for Sport, Culture & Recreation for the Saskatchewan Lotteries Community Grant Program.

6. Reallocation/Redistribution:

- 6.1. Should an organization be required to return unused funds or decline grant funding, these funds may be redistributed or reallocated to other eligible projects within the call for applications or a new call for applications declared.
- 6.2. The City Manager or delegate shall be authorized to approve the reallocation/redistribution of unused or returned grant funds up to a maximum of \$2,500 per project.
- 6.3. Council approval shall be required for reallocations/redistributions greater than \$2,500 per project.

7. Penalty:

- 7.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.

7.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

8. Responsibility:

8.1. City Council shall review and approve all policies.

8.2. City Administration shall administer the policy through the use of a supporting procedure.

8.3. Sponsoring Department is responsible for creating and amending a supporting procedure.

8.4. This Policy shall be reviewed in accordance with the Governance Documents Policy.