

Policy Title:	Saskatchewan Lotteries Community Grant Policy	Policy Number:	551-01
Date of Adoption:	May 4, 2020	Motion Number:	59-2018
Date of Amendment:	September 19, 2022	Motion Number:	362-2022
Date of Amendment:	October 6, 2025	Motion Number:	290-2025

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.
City Manager	The individual appointed under section 147(1) of <i>The Lloydminster Charter</i> as Commissioner.
Community Services Advisory Committee	A committee of volunteers appointed to review grant applications pursuant to the Community Services Advisory Committee Terms of Reference.
Grant Cycle	A one-year term starting April 1 and ending March 31 of the following year.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Under-Represented Populations	Any group that is under-represented in sport culture or recreation including, but not limited to Indigenous people, seniors, women, youth at risk, economically disadvantaged, persons with a disability and single-parent families.
Resident	Any person residing within the City limits.

3. Scope:

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy applies to funds provided under the Saskatchewan Lotteries Community Grant Program Agreement with the Province of Saskatchewan.

- 3.3. This Policy shall apply to all applicants to the Saskatchewan Lotteries Community Grant Program.

4. Saskatchewan Lotteries Community Grant Overview:

- 4.1. The City Manager or designate shall be authorized to sign the Saskatchewan Lotteries Community Grant Program application, final report, and all required documents with the Saskatchewan Lotteries Community Grant Program.
- 4.2. The City shall establish the Saskatchewan Lotteries Community Grant process for the distribution of funds to non-profit organizations.
- 4.3. The Manager, Social Programs and Services will review applications for eligibility.
- 4.4. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 4.5. Priority may be given to projects that:
- 4.5.1. support the inclusion of Under-Represented Populations in programs or establish new programs to meet the needs of Under-Represented Populations;
 - 4.5.2. remove financial barriers to access sport, culture, or recreation;
 - 4.5.3. establish new opportunities/activities for sport, culture, or recreation in Lloydminster.
- 4.6. Recommendations by the Community Services Advisory Committee will be directed to Council for decision.
- 4.7. The decisions regarding Saskatchewan Lotteries Community Grant Program approvals are final and are not subject to appeal.

5. Budget and Reporting

- 5.1. Funds received from the Saskatchewan Lotteries Trust Fund for purpose of the Saskatchewan Lotteries Community Grant Program will be allocated to eligible community organizations.
- 5.2. Successful applicants of the Saskatchewan Lotteries Community Grant shall be required to submit reporting through the Manager, Social Programs and Services.
- 5.3. The Manager, Social Programs and Services shall provide an annual report on the outcomes of Saskatchewan Lotteries Community Grant.

6. Saskatchewan Lotteries Community Grant Eligibility:

- 6.1. To be eligible for grant funding the applicant must:

- 6.1.1. be a non-profit organization operated by volunteers that provide sport, culture, or recreational activities; and
- 6.1.2. be located within City limits.

- a. Notwithstanding 6.1.2 above, applicants located outside City corporate boundaries may be approved if demonstrated to be of benefit to Lloydminster Residents.

6.2. To be eligible for grant funding the project must:

- 6.2.1. meet the guidelines established by the Saskatchewan Lotteries Trust Fund for Sport, Culture & Recreation for the Saskatchewan Lotteries Community Grant Program; and

- 6.2.2. take place within City limits.

- a. Notwithstanding 6.2.2 above, projects taking place in the Province of Saskatchewan and outside City corporate limits may be approved if demonstrated to be of benefit to Lloydminster Residents.

7. Reallocation of Funds:

- 7.1. Should less than seven thousand five hundred dollars (\$7,500) remain following a call for grant applications, the Manager, Social Programs and Services shall work with applicants to adjust their requests to utilize the funding.
- 7.2. Should more than seven thousand five hundred dollars (\$7,500) remain following a call for grant applications, the Manager, Social Programs and Services shall enact a second call for applications.
- 7.3. Should an organization be required to return unused funds or decline grant funding, these funds may be reallocated to other eligible projects within the first call for applications, or a new call for applications may be requested by the Community Services Advisory Committee.
- 7.4. The Community Services Advisory Committee shall provide recommendations for reallocation of unused grant funding.
- 7.5. The City Manager or designate shall be authorized to approve the reallocation of unused or returned grant funds up to a maximum of twenty-five thousand dollars (\$25,000) per Saskatchewan Lotteries Community Grant cycle.
- 7.6. All reallocations shall be reported at a Governance and Priorities Committee meeting following approval.

8. Penalty:

- 8.1. 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.

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

9. Responsibility:

- 9.1. City Council shall review and approve all policies.
- 9.2. Administration may administer this Policy through the use of a supporting procedure, as required.