



<b>Policy Title:</b>	Saskatchewan Lotteries Community Grant Policy	<b>Policy Number:</b>	551-01
<b>Date of Adoption:</b>	May 4, 2020	<b>Motion Number:</b>	59-2018
<b>Date of Amendment:</b>	September 19, 2022	<b>Motion Number:</b>	362-2022
<b>Sponsoring Department:</b>	Social Programs & 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:**

<b>Administration</b>	An employee, contract employee or volunteer of the City.
<b>City</b>	The corporation of the City of Lloydminster.
<b>City Manager</b>	The Commissioner of the City of Lloydminster as appointed by Council or designate.
<b>Community Services Advisory Committee</b>	The advisory committee established under the Community Services Advisory Committee Bylaw.
<b>Grant Cycle</b>	Means a one-year term starting with the approval of a grant and ending once all reporting requirements have been met.
<b>Under-represented populations</b>	Any group that is under-represented in sport culture or recreation. May be related to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, or disability.
<b>Resident</b>	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. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 4.4. Priority may be given to projects that:
  - 4.4.1. support the inclusion of Under-Represented Populations in programs or establish new programs to meet the needs of Under-Represented Populations.
  - 4.4.2. remove financial barriers to access sport, culture, or recreation.
  - 4.4.3. establish new opportunities/activities for sport, culture, or recreation in Lloydminster.
- 4.5. Recommendations by the Community Services Advisory Committee will be directed to Council for decision.
- 4.6. The decisions regarding Saskatchewan Lotteries Community Grant Program approvals are final and are not subject to appeals.

#### **5. Budget and Reporting**

- 5.1. Funds received from the Saskatchewan Lotteries Truist 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 of the Social Programs and Services Department.
- 5.3. The Social Programs and Services Department 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 corporate boundaries.

- i. Notwithstanding 6.1.2 above, applicants located in the Province of Saskatchewan, and are 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 Lloydminster City limits.
    - i. 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 one thousand dollars (\$1,000) remain following a call for grant applications, the Community Services Advisory Committee shall work with applicants to adjust their requests to utilize the funding.
- 7.2. Should more than one thousand dollars (\$1,000) remain following a call for grant application, the Community Services Advisory Committee shall request 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 City Manager or designate shall be authorized to approve the reallocation of unused or returned grant funds up to a maximum of ten thousand dollars (\$10,000) per grant cycle.
- 7.5. Council approval shall be required for reallocations greater than ten thousand dollars (\$10,000) per grant cycle.

## **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 "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter.*"

**9. Responsibility:**

9.1. City Council shall review and approve all policies.

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

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