



Sask Lotteries Community Grant Program

APPLICATION GUIDELINES

Funding for this program is provided by Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation and the Town of Fort Qu'Appelle

ABOUT THE PROGRAM

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc.. The Town of Fort Qu'Appelle administers the grant for community groups in Fort Qu'Appelle, on behalf of Saskatchewan Lotteries.

PURPOSE OF THE GRANT

The purpose of this grant program is to assist in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers.

The goals of this grant program are:

- To provide access to sport, culture, and recreation programs for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability;
- To support the development and maintenance of sport, culture, and recreation programs and activities; and
- To increase the awareness of the benefits of participation in sport, culture, and recreation programs as a way of improving individual health, well-being, and self-fulfillment.

WHO CAN APPLY?

To be eligible for support, your organization must:

- be governed by a volunteer board;
- be registered as a non-profit corporation federally or with Information Services Corporation (ICS) in Saskatchewan;
- have been incorporated and in existence for a minimum of one year; and
- have appropriate liability and participant insurance for the proposed project.

WHO CAN'T APPLY?

- Individuals;
- Health districts, libraries, private schools, government agencies, educational institutions, universities, preschools, and daycares;
- Schools are not eligible to apply by themselves, but can apply in partnership with an eligible organization

- (such as a Community Association). Activities held in schools or organized by schools must be:
 - held outside of regular school hours;
 - separate and distinct from the regular school curriculum; and
 - not just for the students of a particular school.

Organizations that:

- provide third-party funding;
- exist for the primary purpose of fundraising; or
- have not met the terms and conditions of any funding program administered by the Town of Fort Qu'Appelle.

FUNDING

- The minimum grant available is \$500; the maximum is \$10,000;
- The grant process is competitive; there is no guarantee that an applicant will receive funding;
- Only one project and one application per deadline will be considered from a given organization.

ELIGIBLE PROJECTS and PROGRAM PRIORITIES

- Projects that focus on increasing participation in sport, recreation, or culture activities;
- Projects that are predominantly for Fort Qu'Appelle residents

ELIGIBLE EXPENSES

- Fees for artists, instructors, leaders and mentors;
- Project equipment, supplies, facility rental and other direct project costs;
- Transportation for participants (taxi, bus, or rented vehicle);
- As per Sask Lotteries: Elder Fees (maximum \$150/day); Elder helpers fees (maximum \$50/day);
- Operation costs of facilities that are directly related to the project are eligible for 25% of the total grant received up to a maximum of \$500 (including cleaning staff);
- Employment expenditures that are no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period);
- All expenses for reimbursement must have receipts and occur within the grant period.

INELIGIBLE EXPENSES

The following types of expenditures are not eligible and will not be reimbursed:

- Honorariums; Per Diems/Day Money; Donations;
- 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; 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, trophies, plaques, and badges;
- Out-of-province activities and travel;
- Subsidization of wages for full-time employees. Note: Eligible employment expenditures must be less than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period); and
- Uniforms or personal items such as sweatbands and hats; and
- Gaming systems/components, promotional items, printers, computers, laptops, and furniture.

Applications will be reviewed by Council and applicants will be informed, in writing, of the results of their application.