

Saskatchewan Lotteries Community Grant Program

for Sport, Culture & Recreation

PROJECT GUIDELINES



PROJECT REPORT FORM

to be completed by the Project Coordinator



Revised December 2006

Saskatchewan Lotteries Community Grant Program for Sport, Culture and Recreation

PROJECT GUIDELINES

PURPOSE:

- 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.

- **Each community group receiving a grant must submit a *Project Report* upon completion of the project.**

The *Project Report* must include the following:

- 1) a completed *Community Grant Project Report Form*; and
- 2) receipts or an audited financial statement to verify expenditures.

Note: Audited Financial statements must be prepared by a registered Certified Management Accountant/Chartered Accountant Certified General Accountant (CMA, CA, CGA).

- **Completed *Project Reports* and receipts are to be returned to your community contact person for the Saskatchewan Lotteries Community Grant Program.**

- **Expenditures must be directly related to the delivery of a sport, culture or recreation project.**
- **Expenditures must occur within the grant period of April 1 to March 31.**
- **Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities.**
- **Any project initiatives that are aimed at increasing participation in any under-represented populations should be identified in questions 4, 5, and 6 of the *Project Report Form*.**

The following expenditures are not eligible under this grant program and are not to be included within your *Project Report*:

- construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- property taxes or insurance;
- donations;
- alcoholic beverages;
- food or food related costs (this includes catering supplies, coffee, coffee pots, stoves, etc.);
- membership fees in other lottery-funded organizations;
- prizes, cash, gifts, awards, honorariums, trophies, plaques and badges;
- out-of-province activities and travel;
- 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*
- uniforms or personal items such as sweatbands and hats.

Community Grant Program for Sport, Culture & Recreation

PROJECT REPORT FORM

to be completed by the Project Coordinator once the program has taken place (photocopy if more forms are required)

Name of Community Group:

Project #:

Project Name:

Grant Received: \$

1. Which of the following categories would you consider your project:

- | | | | | | |
|-------------------------------------|-----------------------------------|--|--|---|--------------------------------|
| ☐ SPORT | ☐ CULTURE: | ☐ cultural celebrations | ☐ heritage | ☐ literary | ☐ music |
| ☐ RECREATION | | ☐ performing arts | ☐ arts & crafts | ☐ cultural awareness | |

2. Project date(s):

3. Please provide a brief description of the project:

4. Was this program aimed at increasing participation in any under-represented populations within your community?

If ☐ yes, then continue to the next question

If ☐ no, then proceed to question #7

5. Which of the following under-represented populations were included in your project:

- | | |
|---|--|
| ☐ seniors | ☐ indigenous people |
| ☐ economically disadvantaged | ☐ women |
| ☐ persons with a disability | ☐ youth at risk |
| ☐ single parent families | ☐ other _____ |

6. How were the above under-represented populations involved in the planning, operations and evaluation of this project?

7. What were the ages of the participants? (indicate as many as applicable)

☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 50+

8. How many people participated in your project?

☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 50+

9. How many volunteers were involved with this project?

☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 50+

10. Where did the project take place?

11. What would you consider to be the most significant successes of this program? Please note this information may be used in Saskatchewan Lotteries promotional material. If we require further information, whom should we contact?

NAME: _____ PHONE: _____

12. How did you publicly acknowledge Saskatchewan Lotteries as the source of funds for the project?

☐ Posters ☐ Word of mouth ☐ Newspaper ☐ Other
☐ Banners ☐ Speeches ☐ Newsletter
☐ Community Radio Station ☐ Promotions Items (ie: t-shirts) ☐ Bulletin Board _____

Description of Expenditures

Dollar Amount

Receipts Attached ✓

_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
_____	\$ _____	☐
TOTAL EXPENDITURES:	\$ _____	☐

Our project grant = \$ _____ and our attached receipts = \$ _____

Project Coordinator Signature: _____ **Date:** _____

I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that this report is a correct and true statement.

If you require any assistance while completing this form, please contact your Regional Recreation Association or the Community Grant Office at 780-9344 (Regina area) or 1-888-780-9344 (Toll free).

PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON.