



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

LOCAL COMMUNITY GROUP FUNDING REQUEST FOR SASK LOTTERIES COMMUNITY GRANT FUNDS

Name of Community Group:	
Contact Name:	
Phone:	
Project Description:	
Project Start Date:	

Proposed Revenues:	Dollar Amount:
	\$
	\$
Proposed Expenditures:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT ESTIMATED COSTS:	\$
GRANT AMOUNT REQUESTED:	\$

Signature of Contact Person: _____

Please return the completed form to the community contact person of the Town, Village, R.M. or Band Office you are applying through (do not return to the Community Grant Office).

Please remember to publicly acknowledge Sask Lotteries as a source of funds for your project.



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & RECREATION

PROJECT GUIDELINES & PROJECT REPORT FORM

to be completed by the Project Coordinator



SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & 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 Chartered Professional Accountant (CPA) and will only be accepted if the Sask Lotteries Community Grants are audited separately.

- **Completed *Project Reports* and receipts are to be returned to your community contact person for the Sask 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 Sask 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 program is designed to provide funding for sport, culture and recreation programs. Therefore, the following expenditures are INELIGIBLE for grants:

- Construction, renovation, retro-fit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.);
- Property taxes, insurance;
- Alcoholic beverages;
- Per Diems / Day Money;
- 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, honorariums, trophies, plaques and badges;
- Out-of-province activities and travel;
- Donations;
- 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);
- Uniforms or personal items such as sweatbands and hats; and
- Other expenses that the Sask Lotteries Trust Fund may deem inappropriate.

Limitations:

- **In addition to eligible programming expenses, operation costs of facilities that are directly related to a program are eligible for 25 per cent of the total grant received for each program up to a maximum of \$500 per program (including cleaning staff). Communities receiving a grant of \$2,000 or less will not be limited to 25 per cent of the grant; however, non-operational program costs are encouraged to enhance programming.**
- Fireworks are eligible for 25% of the total grant received for each program to a maximum of \$500 per program. Communities receiving a grant of \$2,000 or less will not be limited to 25% of the grant; however, other program costs are encouraged to enhance programming.



PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR INFORMATION





SASK LOTTERIES

Trust Fund for Sport, Culture and Recreation

COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE & RECREATION PROJECT REPORT FORM

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 new Canadians
 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 Sask Lotteries promotional material. If we require further information, whom should we contact?

NAME: _____ PHONE: _____

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

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

Description of Expenditures	Dollar Amount	Receipts Attached ✓
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
TOTAL EXPENDITURES:	\$ _____	<input type="checkbox"/>

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 Sport, Culture & Recreation District or the Community Grant Office at 306.780.9344 (Regina area) or 1.888.780.9344 (Toll free).

SASKATCHEWAN SPORT, CULTURE AND RECREATION DISTRICTS



Sport, Culture and Recreation Districts have been established in Saskatchewan to assist community sport, culture and recreation leaders and those who are seeking information on participation or program opportunities. The mandate of the Districts is to focus on facilitating community development and coordinating networks within their District, with the aim of enhancing access to sport, culture and recreation programs and services in the province.

Sport, Culture and Recreation Districts are a one-stop service. District staff will help communities:

- Assess their needs
- Provide services and information to help access a wide range of the sport, culture and recreation programs and services relating to: participation in sport, culture and recreation activities, volunteering, training, and more
- Identify a variety of funding opportunities and assist them in accessing those funds
- Facilitate linkages and contact with others within their District network

If you are a community leader looking for information on programs or services, Sport, Culture and Recreation Districts are available to assist you. A map and more information about Sport, Culture and Recreation Districts can be found at:

sasksport.ca/about-us/sport-culture-and-recreation-districts

FUNDED BY



SOUTH EAST SPORT, CULTURE AND RECREATION DISTRICT

Joni Hagen, Executive Director
100A - 18th Street, Weyburn, SK S4H 2W4
Phone: 306.842.2188 | Fax: 306.842.2186
ed@southeastdistrict.ca
southeastdistrict.ca

SOUTH WEST DISTRICT FOR CULTURE, RECREATION AND SPORT

Christie Saas, Executive Director
#8 - 1410 Caribou Street West
Moose Jaw, SK S6H 7S9
Phone: 306.694.5525 | Fax: 306.694.7907
christie@gosouthwest.ca
gosouthwest.ca

PARKLAND VALLEY SPORT, CULTURE AND RECREATION

Chelsey Johnson, Interim Executive Director
P.O. Box 263, Yorkton, SK S3N 2V7
Phone: 306.786.6585 | Fax: 306.782.0474
cjohnson@parklandvalley.ca
parklandvalley.ca

PRAIRIE CENTRAL DISTRICT FOR SPORT, CULTURE AND RECREATION

Stephanie Cuddington, Executive Director
Box 818, Wynyard, SK S0A 4T0
Phone: 306.554.2414
stephanie@prairiecentral.ca
prairiecentral.ca

RIVERS WEST DISTRICT FOR SPORT, CULTURE AND RECREATION

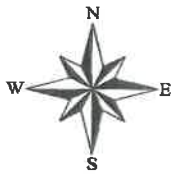
Donna Johnston-Genest, Executive Director
Box 1480, 1005 Main Street
Rosetown, SK S0L 2V0
Phone: 306.882.3030 | Fax: 306.882.2744
rwdscr.donna@sasktel.net
riverswestdistrict.ca

LAKELAND DISTRICT FOR SPORT, CULTURE AND RECREATION

Lyle Campbell, Executive Director
Box 280, Prince Albert, SK S6V 5R5
Phone: 306.953.1623 | Fax: 306.953.1624
lyle@lakelanddistrict.ca
lakelanddistrict.ca

NORTHERN SPORT, CULTURE AND RECREATION DISTRICT

Michelle Hewison, General Manager
Box 1097, La Ronge, SK S0J 1L0
Phone: 306.425.3127 | Fax: 306.425.4036
mhewison@nscrd.com
nscrd.com



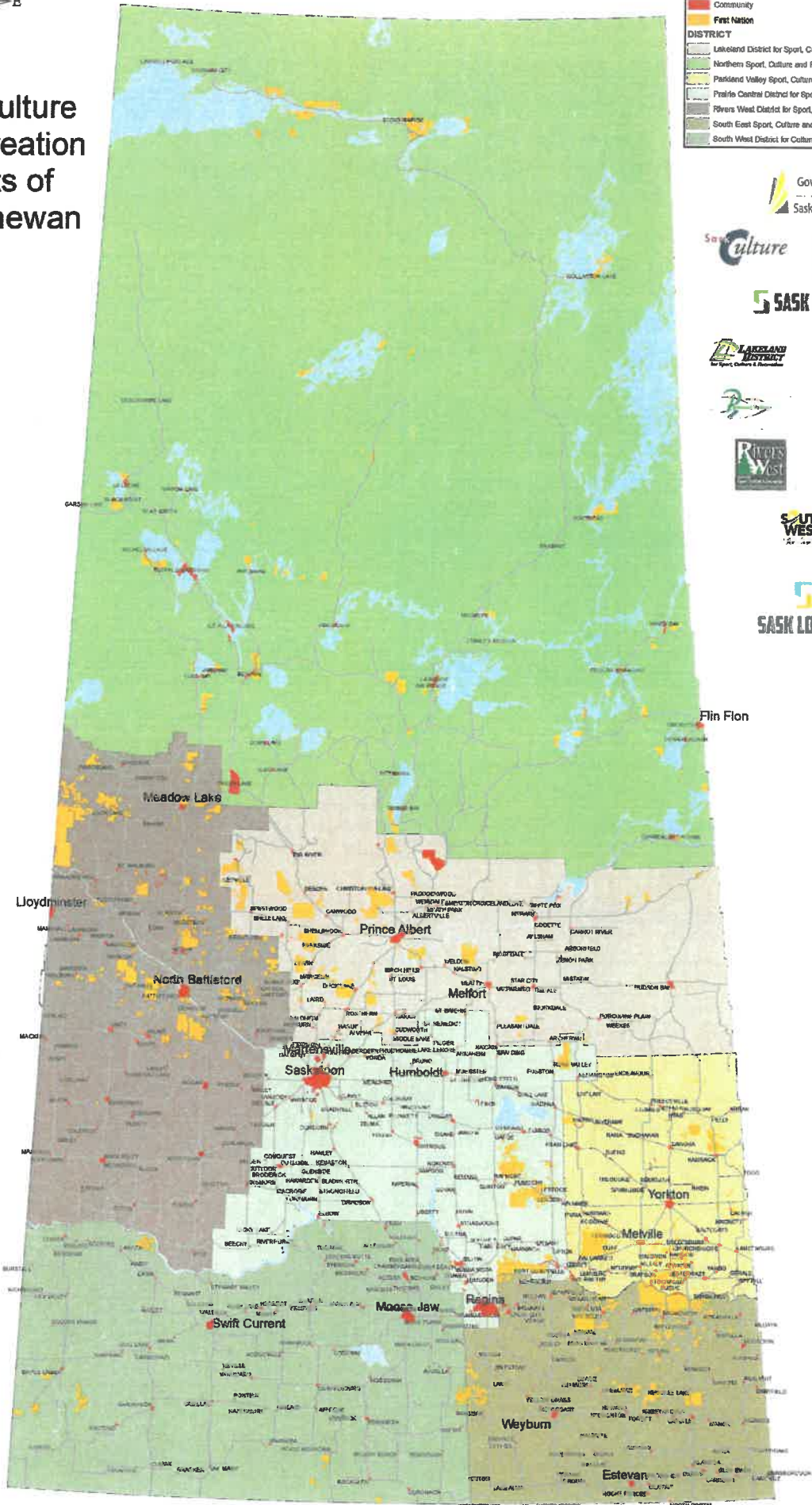
Sport, Culture and Recreation Districts of Saskatchewan

Legend

- Cities
- Community
- First Nation

DISTRICT

- Lakehead District for Sport, Culture and Recreation
- Northern Sport, Culture and Recreation District
- Parkland Valley Sport, Culture and Recreation District
- Prairie Central District for Sport, Culture and Recreation
- Rivers West District for Sport, Culture and Recreation
- South East Sport, Culture and Recreation District
- South West District for Culture, Recreation and Sport



Government of Saskatchewan

Saskatchewan Parks and Recreation Association

SASK SPORT

Lakehead District for Sport, Culture & Recreation

NORTHERN

PRAIRIE CENTRAL

RIVERS WEST

SOUTH WEST

SASK LOTTERIES

This map was created by staff at the Ministry of Parks, Culture and Sport on February 1, 2019.



SASK LOTTERIES

FUNDING RECOGNITION

Community Grant Program funding is provided through proceeds from the main fundraiser for sport, culture and recreation, Sask Lotteries. As a grant recipient, you are required to recognize and promote Sask Lotteries.

Please use the Sask Lotteries logo to provide recognition in all of your organization's communications such as: website, promotions & events, newsletters, social media sites, letterhead, signage, displays and promotional items.

The Sask Lotteries logo, ads and logo useage guidelines are available for download on our website, sasklotteries.ca, by clicking on "About Us", then "Funding Recognition" in the menu bar.

Beneficiaries will also find an order form on our website which includes additional marketing materials available at no charge. Current items offered are conference folders, posters, nametags and banners.

We are happy to answer any questions you may have about incorporating the Sask Lotteries logo into your marketing and communications materials.

If you require an alternate file format or ad size not included on our website, please contact our Communications Department at communications@sasklotteries.ca.

Sask Lotteries is the main fundraiser for more than 12,000 sport, culture and recreation groups across the province.

If your organization is one of them, you're asked to recognize and promote the Sask Lotteries fundraiser whenever possible and appropriate. Events, programs, speeches, websites and social media are all effective places to remind your community about the positive impact of the lottery-funded sport, culture and recreation system.

The following materials are available to eligible organizations at no cost.

BENEFICIARY MATERIALS

CONFERENCE FOLDERS

9" x 12" folders with two inside pockets

ORDER



POSTER BLANKS

11" x 17" preprinted posters with Sask Lotteries logo

ORDER



NAME TAGS



Adhesive sheets of 8 blank name tags with the Sask Lotteries logo

ORDER

LANYARDS



ORDER

PAPER BANNERS

11" x 17" and 36" x 14" banners with the Sask Lotteries logo



ORDER 11x17



Non-Laminated
ORDER 36x14

Laminated - Limit 5
ORDER 36x14

BOOKMARKS



ORDER

DIGITAL LOGOS AND ADS

Visit Sask Lotteries Website for:

- Logos in multiple formats and orientations for use in print/digital
- Social graphics and recommended social media messaging



ON-LOAN ITEMS

TO BOOK, CALL: Regina 306.780.9300 • Saskatoon 306.975.0800

TABLE RUNNERS

60" x 72" table runner



VINYL BANNERS

Various sizes and colours



PULL-UP BANNERS

33" x 81" retractable banner for indoor use



FEATHER FLAGS

10' feather flag with stand for indoor or outdoor use



RETURN THE COMPLETED FORM TO: F 306.781.6021 E communications@sasklotteries.ca

Name: _____ Organization: _____

Address: _____ Phone: _____

Email: _____ Date Required: _____