



**SASK LOTTERIES**

Trust Fund For Sport, Culture and Recreation

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

2024/2025

Name of Community Group:

Grant # CG:24:092

Project #: C377/R09

Project Name:

Grant Received: \$

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

- |                                     |                                   |  |  |   |                                |
|-------------------------------------|-----------------------------------|--|--|---|--------------------------------|
| <input type="checkbox"/> SPORT      | <input type="checkbox"/> CULTURE: | <input type="checkbox"/> cultural celebrations | <input type="checkbox"/> heritage      | <input type="checkbox"/> literary           | <input type="checkbox"/> music |
| <input type="checkbox"/> RECREATION |                                   | <input type="checkbox"/> performing arts       | <input type="checkbox"/> arts & crafts | <input type="checkbox"/> cultural awareness |                                |

2. Project date(s):

3. Please provide a brief description of the project:

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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:

- |   |  |
|---|--|
| <input type="checkbox"/> seniors                    | <input type="checkbox"/> Indigenous people |
| <input type="checkbox"/> economically disadvantaged | <input type="checkbox"/> women             |
| <input type="checkbox"/> persons with a disability  | <input type="checkbox"/> new Canadians     |
| <input type="checkbox"/> single parent families     | <input type="checkbox"/> other _____       |

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

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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"/>
_____	\$ _____	<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).

**PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON**





*Valley of Festivals*

# Sask Lotteries Community Grant Program

## APPLICATION GUIDELINES

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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.