Fort Qu'Appelle SASKATCHEWAN

Town of Fort Qu'Appelle

PO Box 309, 136 Boundary Ave S. Fort Qu'Appelle, SK. S0G 1S0

2026/2027 SASKATCHEWAN LOTTERIES COMMUNTY GRANT PROGRAM
TOWN OF FORT QU'APPELLE
Program Information and Guidelines

I. Purpose of the Community Grant Program

To assist in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers. These funds are distributed through the Town of Fort Qu'Appelle Council and are a partnership among Saskatchewan Parks & Recreation Association Inc., SaskCuture Inc and Sask Sport Inc. Funding for this Grant Program is generated through the sale of lottery tickets.

The Saskatchewan Lotteries Community Grant Program is guided by the following:

- To provide access to sport, culture, and recreation for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability.
- To provide funds to community non-profit volunteer organizations in support of sport, culture, and recreation programs.
- To allow communities to establish local priorities.
- To ensure that all participating groups, from administration to beneficiary are responsible for ensuring complete and accurate accounting.

II. Eligibility

The Town of Fort Qu'Appelle distributes funds to local non-profit volunteer groups that provide programs in the town. All of the following eligibility requirements must be met:

a) The applicant must be a non-profit community organization recognized by the Town of Fort Qu'Appelle.
b) Individuals are not eligible for assistance.
c) Expenditures must be directly related to the operation of sport, culture, or recreation programs within the Town of Fort Qu'Appelle. The majority of the participants benefiting from the project must reside in the town.
d) In addition to eligible programming expenses, operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of $500 per program (including cleaning staff).
e) The organizations are responsible for ensuring appropriate liability and participant's insurance are in place for events sponsored/funded by the Community Grant program.

III. Ineligible Expenses

The program is designed to provide funding for sport, culture, and recreation programs. Therefore, the following expenditures are ineligible for grant funding:

a) Gratuity; Per Diems/ Day Money; Donations
b) Construction, renovation, retrofits, and repairs to buildings/facilities. (This includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.)

c) Maintenance and operation costs of facilities that are not directly related to a program supported by this grant. (This includes vacuum cleaners, telephones, services charges, garbage cans, etc.)
d) Property taxes and insurance.
e) Alcoholic beverages.
f) Food or food related costs. (This includes catering supplies, coffee pots, coffee, BBQ's, etc.)
g) Membership fees in other lottery funded organizations.
h) Prizes, cash, gifts, awards, trophies, plaques and badges.
i) Out-of-province activities and travel.
j) Subsidization of wages for full-time employees. Eligible employment expenditures must be less than 35 hours a week and no more than 90 days (or 455 hours) in a grant period.
k) Uniforms or personal items such as sweatbands and hats.
l) Gaming systems/components, promotional items, printers, computers, laptops, furniture and point-of-sale systems.
m) Other expenses that the Sask Lotteries Trust Fund may deem inappropriate.

IV. Application Procedure

Application Form is attached. Completed application for must be received by 4:00 p.m. on March 1, 2026. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day. Late applications will not be accepted. Please ensure you have included all the required information.

V. Application Review Process and Payment

The Town of Fort Qu'Appelle Council will review the applications submitted. The review process is detailed below:

a) The Town Council will meet and review the applications.
b) The Town Council retains the right to interview applicants to better assess the merits of the application.
c) Once Council approves the allocations, organizations will be notified in writing of the status of their application for funding by mid-May.
d) If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Town of Fort Qu'Appelle.
a) The Town will issue payment of approval funds to the organizations as follows:
    a. The allocated amount will be released at 75% up front and 25% upon approval of the organization's follow-up report and attached receipts. This may change as per Council's decision.

VI. Follow-up Procedure

If your organization's project is approved for funding, a follow-up/evaluation report will be sent out with the Town's letter of approval. Please be sure to include all of the information requested in the follow-up/evaluation report.

All grant follow-up reports must be submitted within 30 days of the project completion date and no later than December 1, 2026. Failure to provide this report will result in the organization becoming ineligible for further funding as determined by the Town Council.

For each expense you must provide proof of payment. Please include a list of actual

expenditures for the project verified with receipts.

VII. More information

If you would like clarification on the Saskatchewan Lotteries Community Grant program in Fort Qu'Appelle, please contact:

Tiffany Koch
Utilities Manager
Box 309
Fort Qu'Appelle, Saskatchewan
S0G 1S0
Phone: 306-332-4622
Email: utilities@fortquappelle.com
Website: www.fortquappelle.com

Community Grant Program 2026-2027

Application Form for Community Organizations

Name of Organization:	
Address:	Postal Code:
Primary Contact Person:	**Alternate Contact Person:**
Position/Job Title:	Position/Job Title:
Phone:	Phone:
e-mail:	e-mail:

In which category would you put your project (√ one)

☐ Sport ☐ Culture ☐ Recreation

Grant amount requested: $	
Start date:	Completion date:

To complete your application, you must confirm that you understand and agree with the following statements:

- I have carefully read and understand the eligibility criteria for this program as described in the application Guidelines, and I confirm that the organization I represent meets the criteria
- I understand that the organization I represent is not eligible to apply to this program until any outstanding Final Reports for Saskatchewan Lotteries Community Grant Program have been submitted and approved.
- I accept the conditions of this program and agree to accept the Saskatchewan Lotteries Community Grant Program committee's decisions.
- I confirm that to the best of my knowledge the statements in this application are complete and accurate.
- I agree that the organization I represent will return a portion or all of the funding if the project is not carried out as described in the application.
- **I agree that a completed Final Report including financial verification will be provided to the Town of Fort Qu'Appelle within 30 days of completion of the project and no later than December 1, 2026.**
- I agree, Saskatchewan Lotteries will be recognized with any advertising or promotions.
- **I agree, completed application must be received by 4:00pm on March 1, 2026. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.**
- I agree, late applications will not be accepted
- I allow the Town of Fort Qu'Appelle to circulate the information contained in this application for the purposes of adjudication.

The signatures on this document are of the persons authorized to make legal contracts for our organization, the organization's acceptance of this award and agreement to comply with the stated terms and conditions of this grant.

Authorized Representative:	Signature:	Date:
Authorized Representative:	Signature:	Date:

Please provide a brief project description here:

Project Information

1. **Objectives**

   What do you wish to achieve with this project?

   How will you accomplish the project objectives?

2. **In what way does your project increase participation in sport, culture and recreation?**

3. **What format will be used for this project?** (check all that apply)

- ☐ registered program
- ☐ workshop
- ☐ special event
- ☐ drop-in program
- ☐ performance
- ☐ other _____

4. **Who is the program intended for?**

Are any of the groups below being specifically targeted? (if yes, check **ONE)**

- ☐ economically disadvantaged
- ☐ older adults (65+ years)
- ☐ single-parent families
- ☐ new Canadians
- ☐ persons with a disability
- ☐ youth at risk

How are you targeting this group?

5. **What results and/or benefits will the participants receive from this project?**

6. **How do you plan to involve your target population in planning, promoting, delivering and/or evaluating your program?** (check all that apply)

- ☐ representatives will sit on the advisory committee
- ☐ community consultations/focus groups will be held
- ☐ members of the target group will assist with delivery of the program
- ☐ informal contact and conversations will be used
- ☐ other _____

7. **How will you make the target population aware of your project/program?** (check all that apply)

- ☐ newspaper ads
- ☐ TV ads
- ☐ radio ads
- ☐ online communications
- ☐ community meetings
- ☐ word of mouth
- ☐ posters in area/buildings where target population goes
- ☐ referral from professionals (e.g., social workers, seniors' homes, schools, etc.
- ☐ brochures distributed to target population
- ☐ other _____

8. How will you measure and evaluate that your program has achieved your objectives? (check all that apply)

- ☐ number of participants
- ☐ participant attendance (for ongoing programs)
- ☐ quality of the project/event
- ☐ value to the participants
- ☐ other _____

9. Estimate numbers, age ranges and gender of participants.

Age Range	# of Females	# of Males	Total
Total All Ages			
OR			
0 - 5 years			
6 - 12 years			
13 -18 years			
19 - 30 years			
31 - 65 years			
65+ years			
Total			

Is there a fee to participate? ☐ Yes ☐ Fee/person $_____

OR

Is the program free to participants? ☐ Yes ☐ No

****NOTE: All registration/participation fees must be shown in the Revenue section of the budget.**

10. Identify the demographics of the participants and or beneficiaries: (check all that apply)

- ☐ Female
- ☐ Male
- ☐ Community Volunteers
- ☐ Urban Residents
- ☐ Non-profit Board Members/volunteers/Staff
- ☐ First Nations
- ☐ Metis
- ☐ Newcomers to Canada
- ☐ Rural Residents
- ☐ Preschool students
- ☐ Elementary Students
- ☐ Junior/High School Students
- ☐ Post-Secondary Students

11. How often will participants take part in the project?

- ☐ one-time event
- ☐ daily
- ☐ Weekly – how many? _____
- ☐ monthly – how many? _____
- ☐ other:_____

12. How will you publicly acknowledge Saskatchewan Lotteries as a source of funding for your project?

- ☐ Posters
- ☐ Banners
- ☐ Speeches
- ☐ Newsletter
- ☐ TV
- ☐ Other _____
- ☐ Radio
- ☐ Website
- ☐ Newspaper
- ☐ Word of Mouth

13. **Will volunteers be involved with this project?** **Yes** ☐ **No** ☐

If yes, how many? _____

Provide a brief description of how the volunteers will be involved in the project

14. **Other contributions**

Will any in-kind goods or services be contributed to this project? **Yes** ☐ **No** ☐

If yes, indicate the type(s) of contributions and approximate value below:

Contributor	Description of Contribution	$ Value

Project Budget Summary

Provide all estimated revenues that will support the project, not just those covered by the grant. Indicate for each applicable revenue source the budgeted amount.		
Revenue Source(s)	**Description**	**$ Amount**
Registration Fees		
Fundraising/Donations		
Grants from other sources (complete bottom of page)		
Other		
Other		
Other		
Grant Request	**Town of Fort Qu'Appelle Sask Lotteries Community Grant Program**	
	Total Revenue Budget	

Provide all estimated expenses for the project. Indicate the expenses that Saskatchewan Lotteries is being requested to support.			
Expense Items	**Description**	**Asking Amount**	**Total Amount**
Facilities			
Instructor fees			
Project Supplies			
Equipment			
Advertising/Promotion			
Travel/Transportation			
Staffing (max. 455 hours in grant period. Provide breakdown # of employees, # of hours, wages)			
Other			
Other			
Other			
	Subtotal Expenses		

Other Sources of Income – Have you applied for funding from other agencies for this project? ☐ Yes ☐ No

If yes, please provide contact information for every other funder to which you have applied (for verification purposes)

Funder Name	Contact Person	Phone # and e-mail	$ Requested	$ Confirmed