

Saskatchewan Lotteries Community Grant Program

GUIDELINES - FOLLOW-UP REPORT FORM

Each community group receiving a grant must submit a *Follow-up Report* upon completion of the project. The *Follow-Up Report* must be submitted within 60 days of the project's end or by **April 30**, whichever comes first. Failure to meet this deadline may affect the committee's view of your status for future applications.

⇒ Project initiatives aimed at increasing participation by under-represented populations should be identified in questions 4, 5, & 6 of the *Follow-Up Report*.

The *Follow-up Report* must include the following:

- A completed *Follow-up Report* form (including the financial summary on page 4); and,
- copies of receipts for eligible expenses.

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);
 - Elder fees (maximum \$150/day); Elder helper's 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);
 - fireworks are eligible for 25% of the total grant received up to a maximum of \$500;
 - 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); and,
 - all expenses for reimbursement must have receipts and occur within the grant period of April 1 – March 31 for whichever years the grant was awarded.
- ⇒ Expenditures must be directly related to the delivery of a sport, culture, or recreation project for which the organization was awarded funding.
- ⇒ Expenditures must occur within the grant period of April 1 to March 31 for whichever years the grant was awarded.

INELIGIBLE EXPENSES

The following expenditures are **not eligible** under this grant program and receipts for ineligible expenditures do not need to be included in your report. However, these items should be included in your budget.

- 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;
- gaming systems/components, promotional items, printers, computers, laptops, and furniture; and,
- other expenses that the Saskatchewan Lotteries Trust Fund or the City of Saskatoon may deem inappropriate.

Sask Lotteries Community Grant Program

FOLLOW-UP REPORT FORM

Name of Applicant: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with organization: _____

Email Address: _____ Phone Number: _____

Project Name: _____ Project Dates: _____

Project Location: _____ Number of Volunteers: _____

Number of Participants: _____

Age of Participants (indicate as many as applicable):

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

Amount of Grant Awarded: \$_____ Amount of Attached Receipts: \$_____

1. Which of the following categories best suits your project (check all that apply):

SPORT CULTURE: *cultural celebrations* *heritage* *dance* *theatre*
 RECREATION *literary* *visual* *arts and crafts* *music* *media*

2. Please provide a brief description of the project (maximum 150 words):

3. Was this project 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 #6

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

- | | | |
|---|---|--|
| <input type="checkbox"/> economically disadvantaged | <input type="checkbox"/> newcomers | <input type="checkbox"/> youth at risk |
| <input type="checkbox"/> older Adults (65+ years) | <input type="checkbox"/> Indigenous people | <input type="checkbox"/> women |
| <input type="checkbox"/> persons with a disability | <input type="checkbox"/> single-parent families | <input type="checkbox"/> other _____ |

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

6. What would you consider to be the most significant successes of this project? Please note this information may be used in Saskatchewan Lotteries promotional material.

7. How did you publicly acknowledge *Saskatchewan Lotteries* and the *City of Saskatoon* as the sources of funds for the project?

- | | | | |
|-----------------------------------|-------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Radio | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Banners | <input type="checkbox"/> TV | <input type="checkbox"/> Website | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Speeches | <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter | <input type="checkbox"/> Other _____ |

8. Other comments:

9. Financial Summary:

Please complete the Descriptions of Revenues and Expenses below to report on this grant. It is not necessary to submit receipts for the entire project; only submit receipts for eligible expenses that total the amount of the grant award.

Please note the following:

- For part-time employment: photocopies of cheques paid to employees or copies of official invoices signed by the employees are required.
- Cheque stubs, cancelled cheques and internal expense request forms cannot be accepted in lieu of copies of payroll records, contracts, receipts of supplier's invoices to verify staff salaries, and project expenditures.
- Receipts for Elder's fees and Elder helper's fees must include: the date of service; the person's name, address and phone number; how much and what they are being paid for; and they must be signed by the organization and the recipient to verify that payment was received.
- Wages for project staff must directly support project delivery. Payroll records must indicate the pay period, the employee's name, address and phone number, how much and what they are being paid for.

Description of Revenues	Dollar Amount
Saskatchewan Lotteries Community Grant	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Description of Expenses	Dollar Amount	Receipts Attached
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
TOTAL	\$ _____	<input type="checkbox"/> yes

Signature

In making this *Follow-up Report*, I the undersigned Project Coordinator hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this *Follow-up Report* and the related attached supporting documents are truthful and accurate and the *Follow-up Report* is made on behalf of the above-named Organization or Group and with the Board of Director's or Group Leaders full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this *Follow-up Report* for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

I agree on behalf of the Organization or Group that by submitting this *Follow-up Report* I am electronically signing the *Follow-up Report* as follows:

I solemnly declare that the information provided is true and the documents submitted in support of the *Follow-up Report*, if any, are genuine and have not been altered in any way.

Project Coordinator (type in name): _____

Position in Group: _____

Phone Number: _____

Date: _____

Gather copies of receipts into *one* PDF file; email a completed copy of the Follow-up Report Form and the PDF of receipts to: grants@saskatoon.ca

Label the subject line and the completed PDF of the Follow-up Report Form:

Comm Grant Report *year of grant* – *applicant name*

e.g. Comm Grant Report 2022 – Saskatoon Community Organization