

Saskatchewan Lotteries Community Grant Program 2020

APPLICATION GUIDELINES

Funding for this program is provided by Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation and the City of Saskatoon

For projects taking place April 1, 2020 – March 31, 2021

Application deadline – 4:30 pm, January 15, 2020

Objective

The objective of the *Saskatchewan Lotteries Community Grant Program* is to involve the residents of Saskatoon in sport, culture, and recreation activities by supporting the needs of the community.

For more information or to discuss your application contact:

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The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.

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 City of Saskatoon administers the grant for community groups in Saskatoon, 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 groups 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'T APPLY?

- Applicants that do not have a minimum of \$2,000,000 liability and participant insurance for the proposed project;
- For-profit businesses;
- 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 City of Saskatoon.

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 applicant.

ELIGIBLE PROJECTS and PROGRAM PRIORITIES

- Projects that focus on increasing participation in sport, recreation, or culture activities;
- Projects that are predominantly for Saskatoon residents;
- Projects that increase Winter City activities;
- Priority will be given to projects serving Indigenous people, economically disadvantaged people, newcomers, older adults (65 & up), persons with a disability, single parent families, or youth at risk.

INELIGIBLE PROJECTS

- Projects in family development, leadership, or other social service activities (e.g., parenting, family or personal counselling/development, board development);
- Organizations may not receive funding for the same project through any other City of Saskatoon grant program (i.e., Sport Projects Grant, Cash Grant – Social, Environmental Grant, etc.).

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 Saskatchewan 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 of April 1, 2020 – March 31, 2021.

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.

ADJUDICATION PROCESS

Applications will be reviewed by a committee consisting of community stakeholders and civic administration. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

1. Community Impact

- There is evidence the project is relevant, accepted, and needed by the community.
- There is evidence the project meets the goals and objective of the *Saskatchewan Lotteries Community Grant Program*.
- The project demonstrates clear, measurable benefits to the community.

2. Planning

- The project is realistic, clearly presented and planned.
- The budget for the project is reasonable and cost-effective.
- The applicant demonstrates the skills and ability to manage the project.

NOTIFICATION

Applicants will be informed, in writing, of the results of their application by April 1, 2020.

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from Saskatchewan Lotteries and the City of Saskatoon.

PROCESSING

The City of Saskatoon will only accept and process applications that are submitted on-line prior to the grant deadline. Please have all of your information ready before you begin the on-line submission. If you require assistance with the application process please contact the Grants Clerk at 306-975-3378 or grants@saskatoon.ca.

REPORTING AND PAYMENT PROCEDURES

Successful applicants are required to submit a completed *Follow-Up Report Form*, along with copies of receipts for eligible expenses, to the Community Services Department within 60 days of the completion of their project or no later than **April 30** of the year the grant ends, whichever comes first. Funds are released upon approval of the *Follow-Up Report*.

One interim payment (no more than 50% of the grant awarded) may be made upon the Community Services Department receiving copies of eligible receipts or invoices for eligible expenditures to date. Contact grants@saskatoon.ca for a copy of the *Interim Payment Request Form*.

For part-time employment: photocopies of cheques paid to employees or copies of official invoices signed by the employees are required.

For Elder fees and Elder helper fees: receipts must include: the dates of service, the person's name, address and phone number; how much and what they are being paid for, signatures of both organization and recipient to verify that payment was received.

For staff: 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. 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.

Changes to your project: please notify the Arts and Grants Consultant of any *significant* change to the project before the change is made.

APPLICATION PROCESS

Apply on-line: www.saskatoon.ca/grants

The application will ask for general information on your project and organization (contact information, insurance policy number, name of insurance company, non-profit number and year of incorporation if applicable, etc.) as well as the following:

- Project Statement (maximum 25 words)
- Organization or Group Mandate and Primary Activity (maximum 150 words)
- Project Description (maximum three pages):
 - Include information on what the project is, who is involved, why the project is important, how the project increases participation in sports, culture, or recreation, and the community impact of the project (please refer to the adjudication criteria when completing the project description);
- Project Budget
 - Include **all** projected sources of revenue and expenses (**including the Saskatchewan Lotteries Community Grant request**).

Note: the application process will not time out (as long as you keep your browser open you will be able to work on the form); however you will not be able to save work, close the form, and return to it later. The project description and budget should be prepared as PDF's in order to successfully upload them in the application process.

Once an application is submitted applicants will receive:

- an email confirming their grant application has been received; and
- an email copy of their grant submission.

If you require assistance with the application process please contact the Grants Clerk at 306-975-3378 or grants@saskatoon.ca.

Applications must be submitted by 4:30 pm, January 15, 2020