

Sask Lotteries Community Grant Program

GUIDELINES – INTERIM PAYMENT REQUEST

Each community group receiving a grant may request up to 50% of their approved Sask Lotteries Community Grant funding prior to the completion of their project.

The *Interim Payment Request* must include the following:

- A completed *Interim Payment Request* form; 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);
 - 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 – 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; and
- Gaming systems/components, promotional items, printers, computers, laptops, and furniture.

Sask Lotteries Community Grant Program

INTERIM PAYMENT REQUEST FORM

Name of Organization: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with organization: _____

Email Address: _____ Phone Number: _____

Project Name: _____ Project Dates: _____

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

Financial Summary:

Please complete the Descriptions of Revenues and Expenses below and [attach receipts](#) for up to 50% of the *Sask Lotteries Community Grant* your organization received.

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
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
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
TOTAL	\$ _____	

Signature

In making this *Interim Payment Request*, 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 *Interim Payment Request* and the related attached supporting documents are truthful and accurate and the *Interim Payment Request* is made on behalf of the above-named organization and with the Board of Director’s full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this *Interim Payment Request* 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 that by submitting this *Interim Payment Request* I am electronically signing the *Interim Payment Request* as follows:

I solemnly declare that the information provided is true and the documents submitted in support of the *Interim Payment Request*, if any, are genuine and have not been altered in any way.

Project Coordinator: _____

Position in Organization: _____

Phone Number: _____

Date: _____

Gather copies of receipts into one PDF file; email a completed copy of the *Interim Payment Request 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 Int Pay *year of grant* – *your organization name*

e.g. Comm Grant Int Pay 2017 – Saskatoon Community Organization