

COMMUNITY GRANT PROGRAM GUIDELINES - FOLLOW-UP REPORT FORM

TO BE COMPLETED BY THE PROJECT COORDINATOR

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 **2 Copies** of the following:

- A completed *Follow-up Report* form;
- A completed budget 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 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 – 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 you were allocated 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.

FOLLOW-UP REPORT FORM

to be completed by the Project Coordinator

Name of organization: _____

Address: _____

Project Name: _____

Project Dates: _____

Amount of Grant Received: \$ _____

1. Which of the following categories would you consider your project (check all that apply):

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

2. Project Date(s): Start - _____ Finish - _____

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

4. 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 #7

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

- economically disadvantaged
- newcomers
- youth at risk
- older Adults (65+ years)
- Aboriginal people
- women
- persons with a disability
- single-parent families

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

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 this project take place? _____

11. 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.

12. 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"/> Face Book | <input type="checkbox"/> Twitter | <input type="checkbox"/> Other _____ |

13. Other comments:

14. project financial summary

Please complete the budget form below to report on this grant. List all of the revenues and expenses for the project in the "Follow-up Actual" column of the budget form. List the amounts for each receipt you are submitting in the "Receipts Enclosed" column of the budget form. 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.

Our project grant =\$_____ and our attached receipts =\$_____

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 and with the Board of Director's full knowledge and consent.

Warning

Any organizations 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.

Project Coordinator Name (Print): _____

Position in Organization: _____

Phone Number: _____

Project Coordinator Signature: _____

Date: _____

Please submit this form **in duplicate (2 copies)** to:

GRANT SERVICES CLERK
Community Services Department
Cosmo Civic Centre
3130 Laurier Drive
Saskatoon, SK S7L 5J7