Saskatchewan Lotteries Community Grant Program 2027

Application Guidelines

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

For projects taking place April 1, 2027 – March 31, 2028
Application deadline: 11:59 pm, January 15, 2027

Objective

The objective of the *Saskatchewan Lotteries Community Grant Program* is to increase participation in sports, culture, and recreation projects for Saskatoon residents by providing funding 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.

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.

For more information or to discuss your application contact:
306.975.3383
grants@saskatoon.ca

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

Who Can't Apply?

- for-profit businesses (Business Improvement Districts, however, are eligible to apply);
- 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 at a particular school.
- organizations that exist for the primary purpose of fundraising.

Insurance

- projects that include up to 1500 participants require a minimum of $2,000,000 liability and participant insurance; and,
- Projects that include more than 1500 participants require a minimum of $5,000,000 liability and participant insurance.

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; and,
- only one project and one application per deadline will be considered from a given applicant/organization.

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; and,
- 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

- capital projects (sports organizations may apply to the Sport Projects Grant or Jack Adilman Fund);
- sports tournaments or championships (please apply to the City's Special Event Grant);
- 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.); and,
- projects that do not include appropriate safety plans.

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 helper 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);
- fireworks are eligible for 25% of the total grant received for each program to a maximum of $500 per program; and,
- all expenses for reimbursement must have receipts and occur within the grant period of April 1, 2027 – March 31, 2028.

Ineligible Expenses

The following types of expenditures are not eligible and will not be reimbursed:

- Honorariums; per diems/day money; donations;
- discounted admission fees where no actual expense is being incurred by the organization;
- construction, renovation, retrofit, and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- property taxes, insurance;
- event security;
- 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.

Assessment Process

Applications will be evaluated by a committee of qualified peers. 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*; and,

    - 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; and,
    - 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, 2027.
The City maintains the right to withdraw a grant award, upon notice to the grant recipient, in the following circumstances:

- there was a major and significant change to the grant project without the prior approval of the City;
- funding for the grant program becomes unavailable; or,
- any other time when the City so determines.

Acknowledgement

Grant recipients are required to acknowledge support from Saskatchewan Lotteries and the City of Saskatoon. Logos may only be used for the year in which the funding is provided. City of Saskatoon Funding Recognition guidelines can be found here: www.saskatoon.ca/sites/default/files/documents/community-services/community-development/funding_recognition_guidelines.pdf. The Sask Lotteries logo, ads, and logo usage guidelines are available for download: https://sasklotteries.ca/funding-recognition/.

Processing

The City of Saskatoon will only accept and process applications that are submitted online prior to the grant deadline. If you require assistance with the online application, please contact the Grants Clerk at 306-975-3378 or grants@saskatoon.ca. The City of Saskatoon reserves the right to request additional information.

Reporting and Payment Procedures

Successful applicants are required to submit a completed *Follow-Up Report*, along with copies of detailed 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. Receipts must be legible. Funds are released upon approval of the *Follow-Up Report*.

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, paystubs, T4s, RoE, transaction report from QuickBooks, 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 Culture Consultant of any significant change to the project before the change is made.

Application Process

Apply online: https://cityofsaskatoon.smapply.io/prog/saskatchewan_lotteries_community_grant/
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);
- ❑ information on any applicable safety precautions included in project plans (maximum 150 words);
  - i.e., safe spaces policy, qualified and/or certified instructors, etc.
  - mandatory: vulnerable sector checks or policies requiring that two adults must always be present for projects involving youth or other vulnerable sectors, adherence to health regulations (e.g., safe food handling, public health regulations)
- ❑ 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 assessment criteria when completing the project description); and,
- ❑ project budget
  - a fillable form is provided; if necessary, a more detailed budget may be uploaded; and,
  - include all projected sources of revenue and expenses; note that the grant request amount will automatically be included in the total revenue amount.

Note: All uploaded documents must be in PDF format.

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