



January 26, 2022

Dear Community Leader:

Enclosed you will find the Guidelines & Application Package for the *Saskatchewan Lotteries Community Grant Program* (SLCGP) for the year 2022-23. The Town of Grenfell has approximately \$13,056.00 to distribute to community groups to assist with the development and delivery of sport, culture/arts, and recreation programs.

Please review the guidelines, complete the attached form and submit to:

*Grenfell Recreation & Culture Advisory Board  
Box 1120  
Grenfell, SK  
S0G 2B0*

*Electronic applications can be downloaded, completed and sent via email to:  
[comdev.grenfell@sasktel.net](mailto:comdev.grenfell@sasktel.net).*

*A year-end statement of account for your organization is required as part of the application process. As part of new policy, SaskLotteries grants will not be issued to community groups until after SaskLotteries Head Office has review and approved the Community Report, anticipated to occur in mid-July 2023.*

**The deadline to apply is February 28, 2022.** Late applications will not be considered. Following the assessment of applications, all applicants will be notified in writing if their application is approved or denied. Detailed follow-up requirements will be sent out with the approval letters.

When completing your application, please ensure that all expenditures are **directly related** to the delivery of a sport, culture/arts or recreation program. Examples of eligible and ineligible project expenses are listed in the guidelines for your review.

Should you have any questions or require assistance, contact Andrea Nicholl at 306-697-2815.

Sincerely,

Town of Grenfell

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Box 1120  
Grenfell, Saskatchewan  
S0G 2B0  
Phone: 1-306-697-2815  
Fax: 1-306-697-2484  
Email: [cao.grenfell@sasktel.net](mailto:cao.grenfell@sasktel.net)  
Website: [www.townofgrenfell.com](http://www.townofgrenfell.com)



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## SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM TOWN OF GRENFELL GUIDELINES AND APPLICATION PACKAGE

### **Purpose of the Community Grant Program**

To assist in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers. These funds are distributed through the Town of Grenfell, and are a partnership among Saskatchewan Parks and Recreation Association Inc., SaskCulture Inc, Sask Sport Inc. Funding for this Grant Program is generated through the sale of lottery tickets.

The Saskatchewan Lotteries Community Grant Program is guided by the following:

- To provide access to sport, culture, and recreation for all Saskatchewan people regardless of age, gender, ethnicity, economic status, physical or mental ability.
- To provide funds to community non-profit volunteer organizations in support of sport, culture, and recreation programs.
- To allow communities to establish local priorities.
- To ensure that all participating groups, from administration to beneficiary are responsible for ensuring complete and accurate accounting.

### **Eligibility and Program Criteria**

The Town of Grenfell distributes funds to local non-profit volunteer community groups that provide programs in the Grenfell. All of the following eligibility requirements must be met:

- The applicant must be a non-profit community organization recognized by the Town of Grenfell
- Individuals are not eligible for assistance.
- Expenditures must be directly related to the operation of sport, culture, or recreation programs within the Grenfell. The majority of the participants benefiting from the project must reside in the Grenfell.
- Operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of \$500 per program (including cleaning staff).
- The organization must have objectives relating to sport, culture, and recreation.
- Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities.
- Organizations are responsible to ensure appropriate liability and participant's insurance are in place for events sponsored/funded by the Community Grant program.
- Funding may be requested for one program or multiple programs.

### **Eligible Expenses**

- Fees for artists, instructors, leaders and mentors;
- Coaching fees;
- Project equipment, supplies, facility rental and other direct project costs;
- Transportation for participants may be approved if transportation is essential to the success of the program (taxi, bus, or rented vehicle);
- Elder Fees or Elder helpers' fees;
- 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.

### **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);
- Uniforms or personal items such as sweatbands and hats;
- Gaming systems/components, promotional items, printers, computers, laptops, and furniture;
- Maintenance and operation costs of facilities (this includes vacuum cleaners, telephones, service charges).

### **Application Guidelines**

- Deadline for applications is February 28, 2022. Late applications will not be accepted.
- Be sure to keep a copy of your application for your records.
- If a project applied for does not take place, a written request for a change in the spending plan can be made to the Town. This change in spending plan must be authorized by the Town prior to the project's inception.
- The Grenfell R&C Advisory Board is established to review and adjudicate applications.
- The Board retains the right to interview applicants to better assess the merits of the application.
- Once a decision is made on funding, organizations will be notified in writing of the status of their application for funding.

- If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Town.
- The Town will issue payment of approved funds to the organizations as follows: 50% up front and 50% upon approval of follow-up

#### **Follow-Up Process**

- If your organization's project is approved for funding, a follow-up/evaluation report will be sent out with the Town of Grenfell letter of approval. Please be sure to include all the information requested on the follow-up/evaluation report.
- All grant follow-up reports should be submitted within 30 days of the project completion date. Failure to provide this report may result in the organization becoming ineligible for further funding.
- *For each expense, you must provide proof of payment.* Please include a list of actual expenditures for the project verified with receipts or cancelled cheques or an audited financial statement prepared by a registered Certified Management Accountant or Certified General Accountant.
- Cheque Request Forms and General Ledger Print Outs are not eligible for verification of expenses unless supported by actual receipts. Invoices must be accompanied by a copy of a cancelled cheque.
- Deadline for follow-ups is 30 days after project completion or March 30, 2023.
- Funding payouts will not be released until SaskLotteries Head Office has reviewed the Community Report (approximately July 2023).



## LOCAL COMMUNITY GROUP FUNDING REQUEST FOR SASK LOTTERIES COMMUNITY GRANT FUNDS

<b>Name of Community Group:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Project Description:</b>	
<b>Project Start Date:</b>	

Proposed Revenues:	Dollar Amount:
	\$
	\$
Proposed Expenditures:	Dollar Amount:
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT ESTIMATED COSTS:</b>	\$
<b>GRANT AMOUNT REQUESTED:</b>	\$

Signature of Contact Person: \_\_\_\_\_

Please return the completed form to the community contact person of the Town, Village, R.M. or Band Office you are applying through (do not return to the Community Grant Office).

Please remember to publicly acknowledge Sask Lotteries as a source of funds for your project.