

# CITY OF ESTEVAN



## SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

### Program Information, Guidelines and Application

#### **PURPOSE**

The purpose of the Saskatchewan Lotteries Community Grant Program is to provide funds to volunteer organizations whose sole purpose is to provide programs and services in sport, culture and recreation programs and activities. Funds are provided through local authorities throughout the province to assist them to maintain, improve and expand opportunities for people of all ages to derive the benefits from involvement in sport, culture and recreations programs and activities. For this reason only those expenditures that can be directly related to the provision of programs and services will qualify for grant assistance.

#### **ELIGIBILITY**

The City of Estevan distributes funds on an annual basis to local non-profit, volunteer community groups that provide programs in the community. The project/program being applied for with this application must take place between the dates of **April 1, to Sept. 30 (Spring/Summer) and October 1 to March 31, (Fall/Winter)** grants in order to be eligible.

## Requirements:

- The applicant must be a volunteer organization whose sole purpose is to provide sport, recreation and /or culture programs and be an organization recognized by the City of Estevan Leisure Services Board.
- Individuals/School Teams are not eligible for assistance.
- Expenditures must be directly related to the operation of a sport, culture, or recreation program within the City of Estevan. The majority of participants benefitting from the project must reside in the community or participating Rural Municipalities.
- Organizations must have appropriate liability and participants insurance for any project/event funded through this grant.
- Projects are to be operated on a non-profit basis.
- Projects/program should not duplicate existing services.
- Organizations receiving grants must publically acknowledge Saskatchewan Lotteries within their activities.
- Organizations are not eligible to receive funding if they are deemed to be in arrears for facility rental fees payable to the City of Estevan.
- Organizations are not eligible to receive funding if they have outstanding fines payable to the City of Estevan.

## **ELIGIBLE EXPENSES**

- Expenditures must be **directly related** to the delivery of a sport, culture or recreation program.
- Funding may be requested for minor program equipment, supplies, instructor wages, facility rental and other direct program costs.
- Taxi, bus or vehicle rental costs for travel may be approved if transportation is essential to the success of the program.
- Eligible employment expenditures must be no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period).
- Expenditures must occur within the grant period of April 1 to Feb 28.

## **INELIGIBLE EXPENSES**

- Construction, renovations, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/Hauling dirt, etc.)
- Property taxes
- Insurance
- Alcoholic beverages
- Per Diems/Day Money
- Food or food related costs (this includes catering supplies, coffee pots, coffee, BBQs, food for crafts, etc.)
- Membership fees in other lottery funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Donations
- Subsidization of wages for full-time employees
- Uniforms or personal items such as sweatbands, hats, t-shirts, costumes, and athletic equipment which will be used by only one individual
- Private vehicles and related expenses
- Maintenance and operation costs of facilities
- Entertainment (Movie, arcades, fairs, shows, etc.) and activities where the participants is only a spectator rather than an active participant
- General administrative or operational expenses
- Grant funding is not meant to provide subsidization of basic ongoing programs, clubs, bands, leagues, et cetera as these costs should be covered within an organization's budget.

## **FUNDING**

- Funding may be requested for one program or multiple programs (on separate application forms).
- **There is no guarantee of funding – applications may result in full, partial or no funding.**

## **APPLICATION PROCESS**

- Application deadline: Spring /Summer - last Friday of March, Fall/Winter last Friday of September at 4:00p.m.
- **Separate application forms must be submitted for each program requesting funding.**
- Late applications are not accepted.
- Incomplete applications will not be forwarded to the Review Committee for consideration.

## **APPROVAL PROCESS**

The Saskatchewan Lotteries Review Committee is composed of volunteers from the community. The mandate of the Committee is to adjudicate the applications and provide recommendations to the City Administration. The authority to approve Saskatchewan Lotteries Community Grant Funding has been delegated to the Deputy City Manager by City Council.

The questions on the application form provide a framework for the applicant to provide considerable detail regarding the purpose, impact, scope and importance of the proposed program.

The review, adjudication and approval process take approximately ten (10) weeks. All applicants will be notified in writing of the results.

Your organization is required to follow all City of Estevan Policies, bylaws and permits.

Organizations that are approved for funding must publicly acknowledge Saskatchewan Lotteries within their activities. Logos and additional information will be provided to the approved funding groups along with the notification of grant approval.

**a) Initial Payment**

An initial payment of 80 percent of the approved funding is made following approval of requests and after the City received the grant funds from Saskatchewan Lotteries.

**b) Follow-up Report**

The follow-up Report must be submitted to the City of Estevan with one (1) month of the completion of the program. Failure to meet this deadline will jeopardise the final grant payment and future City of Estevan Grant requests.

The follow up report must include a list of actual expenditures for the program verified with copies of receipts. Cheque request forms and general ledger printouts are not eligible for verifications of expenses. All receipts must be dated within the grant period. A description of how Saskatchewan Lotteries was publicly acknowledged as a source of funds for the program is also required.

**c) Final Payment**

The approved funding will be released after the organization has completed the program, submitted the Follow-up Report, and the Report has been reviewed and approved.