



**COMMUNITY GRANT
PROGRAM
GUIDELINES**

2015

**Leisure Services
701 Souris Avenue
Estevan, Saskatchewan
S4A 2T1
(306) 634-1880**

PURPOSE

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 Estevan Leisure Services Advisory Board and are a partnership among Sask Sport., Sask Culture, Saskatchewan Parks and Recreation Association Inc. and Saskatchewan Municipal Affairs, Culture and Housing.

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

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

PROGRAM OBJECTIVE

The goal of the program is to get people involved in sport, culture and recreation activities by enabling organizations or groups to address the needs of local residents.

ELIGIBILITY

Who is eligible?

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 Advisory Board. Funds are distributed 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, 2015 to Sept. 30, 2015 (Spring/Summer)** and **October 1, 2015 to March 31, 2016 (Fall/Winter)** grants in order to be eligible.

PROGRAM CRITERIA

- Expenditures must be directly related to the delivery of a sport, culture or recreation program.
- Follow-ups verifying project expenditures must be submitted (see Follow-up Process for details).
- Communities are responsible to ensure that appropriate liability and participant's insurance is in place for events sponsored / funded by the Community Grant Program.

- Groups receiving grants **must** publicly acknowledge Saskatchewan Lotteries within their activities.

APPLICATION GUIDELINES

There will be two (2) application deadlines in each fiscal year.

The granting period will be between April 1 to September 30 of the present year and September 30 to March 31 of the following year.

Copy of your organizations recent financial statement may be requested by the Grant Review Committee.

**Application Deadline for Programs held between
April 1, 2015 – September 30, 2015 will be
The last Friday of March.**

**Application Deadline for Programs held between
October 1, 2015 – March 31, 2016 will be
The 2nd last Friday of September.**

Typed applications are preferred. All questions must be answered correctly and as detailed as possible.

Applications must include all of the information requested on the Application form (note: incomplete applications may not be considered and maybe returned to the organization to be completed properly).

The Estevan Leisure Services Advisory Board may request that groups attend a meeting to discuss their application.

Expenses for programs submitted for either application deadline must be incurred within that grant period. Applications must be submitted on the application form, available at the Leisure Services Office located at the Souris Valley Aquatic & Leisure Centre.

Because of limited funds, applicants are advised that not all projects can be funded.

Be sure to keep a copy of your application for your records.

Shortly after the application Deadline a Committee of the Estevan Leisure Services Advisory Board will review all applications and forward their recommendations to City Council for their endorsement.

Following the assessment process, all organizations which have submitted an application will be notified if their application is approved or denied.

Detailed follow-up requirements will be sent out to each organization once their funding request has been approved.

Approval of funding is then given, pending submission and review of the Follow-up Report.

Please return completed applications before 4:00 pm at the Leisure Services Office or mail to:

Community Grant Program

701 Souris Avenue

Estevan, SK

S4A 2T1

LATE APPLICATION POLICY

Any application that is postmarked after the deadline date is considered **LATE**. A late application may be considered but the applicant will be put on probation for one (1) year. Should this occur a second year, the applicants will be ineligible for funding in that year.

A written request for a change in your project-spending plan must be made to the City of Estevan, Leisure Services Office within the grant period. The change in spending plan must provide a detailed explanation of any new project, and budget outlining revenue and expenses.

CHANGE OF SPENDING PLAN POLICY

A change in spending plan must be authorized prior to spending grant funding.

A request for a change to a spending plan may be considered if a certain program is not going to take place.

ELIGIBLE EXPENDITURES

- 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 EXPENDITURES

The program is designed to provide funding for sport, culture and recreation programs. Therefore the following expenditures are **INELIGIBLE** for grants:

- Construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving / hauling dirt, etc.).
- Property taxes, insurance
- Advertising Expenses
- Alcoholic Beverages
- Per Diems / Day Money
- Food or food related costs (this includes catering supplies, coffee pots, coffee, etc.)
- Membership fees in other lottery-funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Out-of-province activities and travel
- Donations
- Subsidization of wages for full-time employees. NOTE: 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)
- Uniforms or personal items such as sweat bands and hats.

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.**

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.

Post Approval

a) Recognition

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.

b) 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.

c) 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.

d) 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.

FOLLOW-UPS

PLEASE SEND YOUR FOLLOW-UP REPORTS IN AS SOON AS YOUR PROGRAM IS COMPLETED (Funds are given after all Follow-up requirements have been met)

Grants will be paid only after the follow-up from the previous year is received and approved.

Follow -Up Reports must be received no later than **30 days** after completion of project or program. Spring/Summer program follow-ups have to be before October 31. Fall/Winter program follow-ups have to be in before April 30.

If Follow-up Reports are received later than 30 days after the project completion date, current and future funding will be subject to a funding review.

A list of actual expenditures verified with **original receipts** or an audited financial statement prepared by a Registered Certified Management Accountant/Chartered Accountant/ Certified General Accountant

All receipts must be dated within the appropriate grant period.

Follow -Ups verifying project expenditures must be submitted on the appropriate Follow-up Report form available at the Leisure Services Office.

A description of how Saskatchewan Lotteries was publicly acknowledged as the source of funds for the program must be included in the report (samples may be requested)

Your follow-up report must reflect your original budget.

If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Estevan Leisure Services Advisory Board and Department.

The City of Estevan Leisure Services Division must submit a complete report to Sask Trust which includes follow-up information from all of the organizations funded during the year by the Saskatchewan Lotteries Community Grant Program. It is important for us to have accurate follow-up information from all the organizations receiving funding from this grant program.