



Community Grant Program

**Funding Provided by
Saskatchewan Lotteries Trust Fund for
Sport, Culture & Recreation
and
City of Warman**

2019

Application Guidelines

For Projects taking place
April 1, 2019 – March 31, 2020

Application deadline – 4:30 p.m. March 30, 2019

PURPOSE OF THE GRANT

The purpose of this grant is to assist in the development and provision of sport, recreation and cultural programs by providing funds to non-profit community organizations operated by volunteers.

The 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 priorities and
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

ELIGIBILITY

WHO CAN APPLY?

To be eligible for support, your organization must:

- be a volunteer-based organization governed by a volunteer board.
- Be registered as a non-profit corporation federally or with the Corporations Branch, Saskatchewan Justice Department (your application must include documentation showing current non-profit status and your incorporation number).
- Be able to provide appropriate liability and participant insurance for each project.

ELIGIBLE PROJECTS & PROGRAMS PRIORITIES

- To be eligible for consideration, your project must focus on increasing participation in sport, culture or recreational activities.
- The majority of the participants must be Warman residents.
- Priority will be given to projects serving economically disadvantaged people, new Canadians, older adults (65 & up), persons with a disability, single parent families, or youth at risk.

If you are not sure whether your project meets the eligibility criteria, please call 933-2129.

AMOUNT & NUMBER OF GRANTS

- The minimum amount is \$100.00; the maximum is \$5,000.00.
- Only one application per year will be considered from a given organization.

ELIGIBLE EXPENSES

- Expenditures must be directly related to the project activity, not to regular operations.
- Operating costs that are directly related to the project activity are allowed to a maximum of 25% of the grant and a maximum dollar amount of \$500.00.
- Fees for instructors, leaders and mentors are eligible.
- Transportation for participants may be provided by taxi, bus or rented vehicle.

INELIGIBLE EXPENSES

- 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.
- Per Diems/ Day Money
- 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, honorariums, trophies, plaques and badges.
- Out-of-province activities and travel.
- Donations.
- Uniforms or personal items such as sweatbands, hats.
- 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).

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the Saskatchewan Lotteries and the City of Warman.

REPORTING PROCEDURES

Upon completion of a project the organization must submit a *Follow-Up Report* to the Recreation & Community Services Manager using the *Follow-up Report* and providing copies of the receipts. **Your *Follow-up Report* must reflect your original budget.**

CHANGES TO YOUR PROJECT

The Recreation & Community Services Manager must be notified of any change in duration, programming, timing, budget or other aspects of the project *before* the change is made.

FOLLOW-UP REPORTS

Are due within 60 days of completion of your project or no later than April 15th of the year the grant ends, whichever comes first. Failure to meet this deadline may affect the committee's view of your status for future applications.

The completed application must be received in our office at:

Recreation & Community Service Department
c/o Community Grant Program
#1 – 701 Centennial Blvd N
Warman, Saskatchewan S0K 4S2
Email: coralieb@warman.ca
Phone: 306-933-2129

**Late applications will not be accepted.
The adjudication committee will not consider incomplete applications.**