

Town of Whitewood

731 Lalonde Street P.O. Box 129 Whitewood, SK S0G 5C0
Phone 306-735-2210 Fax 306-735-2262 e-mail: general@townofwhitewood.ca

May 8, 2018

Dear Community Leader,

Please find attached an application form for the Saskatchewan Lotteries Community Grant Fund for 2018-2019. The Town of Whitewood has \$12,000 to distribute to community groups to assist in the provision of sport, culture and recreation programs.

Please fill out the attached form and submit to either the town office or the recreation office NO LATER THAN TUESDAY JUNE 5th at 4:00PM!

Once the submission deadline has passed, grant applications will be adjudicated and money will be distributed starting MONDAY June 14th.

Please be aware that all money must be spent by MARCH 15th 2019 AND HAVE AN ACCOMPANYING RECEIPT. Another round of grant applications will then be accepted in summer of 2019.

When completing your grant application please note that all expenditures must be DIRECTLY RELATED to the delivery of a sport, culture or recreation program.

As per the Saskatchewan Lotteries Trust Fund guidelines, you CANNOT spend grant money on the following:

- **Construction, renovation, retro-fits, repairs;**
- Property taxes and insurance;
- Alcoholic beverages;
- Per diems;
- **Food or food related costs including appliances, coffee pots 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;
- Subsidization of wages for full-time employees (there are specific requirements for part-time employees. Please contact me for details.);
- Uniforms or personal items such as sweatbands and hats

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As well, operational costs of facilities that are directly related to a program are eligible for only 25% of the total grant received for each program (including cleaning staff, grass cutting, snow removal, etc.).

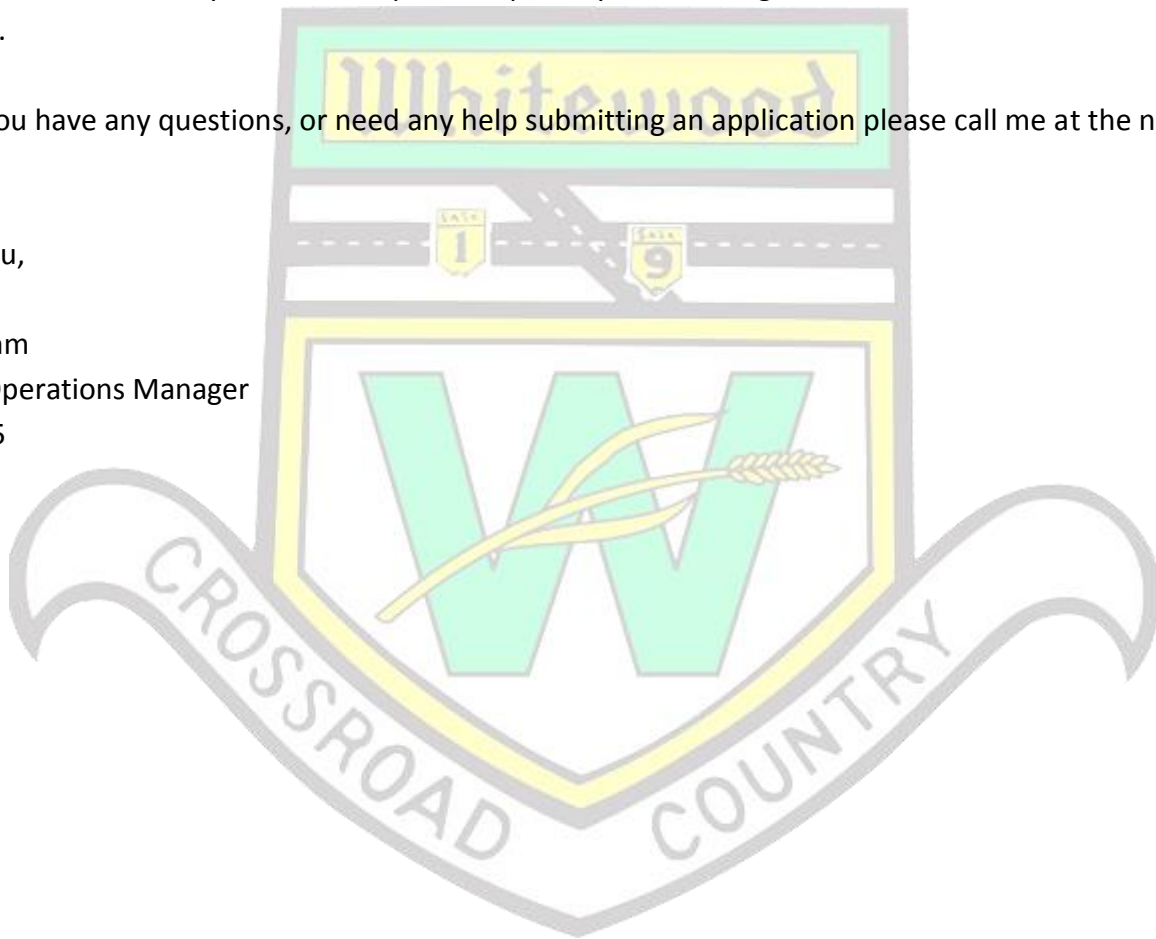
Some common items that groups use their lotteries funding for include: new program equipment, participant insurance, part-time wages, advertising, facility rent, coaching fees, etc.

Lastly, please remember you will be required to publicly acknowledge Saskatchewan Lotteries within your activities.

Should you have any questions, or need any help submitting an application please call me at the number below.

Thank you,

Matt Bahm
Facility Operations Manager
735-4415



WHITEWOOD COMMUNITY GROUP FUNDING REQUEST FOR SASKATCHEWAN LOTTERIES COMMUNITY GRANT FUNDS

Name of Community Group: _____

Contact Name: _____

Phone Number: _____

Email: _____

I consent to receive email communication from Whitewood Recreation and the Town of Whitewood:

Project Description:

Project Start Date: _____

Proposed Expenditures (Estimates):

Dollar Amount:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Estimated Project Costs: \$ _____

Grant Amount Requested: \$ _____

Signature: _____

(Contact Person)

Projects must be completed between April 1, 2018 and March 15, 2019

DEADLINE for Funding Request Forms: All forms must be submitted by TUESDAY JUNE 5, 2018

Request Forms can be sent to:

Town Office

Box 129; 731 Lalonde St

Whitewood, Sk

S0G 5C0

general@townofwhitewood.ca

Fax: (306) 735-2262

Recreation Office

Box 129; 509 3rd Ave

Whitewood, Sk

S0G 5C0

matt@townofwhitewood.ca

Fax: (306) 735-4396

Saskatchewan Lotteries Community Grant Program

for Sport, Culture & Recreation

PROJECT GUIDELINES



PROJECT REPORT FORM

to be completed by the Project Coordinator



Revised December 2013

Saskatchewan Lotteries Community Grant Program for Sport, Culture and Recreation

PROJECT GUIDELINES

PURPOSE:

- 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.

- **Each community group receiving a grant must submit a *Project Report* upon completion of the project.**

The *Project Report* must include the following:

- 1) a completed *Community Grant Project Report Form*; and
- 2) receipts or an audited financial statement to verify expenditures.

Note: Audited Financial statements must be prepared by a registered Certified Management Accountant/Chartered Accountant Certified General Accountant (CMA, CA, CGA).

- **Completed *Project Reports* and receipts are to be returned to your community contact person for the Saskatchewan Lotteries Community Grant Program.**

- **Expenditures must be directly related to the delivery of a sport, culture or recreation project.**
- **Expenditures must occur within the grant period of April 1 to March 31.**
- **Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities.**
- **Any project initiatives that are aimed at increasing participation in any under-represented populations should be identified in questions 4, 5, and 6 of the *Project Report Form*.**

The following expenditures are not eligible under this grant program and are not to be included within your *Project Report*:

- construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- property taxes or insurance;
- per diems / day money
- donations;
- alcoholic beverages;
- food or food related costs (this includes catering supplies, coffee, coffee pots, stoves, BBQs, etc.);
- membership fees in other lottery-funded organizations;
- prizes, cash, gifts, awards, honorariums, trophies, plaques and badges;
- out-of-province activities and travel;
- 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); and
- uniforms or personal items such as sweatbands and hats.

Community Grant Program for Sport, Culture & Recreation

PROJECT REPORT FORM

Name of Community Group:

Project #:

Project Name:

Grant Received: \$

1. Which of the following categories would you consider your project:

- SPORT CULTURE: cultural celebrations heritage literary music
 RECREATION performing arts arts & crafts cultural awareness

2. Project date(s):

3. Please provide a brief description of the project:

4. Was this program aimed at increasing participation in any under-represented populations within your community?

If yes, then continue to the next question

If no, then proceed to question #7

5. Which of the following under-represented populations were included in your project:

- seniors indigenous people
 economically disadvantaged women
 persons with a disability youth at risk
 single parent families other

6. How were the above under-represented populations involved in the planning, operations and evaluation of this project?

7. What were the ages of the participants? (indicate as many as applicable)

- 0-10 11-20 21-30 31-40 41-50 50+

8. How many people participated in your project?

- 0-10 11-20 21-30 31-40 41-50 50+

9. How many volunteers were involved with this project?

- 0-10 11-20 21-30 31-40 41-50 50+

10. Where did the project take place?

11. What would you consider to be the most significant successes of this program? Please note this information may be used in Saskatchewan Lotteries promotional material. If we require further information, whom should we contact?

NAME:

PHONE:

12. How did you publicly acknowledge Saskatchewan Lotteries as the source of funds for the project?

- Posters Word of mouth Newspaper Other
 Banners Speeches Newsletter
 Community Radio Station Promotions Items (ie: t-shirts) Bulletin Board

Description of Expenditures

Dollar Amount

Receipts Attached ✓

\$

\$

\$

\$

\$

\$

\$

\$

TOTAL EXPENDITURES: \$

Our project grant = \$

and our attached receipts = \$

Project Coordinator Signature:

Date:

I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that this report is a correct and true statement.

If you require any assistance while completing this form, please contact your Regional Recreation Association or the Community Grant Office at 780-9344 (Regina area) or 1-888-780-9344 (Toll free).

PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON