

# 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](mailto:general@townofwhitewood.ca)

April 24, 2019

Dear Community Leader,

Please find attached an application form for the Saskatchewan Lotteries Community Grant Fund for 2019-2020. The Town of Whitewood has \$11,300 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 MAY 28th at 4:00PM!

Once the submission deadline has passed, grant applications will be adjudicated and money will be distributed starting Monday June 3rd.

Please be aware that all money must be spent by MARCH 15<sup>th</sup> 2020 AND HAVE AN ACCOMPANYING RECEIPT. Another round of grant applications will then be accepted in summer of 2020.

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.).**

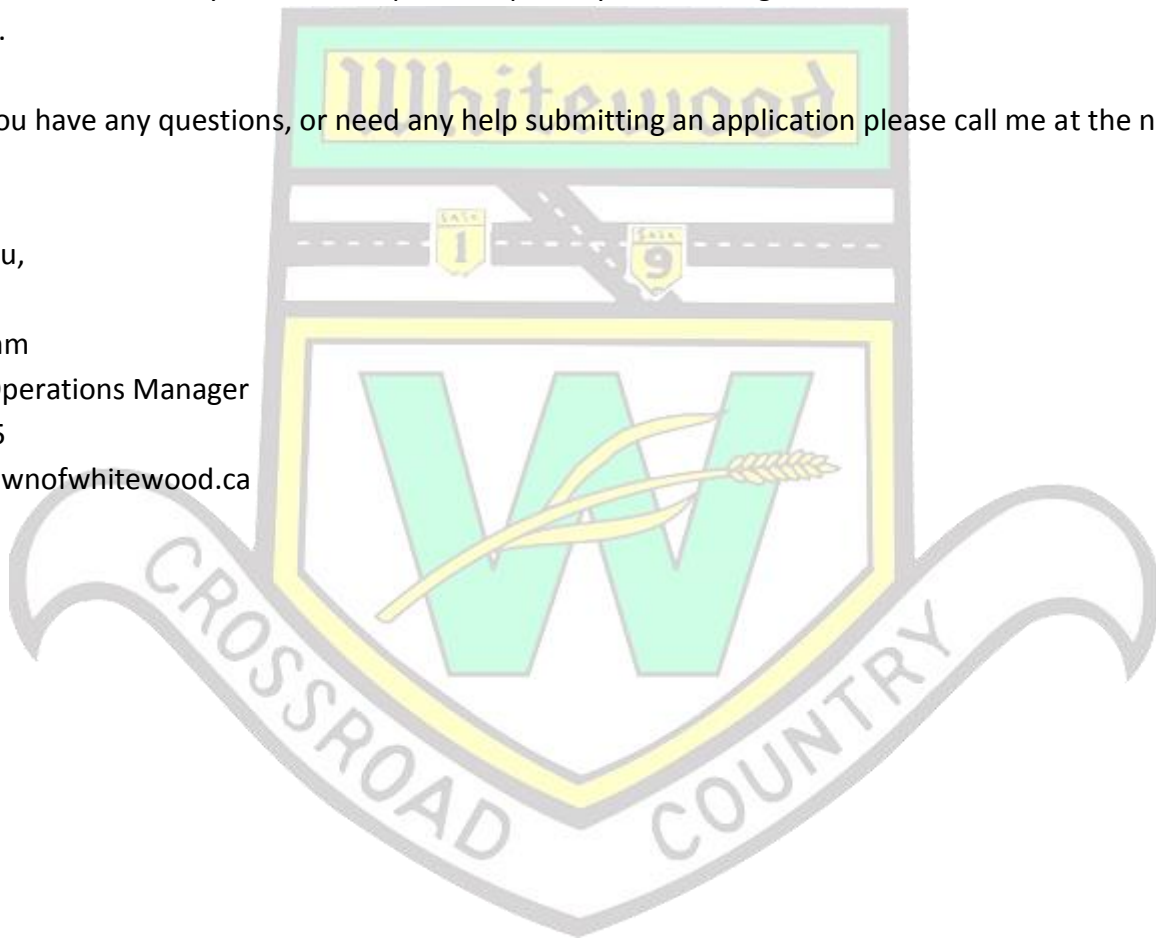
Some common items that groups use their lotteries funding for include: new program equipment, participant insurance, part-time wages, advertising, facility rent, coaching fees, etc.

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  
[matt@townofwhitewood.ca](mailto:matt@townofwhitewood.ca)



# 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, 2019 and March 15, 2020***

**DEADLINE for Funding Request Forms: All forms must be submitted by TUESDAY MAY 28, 2019**

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 3<sup>rd</sup> 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**