



Saskatchewan Lotteries and City of Swift Current Community Support Grant

Granting period April 1, 2024 - March 31, 2025

Please read this entire application before completing.

If you are not certain whether your project or organization meets the eligibility criteria, please call the Community Services Division at 306-778-2787.

PURPOSE

The purpose of the Saskatchewan Lotteries Community Support Grant is to provide funds to local, non-profit and volunteer-based organizations who aim to provide programs and services in the sport, culture or recreation sector. Funds are available as a direct result of the sale of Saskatchewan Lotteries products. The funding is 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 recreational 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 Swift Current distributes funds on an annual basis to local, non-profit and volunteer-based community groups that provide programs to the residents of Swift Current.

Requirements:

- (a) Projects or programs must be offered between **April 1, 2024 to March 31, 2025**.
- (b) The applicant must be a local, non-profit organization who aim to provide sport, culture and/or recreation activities.
- (c) Private individuals, specific teams or groups within an existing organization are not eligible for Community Grant funding.
- (d) Expenditures must be directly related to the operation of a sport, culture or recreation activity within the City of Swift Current.
- (e) The majority of participants (75%) directly benefiting from the project must reside in Swift Current.
- (f) Organizations are encouraged to have appropriate insurance (both liability and participant) for any endeavors funded through this grant but it is not a requirement for eligibility.
- (g) Any project, program or event must be designed and operated on a non-profit basis.
- (h) Projects, programs or events for consideration should not duplicate existing services.
- (i) Saskatchewan Lotteries must be publicly acknowledged by any organization receiving a grant during their promotion or acknowledgement of their activities.



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GUIDELINES

The goal of this grant is to encourage and facilitate people getting involved in sport, culture and recreation activities. The Grant Program funding is divided into two sections:

A. Target Populations:

A portion of the funding has been specifically allocated to encourage programs that serve the needs of various target groups. These target groups include individuals who are physically, mentally, emotionally, socially or financially disadvantaged. Organizations that serve or represent indigenous peoples, seniors, single parent families, women and youth at risk are also eligible to access this category of funding.

Programs for these special populations may include only the specific interest group or may also include the general public.

B. Base Level Programs:

Funding is available for projects which promote or provide sport, culture or recreation opportunities for residents of Swift Current. These endeavors are not focused on any specific group, but are designed for any citizen of Swift Current.

APPLICATION PREFERENCES

Favorable consideration is given to:

- a) Organizations that have adopted Safe Places into their mandate and who are requesting that their staff, volunteers and members all become Safe Places Certified. (www.safeplaces.ca). Dependent on available funds, additional funding may be awarded to organizations who have adopted Safe Places into their mandate and are an Affiliated Member organization of Safe Places.
- b) Organizations that include a financial contribution towards the project from their own operating budget or fundraising efforts.
- c) Programs that are offered to the entire community, with no direct participation, membership or registration fees.
- d) Requests for new or innovative programs that do not duplicate existing services.
- e) Programs that develop, expand and improve opportunities in sport, culture and/or recreation.
- f) Programs focused on target populations rather than base level programs.



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EXPENDITURES

Ensure that you read this section carefully to determine if the expenditures that your organization has planned are eligible under the Community Support Grant. Keep in mind that you cannot submit the same specific expenditure to two different grant or subsidy programs.

(I) Eligible Expenditures

Approved expenditures include expenses that are directly related to the delivery of a sport, culture or recreation activity. **Funding will not be released to the organization until a completed follow-up report has been submitted.**

For example, this can include:

- Rental charges for facilities used to conduct the program
- Operational costs of facilities that are directly related to a program for 25% of the total grant for each program up to a maximum of \$500.00 per program (including cleaning staff).

(II) Ineligible Expenditures

There are a number of ineligible expenditures that can result in an organization being ineligible to receive the final Community Support Grant funding even though they have been previously approved. These include:

- Maintenance and operation costs of facilities (includes vacuum cleaners, phones, service charges, property taxes, insurance, etc.)
- Uniforms or personal items such as sweatbands, hats and clothing
- Construction, renovation and repairs to buildings/facilities (includes septic sewer cleaning, fixing doors, shingling, flooring installation, moving/hauling dirt, etc.)
- Alcoholic beverages
- Per Diems/Day Money
- Food or food related costs (includes catering supplies, coffee pots, beverages, BBQs etc.)
- Membership or insurance fees from other lottery funded organizations
- Prizes including cash, honorariums, gifts, awards, trophies, badges and plaques
- Out-of-province activities and travel
- Donations
- Subsidization of wages for full-time employees. Eligible employment expenditures are less than 35 hours per week and no more than 90 days or 455 hours in a grant period.

GENERAL INFORMATION

- If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Community Services Division.
- Upon receipt, the Recreation, Parks and Culture Board and City Council will review the application for consideration and evaluation.
- 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.



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GENERAL INFORMATION CONTINUED

- If a project applied for does not take place or all dollars are not used at the completion of the project, a written request for a change in the spending plan can be made to the City of Swift Current Community Services Division. This change in spending plan must take place within the grant year and should provide a detailed explanation of any new project, with a budget outlining revenue and expenses.
- Any group or organization that does not successfully submit their follow up report on or before April 15th will become ineligible to receive funding for three (3) years.

APPLICATION SUBMISSION PROCEDURE

(I) Application Deadline

February 14, 2024 at 4:30pm. Late applications will not be accepted. No exceptions.

(II) Delivery and Format

(a) Applications must be printed or typed to be eligible. Please send to:

City of Swift Current - Community Services Division
Box 340
Swift Current, SK
S9H 3W1
Email: communityservices@swiftcurrent.ca

(b) Application Forms are available online at <http://www.swiftcurrent.ca/sklotteries> or can be received via email upon request. Please note that our applications are now fillable. Save a copy for yourself on your computer and email the file to Community Services (communityservices@swiftcurrent.ca).

(c) BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS.

(d) Applications must include all of the information requested. If you have any questions, please contact the Community Services Division before submitting an application.

Applications that do not include all the information requested on the Application Form will be ruled ineligible for grant funding.

(III) Documentation

The following documentation is **mandatory** for the project to be eligible for review and approval:

- Completed application form (include all of the information requested on the application form)
- Budget of the proposed activity
- Copy of your organization's 2022 or most recent financial statement

(Photocopies of bank statements will not be accepted.)

- Copy of your organizations insurance (**only if the organization has liability and/or participant insurance**)

SAFE PLACES CERTIFICATION AFFILIATION OVERVIEW

AFFILIATION BENEFITS

- Support to change policy aligning screening procedures with Safe Places
- Organization support for implementation and annual reviews
- Affiliation Logo & certificate for use
- Recognition on Safe Places website
- Registered in the Public directory
- Online, completely self-service platform for screening
- No Paperwork
- Secure
- Safe Places Manages screening process on behalf of club



All affiliates are required to review and accept the affiliation agreement

LEVEL 1

- Certificate management
- Support for Implementation
- Generic correspondence and support for organization representatives and their members
- Free Respect Group Training access

LEVEL 2

- Certificate management
- Implementation management
- 1-to-1 support for members
- Presentations & member engagement
- Free Respect Group Training access
- Member Database management
- Policy Support
- Reports
- Group Processing Options available
- RCMP Group Processing*
- Group Education Options

Affiliation and Management Fees

Management fees will be charged as a flat fee for the number of people within the organization and are summarized below depending on the level of management required*

Service Level	Number of Personnel		
	Over 50	20-49	Under 20
1	No cost	No Cost	No Cost
2	\$450	\$300	\$150



IMPLEMENTATION CONSIDERATIONS FOR ORGANIZATIONS

Safeguarding Tool

Safe Places is focused on creating a safe environment for children and youth whether at home, work, or play. Safe Places certification is a safeguarding tool selected by organizations as their preferred screening procedure for their volunteers and staff to mitigate foreseeable risks to youth or vulnerable persons. There are three types of certifications available to your members. The role an individual plays with youth will determine which certification type a person should apply for.

It is up to each organization to outline the Safe Places requirements for their operations, programs, or events. There are many benefits to implementing Safe Places as your preferred safeguarding tool.

Certification Overview

Certification requires a series of background checks, education and an application via our online Safe Places Portal. A person must meet the eligibility criteria to become certified and remain so.



SAFE PLACES AWARE CERTIFIED

For all individuals, we all have a responsibility to keep youth safe

- Criminal Record Check
- Completion of Government of Saskatchewan's 'Duty to Report Training'



SAFE PLACES COMMUNITY CERTIFIED

For individuals who interact with youth directly or indirectly in their role

- Criminal Record Check
- Respect Group/Safe Sport online training



SAFE PLACES YOUTH CERTIFIED

For individuals who regularly interact with youth in their role

- Criminal Record Check & Vulnerable Sector Check
- Respect Group/Safe Sport online training (within last two years)

Education to create positive environments for youth

Abuse Recognition, Prevention and Action

Convicted offences can't be Youth Certified

Accountability of individuals working with youth

Searchable Public Directory

Suspension and Revoking Capabilities

Certification standards in place

PUBLIC DIRECTORY

Find out who is Safe Places Certified by searching the Public Directory.



Questions? Contact Safe Places Manager at 306.778.1677 or email portal@safeplaces.ca



**Saskatchewan Lotteries and City of Swift Current
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APPLICATION FORM**

Granting period April 1, 2024 - March 31, 2025

Name of organization

Is your organization a non-profit organization: Yes No

Primary Contact Person, name and position with organization:

Address

City **Postal Code**

Phone **Email**

Secondary Contact Person, name and position with organization:

Address

City **Postal Code**

Phone **Email**

Can the above information be made accessible to the public? Yes No

In which category would you put your activity? Please check one.

Sport

Culture

Recreation

ACTIVITY DETAILS

Activity Name:

Start Date **End Date:**

Activities must take place in the granting year, April 1, 2024 - March 31, 2025

Location of Activity (Facility)



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Description of the activity

Enter the number of activity participants in each age range below

Early years 0-5 Children 6-11 Teens 12-17

Adults 18-55 Older Adults 55+

Total Activity Participants

Select which area your program will be targeted towards:

Target Base

**Are any of the following groups being specifically targetted for your activity?
Check all that apply/list percentage of each group.**

Seniors % Persons with a disability % Women %

Indigenous People % Economically disadvantaged %

Single parent families % Other %



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Yes No

Is there a direct participation fee?

Do participants need to have a membership in your organization or any other organization in order to participate?

Is this a new program

Are you developing this program to be ongoing for future years?
If yes, please explain how it will become ongoing.

Yes No

Will this program help expand participation within existing programs?
If yes, please explain.

Briefly explain the overall benefits of the program to the participants and the community.



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How will your organization be affected if you do not receive this funding?

What is the percentage of participants that reside in Swift Current?

Briefly explain the overall benefits of the program to the participants and the community.

How will you acknowledge Saskatchewan Lotteries and the City of Swift Current as the source of funding for the project?

SAFE PLACES

Is your organization an Affiliated Member of Safe Places?

See attached documents, for further information on Safe Places Affiliation

Yes No

If you are not an affiliated organization, does your organization use Safe Places Certification as a preferred screening tool for your volunteers, coaches and staff?

Yes No



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BUDGET OF PROPOSED ACTIVITY

REVENUE

<u>INCOME</u>	<u>AMOUNT</u>
Community Support Grant <i>(Amount your organization is requesting)</i>	\$
Registration Fees	\$
Fundraising	\$
Other Grants	\$
1.	\$
2.	\$
3.	\$
4.	\$
Total Revenue	\$

EXPENSES

<u>Items</u>	<u>AMOUNT</u>
Facility Rental Fees	\$
Equipment	\$
Advertising/Marketing	\$
Program supplies	\$
Fees	\$
Wages	\$
Other	\$
	\$
	\$
Total Expenses	\$

Revenue totals and expenses should match for the proposed activity you are applying for.