



# Saskatchewan Lotteries and City of Swift Current Community Support Grant Follow up report.

Granting period April 1, 2024 - March 31, 2025

*In the pages that follow is the final report for community organizations to complete. After completion all reports are then sent to Saskatchewan Lotteries for final review. It is imperative that all details in the final report are completed. Please use the below checklist to ensure your organization has everything included.*

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## **Requirements:**

### **(a) Eligible Invoices (please see below for approved expenses). Please ensure all invoices are:**

- Readable and clear.
- Dated between **April 1, 2024 to March 31, 2025**
- Expenditures are directly related to the operation of a sport, culture or recreation activity within the City of Swift Current.

Approved expenses are:

- Program Supplies (Sport equipment, art supplies, musical instruments etc.)
- Rental charges for facilities used to conduct the program or event
- Marketing materials (Radio advertising, news paper ads, printing of brochures/posters)
- Contract payment (specialty instructor/coach, musician, speaker etc.)
- Travel expenses (within the province, and must be directly related to program and or participants)

If you are unsure if your expense would be approved please call Community Services at 306-778-2787 to discuss.

### (b) Confirm mailing address

### (C) Who should the cheques be made out to and in Care Of

Additional notes:

- Project Number is assigned by the city, and does not need to be filled in.
- Please enter the amount that was allocated to your organization (refer to organization's approval letter)
- Please ensure the last page has been **signed and dated** by the project coordinator for your organization.



**SASK LOTTERIES** Trust Fund for Sport, culture and Recreation

# **Community Grant Program For Sport, Culture & Recreation**

## **PROJECT GUIDELINES & PROJECT REPORT FORM**

*TO BE COMPLETED BY ORGANIZATIONS PROJECT COORDINATOR*



**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 organization 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 ensure 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 Chartered Professional Accountant (CPA) and will only be accepted if the Sask Lotteries Community Grant are audited separately.*

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

**Expenditures must be directly related to the delivery of sport, culture and recreation project.**

- **Expenditures must occur within the grant period of April 1 to March 31.**
- **Groups receiving grant must publicly acknowledge Sask 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, 6 of the Project Report Form.**

**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 (including fixing doors, shingling roofs, 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;
- Subsidization of wages for full-time employees. **NOTE:** Eligible employment expenditures must be no more than 35 hours a week and nor more than 90 days in a grant period (or 455 hours);
- Uniforms or personal items such as sweatbands and hats; and
- Other expenses that the Sask Lotteries Trust Fun may deem inappropriate.

**Limitations:**

**Operation costs of facilities that are directly related to a program are eligible for 25% of the total grant received for each program up to a maximum of \$500.00 per program (including cleaning staff) Communities receiving a grant of \$2,000 or less will not be limited to 25%. if needed, the entire grant can be used for these expenses however. non operational program costs are encouraged to enhance programming.**





**7) What were the ages of the participants? (indicate as many as possible)**

- 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 success of this program?**

Please note this information may be used in Sask Lotteries promotional material. If we require further information, whom should we contact?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**12) How did you publicly acknowledge Sask Lotteries as the source of funds for the project?**

- Posters                       Word of Mouth                       Newspaper                       Social Media  
 Banners                       Speeches                       Newsletter                       Other \_\_\_\_\_  
 Community Radio Station                       Promotion items (ie:tshirts)                       Bulletin Board

Description of Expenditures	Dollar Amount	Receipts Attached ✓
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
TOTAL EXPENDITURES	\$ _____	

Our project grant = \$ \_\_\_\_\_ and our attached receipts total = \$ \_\_\_\_\_

**Project Coordinator Signature (organizations representative) :** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*I hereby agree that the conditions 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 Sport, Culture & Recreation District (City of Swift Current) 306-778-2787 or the Community Grant Office (Sask Lotteries) 306-780-9344 (Regina)

**PLEASE SUBMIT THIS FORM TO YOUR COMMUNITY CONTACT PERSON: CITY OF SWIFT CURRENT COMMUNITY SERVICES**