# SASK LOTTERIES COMMUNITY GRANT PROGRAM

*Investing in Sport, Culture and Recreation*

Guidelines & Application Package

APPLICATION DEADLINE IS:

## January 9, 2025

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### Program Purpose

The Sask Lotteries Trust Fund was created by volunteers in 1974. The Trust Fund revenue is generated through the sale of Sask Lottery tickets. Throughout Saskatchewan over 12,000 sport, culture, recreation and community groups benefit from the Trust Fund.

The Sask Lotteries Community Grant Program (SLCGP) assists in the development of sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers. The City of Regina administers the grant for community groups in Regina, on behalf of Sask Lotteries.

The goal of this grant program is to get people involved in sport, culture and recreation activities especially those activities which encourage participation by under-represented populations in our community:

* + children and teenagers (especially youth at risk)
  + economically disadvantaged
  + inactive seniors
  + persons with a disability
  + single parent families; and
  + women

### Eligibility

### Eligible Organizations

* + Organizations must be a **registered non-profit community organization** that is **operating with an active status**, and that **has been incorporated for at least one year at the time of application submission.**
  + The organization must have appropriate liability and participants’ insurance in place for programs funded through this grant.

### Ineligible Organizations

* + Organizations that have a deficit or projected deficit;
  + Organizations that have not met the terms and conditions of any funding program administered by the City of Regina.

### Eligible Programs

* + Programs must have sport, culture and/or recreation as their main focus.
  + Programs directed at under-represented populations.
  + Programs that have the direct involvement of under-represented populations in the planning, operating and evaluation of activities supported by the grant.
  + Programs must occur in Regina unless an activity or facility is not offered in Regina. For those activities outside Regina participants of the program must be primarily (or 80 percent) Regina residents.
  + Programs must occur between **April 1, 2025 and February 28, 2026.**
  + The majority of program participants must be Regina residents.
  + **Programs must be open to the general public** and not discriminate on the basis of age, economic status, physical or mental ability, race, religion, gender or ethnicity.

 *A low priority is given to program funding requests from organizations that serve a small, restricted group of people, rather than the general public. Examples include requests from a daycare, gymnastics club, band, etc*

### Ineligible Programs

* + Capital development projects such as playground development, athletic field, park or facility developments.
  + Retroactive funding.
  + Programs that have an educational, social service, career development or life-skills focus, including literacy, career counseling, résumé writing, computer or Internet classes, cooking, disease prevention, parenting, et cetera.
  + Staff development or training.
  + Fundraising activities or show and sale events.
  + Funding for hosting or attending a conference.

### di) Eligible Expenses

* + Expenditures must be **directly related** to the delivery of a sport, culture or recreation program.
  + Funding may be requested for minor program equipment, supplies, instructor wages, facility rental and other direct program costs.
  + Taxi, bus or vehicle rental costs for travel may be approved if transportation is essential to the success of the program.
  + **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). ***Please check if it is an eligible employment expenditure with the Community Investments team.***
  + Expenditures must occur within the grant period of **April 1, 2025 to February 28, 2026.**

### dii) Ineligible Expenses

* + Construction, renovation, retrofit 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, food for crafts, etc.)
  + Membership fees in other lottery funded organizations
  + Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
  + Donations
  + Subsidization of wages for full-time employees
  + Uniforms or personal items such as sweatbands, hats, t-shirts, costumes, and athletic equipment which will be used by only one individual
  + Private vehicles and related expenses
  + Maintenance and operation costs of facilities
  + Entertainment (movies, arcades, fairs, shows, etc.) and activities where the participant is only a spectator rather than an active participant
  + General administrative or operational expenses
  + Grant funding is not meant to provide subsidization of basic ongoing programs, clubs, bands, leagues, et cetera as these costs should be covered within an organization’s budget

### Funding

* + For 2025, eligible organizations may request a ***maximum of $30,000***. *This funding amount is being trialled again for 2025 and is subject to change.*
  + Funding may be requested for one program or multiple programs. Multiple program requests must be submitted through separate applications.
  + **There is no guarantee of funding. Applications may result in full, partial or no funding.**

### Application Process

* + **Application deadline is January 9, 2025 at 4:45 p.m.**
  + Late applications will not be accepted.
  + *Incomplete applications will not be forwarded to Adjudication for consideration.*

Organizations may submit their application(s) and all applicable attachments through electronic transmission, mail or hand delivered to City Hall.

**Mail or Hand Delivered**

Parks, Recreation & Cultural Services – Attn: Community Investments 6th Floor, City Hall

PO Box 1790

Regina, SK S4P 3C8

**Electronic:**

Applications and attachments provided electronically are to be sent to: [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca)

All documents are required to be in a PDF, MS Word or Excel format.

Questions about the guidelines and/or application may be directed to: 306-777-7507 or [communityinvestments@regina.ca.](mailto:communityinvestments@regina.ca)

### Evaluation Criteria

Applications are evaluated and ranked using these criteria:

### Organization:

* + - History and current state of the organization as an incorporated non-profit organization.
    - Insurance in place.
    - Mandate of the organization.
    - Accomplishments of the organization.
    - Ability of the organization to undertake, manage and complete the proposed program.
    - Financial status of the organization.
    - Quality of the application and the completeness of the proposal.

### Program Merit:

* + - Extent to which the program supports the purpose of the grant.
    - Objectives of the program.
    - Participation by under-represented populations.
    - Quality of the proposed program. Well planned and organized program.
    - Grass roots program.
    - Number of program hours offered.
    - Program budget.

### Community Need

* + - Program need
    - Continuation of an existing program or a new program.
    - Unique program.
    - Community support.

### Community Impact:

* + - How the success of program will be determined; evaluation methods.
    - Program benefits – For the community? – For the participants?
    - Past program evaluation results.
    - Number of participants that will benefit.

### Accessibility

* + - Program is open to the general public.
    - Barriers removed by design of the program.
    - Barriers not removed by design of the program.
    - Transportation and equipment costs.

### Financial Need

* + - Financial need of the organization.
    - Why this grant funding is needed.
    - Impact if the program does not receive this grant.
    - Ability of the organization to complete the project without financial assistance from this grant.
    - Other grant funding applied for and/or confirmed.

### Approval Process

The Sask Lotteries Community Grant Program (SLCGP) Review Committee is composed of volunteers from the community. The mandate of the Committee is to adjudicate the applications and provide recommendations to City Administration. The authority to approve SLCGP funding has been delegated to the Director, Parks, Recreation & Cultural Services or designate, by City Council.

The questions on the application form provide a framework for the applicant to provide detail regarding the purpose, impact, scope and importance of the proposed program.

The review, adjudication and approval process take approximately twelve (12) weeks. All applicants will be notified in writing of the results.

Your organization is required to follow all City of Regina policies, bylaws and permits.

### Post Approval

### Recognition

Organizations that are approved for funding must publicly acknowledge Sask Lotteries within their activities. Logos and additional information will be provided to the approved funding groups along with the notification of grant approval.

### Initial Payment

An initial payment of 80 per cent of the approved funding is made following approval of requests and after the City of Regina receives the funding from Saskatchewan Lotteries.

### Follow-up Report

The Follow-up Report must be submitted to the City of Regina within one (1) month of the completion of the program or by March 31, 2026, whichever occurs first. ***Failure to meet this deadline will jeopardize the final grant payment and future City of Regina grant funding requests.***

The Follow-up Report must include a list of actual expenditures for the program verified with copies of receipts. Cheque request forms and general ledger printouts are not eligible for verification of expenses. All receipts must be dated within the grant funding period. A description of how Sask Lotteries was publicly acknowledged as a source of funds for the program is also required.

[Funding recognition materials can be found at https://sasklotteries.ca/funding-recognition/](https://sasklotteries.ca/funding-recognition/)

### Final Payment

The final 20 per cent of the approved funding will be released after the organization has completed the program, submitted the Follow-up Report, and the Report has been reviewed and approved by the City of Regina.

# SASK LOTTERIES COMMUNITY GRANT PROGRAM

APPLICATION FORM

*Please complete all sections of this form in the space provided.*

This application is for one-time funding for programs occurring between **April 1, 2025 and February 28, 2026.**

Submit your applications along with the required attachments via email to co[mmunityinvestments@regina.ca or](mailto:communityinvestments@regina.ca) mail/hand deliver to:

**Attn: Community Investments** Parks, Recreation & Cultural Services 6th Floor, City Hall

PO Box 1790

Regina, SK S4P 3C8

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Organization Name:**  ***(use legal entity name)*** |  |
| **ISC Entity Number:** |  |
| **Mailing Address:** |  |
| **City and Postal Code:** |  |
| **Contact Person:**  **(Staff member)** |  |
| **Position:** |  |
| **Telephone No:** |  |
| **E-mail:** |  |
| **Alternate Contact:**  **(Board member)** |  |
| **Position:** |  |
| **Telephone No:** |  |
| **E-mail:** |  |
| **Program Name:** |  |
| **Grant Request (max. $30,000):** | **$** |

**Please tick to confirm that your organization is a registered non-profit community organization that is operating with an active status, and that has been incorporated for at least one year at the time of application submission**

**Attachments** (number all attachments to correspond with this list):

**1. Most recent audited annual financial statements**, as presented at the last Annual General Meeting. This includes an income statement and a balance sheet. *If the financial statements are not audited, then the unaudited financial statements must be signed and certified correct by two members of the Board of Directors.*

**2. Copy of Insurance Policy –** The organization must have appropriate liability and participants’ insurance in place for programs funded through this grant. The copy of Insurance Policy should include the policy number, the insurer, amount of coverage and current expiry or policy renewal date.

**3. Logic model** (if available).

**4. Program Budget,** which includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships, and in-kind donations. *The excel Budget Template can be found on regina.ca/grants.ca under Saskatchewan Lotteries or by contacting* [*communityinvestments@regina.ca.*](mailto:communityinvestments@regina.ca)

**5. Optional:** Up to four letters of support from partners or testimonials from individuals.

If your organization does not have appropriate **liability and participants’ insurance** in place for this program, please provide a reason why, as this is a requirement.

**ORGANIZATION**

1. **What is the mandate of your organization? What are the goals of your organization?**

1. **What are some of the significant accomplishments and successful programs of your organization over the past three years?**

**PROGRAM MERIT**

1. **Which of the following categories would you consider your program to be? (choose all that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| Sport | Recreation | Culture: | *cultural celebration* |
|  |  |  | *performing arts heritage* |
|  |  |  | *heritage* |
|  |  |  | *arts & crafts* |
|  |  |  | *literary* |
|  |  |  | *cultural awareness* |
|  |  |  | *music* |

1. **Provide a complete program description. Include detailed information on what activities are planned, the cost for each activity, equipment required, etc.**

1. **What are the program objectives?**

1. **Is the program planned for participants from one of the following under-represented groups?**

**Yes**  **No**

***If yes, which group or groups – check all that apply:***

***Children and teenagers (especially youth at risk)***

***Economically disadvantaged***

***Inactive seniors***

***Persons with a disability***

***Single parent families***

***Women***

1. **How were individuals from these under-represented populations involved in the planning, operations and evaluation of this program?**

1. **Please provide us with the following:**

|  |  |
| --- | --- |
| * 1. **What is the program’s start date?** |  |
| * 1. **What is the program’s end date?** |  |
| * 1. **How many weeks is the program?** |  |
| * 1. **What days is the program offered?** |  |
| * 1. **What time is the program offered?** |  |
| * 1. **Total number of program hours?** |  |
| * 1. **What is the program location(s)?** |  |
| * 1. **What are the ages of the participants?** |  |

1. **Is there a cost for participants to participate?**

***Yes – Explain the fees:***

***No – Explain why:***

1. **How is your organization contributing to the program?**

**COMMUNITY NEED**

1. **Why is this program needed and how** **did you determine this need exists?**

1. **If applicable, what other organizations offer a similar program?**

1. **If this program is a duplication of an existing program, why is the duplication needed?**

1. **Summarize the feedback you’ve received from the community that demonstrates the community is supportive of the program. (Up to four letters of support may be attached.)**

**COMMUNITY IMPACT**

**Note:** If applicable and *in lieu of responding to questions #15 and #16, please attach a logic model.*

1. **What outcomes (impacts, benefits, results – e.g., increased skill, increased knowledge, etc.) do you expect to achieve by offering this program?**

1. **What key performance indicators (outputs – e.g., number of people benefitting, number of people that attend, etc.) will you use to determine the success of the program?**

1. **How many participants will take part in this program?**
   1. **Anticipated # of participants/day?**
   2. **Anticipated # of total participants? (****/day x****of days) =** **total participant(s).**
2. **If this is a repeat program, provide evaluation data that demonstrates the impact of the past program.**

**ACCESSIBILITY**

1. **Is this program open to the public? Yes**  **No**
2. **Describe how this program is accessible to the public and who can participate.**

1. **What barriers (e.g. cost, transportation, etc.) have been addressed, reduced or eliminated in the design of this program?**

1. **What barriers have not been removed in the design of this program?**

1. **What are the transportation costs? Who endures these costs?**

1. **What are the equipment costs? Who endures these costs?**

**FINANCIAL NEED**

1. **Why is Sask Lotteries Community Grant funding needed?**

1. **What will the impact be if the program does not receive this grant?**

# APPLICATION AGREEMENT

**Applicant.** For the purposes of this agreement the Applicant shall mean the corporate entity, individual or group of individuals who are applying for the grant as named on the application and supporting documents. Should an unincorporated entity be named as the applicant, any individual who signs this application shall be deemed to be the Applicant. Groups of individuals who are an Applicant shall be jointly and severally liable for the purposes of this Agreement.

**Multi-year Funding**. If the Application is approved, the term of this Agreement may be for up to four calendar years as set out in an approval letter(s) issued by the City. For each year of the term the City will determine if funding will be provided and the amount of funding, which will be communicated to the Applicant by an annual approval letter issued by the City of Regina (City). Funding is subject to re-assessment in each year and will be conditional on budget approval and funding allocation by the City, the receipt of a full and complete follow-up report, the Applicant’s performance in the previous year in relation to its application and the City’s priorities and expectations, and the Applicant’s compliance with the terms of this Agreement.

**Use of Money.** The Applicant agrees to use any money or services provided to the Applicant only in the manner set out in this application (including supporting documents) and agrees to comply with the Grant Guidelines and any conditions as set out in the approval letter issued by the City. In the event of any conflict between the application and the City’s approval letter, the approval letter shall take precedence. The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Applicant agrees to return the monies, if the Applicant: does not comply with the conditions set out in this application or the approval letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Program, does not use the money in accordance with the description of the intended use of the money as set out in this application, if the Applicant made a material misrepresentation in the application, if the Applicant did not use all of the money or if the Applicant used the money for something not described in this application without the written consent of the City.

**Compliance with Bylaws and Polices.** Applicants receiving funding from the City must abide by all applicable laws (including bylaws) as well as the City’s, policies and procedures. An Applicant that has breached a law will lose, at the discretion of the City, any outstanding payment and/or unused funds following the initial breach of a law. Subsequent incidents will result in the Applicant being ineligible for grants in the future. If an Applicant has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a law.

**Freedom of Information and Protection of Privacy.** The City is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act.* The information collected in this application will be used to administer the Program and as otherwise authorized in the application form. De-identified, aggregate information will be used by City for program planning and evaluation. This application will be distributed to the adjudicators of the Program.

**Indemnification.** The City’s role is limited to providing the Grant to the Applicant and promoting activities funded by the City. The Applicant agrees that the City shall not be liable for any activity carried out by the Applicant. The Applicant is responsible to determine if it has adequate insurance for its activities. The Applicant agrees to fully indemnify the City, including its officers, agents, employees and affiliates, and hold each of them harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities and costs relating to, arising out of, or connected to, directly or indirectly, with the Applicant’s activities under this Agreement including, without limitation and no matter when asserted, claims relating to: the injury (physical or psychological) or death of any person; and damages to or loss of any property, excluding claims resulting from an act or omission amounting to the City's negligence or breach of contract to the extent attributable to the City.

**Representations.** In making this application, I the undersigned hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. In the case of a corporate entity or partnership I represent that I have the authority to bind the corporate entity or partnership. Submission of this Application does not constitute funding approval. A letter will be provided by the City upon assessment of this application and if approved, the terms and conditions herein shall apply to the grant.

Where the Applicant is a group of individuals each individual must sign the application.

**Two signatures are required:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Board Member Name (print) | Signature | Position | Date |
|  |  |  |  |
| Board Member or Executive Director Name (print) | Signature | Position | Date |