

SASKATCHEWAN LOTTERIES
COMMUNITY GRANT PROGRAM
ORGANIZATION GUIDELINES

2010 - 2011



SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

ORGANIZATION GUIDELINES

1) SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

The Saskatchewan Lotteries Community Grant Program provides lottery support to eligible groups to operate activities in sport, culture, and recreation. Funds are allocated based on population. These activities are run by volunteers who help to build viable communities, promote healthy, active lifestyles, and give people an opportunity to build the kind of community in which they want to live, work, and play.

The funding also encourages broad-based community programs and a co-ordinated approach to planning sport, culture, and recreation activities.

The goal of the Saskatchewan Lotteries Community Grant Program is to encourage people to participate in sport, culture, and recreation programs for the sake of their health, well-being, and self-fulfilment. The City of Moose Jaw is responsible for the administration of the grant and the final follow-up report.

2) FUNDING ELIGIBILITY

In Moose Jaw, to be eligible for funding, the applicant must be:

- Incorporated under the Non-Profit Corporations Act.
- A sport, recreation, and/or culture organization directly servicing the citizens of Moose Jaw.
- Funding requests should be for entire programs.
- Splinter programs or events are not eligible.
- Organizations can apply for funding in each of the three categories. However, application forms will not be accepted in different categories for the same event or program.
- Applications that demonstrate a greater financial need may be given priority.
- **A local Moose Jaw organization, or in the event the applicant is not a Moose Jaw organization, they must partner with a local Moose Jaw organization.**

3) APPLICANTS RESPONSIBILITIES

- Responsible for at least 25% of the total eligible expenses.
- Adhere to the program/project detail as outlined in the application.
- Confirm by phone or email with the Parks and Recreation Department 30 days prior to the event or program scheduled.

- Submit appropriate follow-up reports within 60 days of the end date of the event or program. If the deadline is not met funding will be denied for current programs and may be denied for future programs.
- Be prepared to discuss your application with the Parks and Recreation Advisory Board.
- Provide recognition that the projects are supported by the City of Moose Jaw and Saskatchewan Lotteries as participating sponsors during the event.

4) APPLICATION INSTRUCTIONS

A) GENERAL

Application deadline is **November 30, 2009** for programs to operate between **April 1, 2010** and **March 31, 2011**

Application forms should be typed if possible.

- The contact person must be identified on the application, including name, address, and phone number.
- Each applicant should keep a copy of all forms and information sent to the City for their own records.
- If you require assistance, contact the Moose Jaw Parks and Recreation Department on the Forth Floor of City Hall; Phone 694-4447.

B) APPLICATION FORM

- Ensure that the official name of the organization, contact name, address, and telephone number, etc., are filled in completely.
- **Ensure that your Corporation Number is included on the application.**
- Provide a complete project description (attachments are welcomed).
- Ensure that you indicate the dates of the first and last day of your program.
- Answer all questions completely.

C) SPENDING PLANS

The spending plans must provide a detailed project description and budget for each project.

- Fill out one form per project.
- Be as detailed as possible.

- Ensure that all required columns and questions are answered in the spaces provided.
- Take a copy for your organization and send the original to Parks and Recreation Department.

5) SPECIAL POLICY CONSIDERATIONS REGARDING FUNDING

The following areas do not qualify for funding:

- 1) **Construction, renovation, retrofit, or major repairs to buildings.**
- 2) **Maintenance and operation costs of facilities that cannot be directly related to the provision of program or services.**
- 3) **Alcoholic beverages.**
- 4) **Membership fees in other organizations who are eligible to receive lottery funding.**
- 5) **Prizes.**
- 6) **Subsidization of full-time employee costs (Full-time means more than 35 hours per week for a period exceeding three (3) months).**
- 7) **Food or food related costs; (this includes catering, supplies, coffee pots, coffee, etc.).**
- 8) **Out-of-province activities and travel.**
- 9) **Uniforms or personal items such as sweatbands and hats.**
- 10) **Conferences, meetings or AGM's**

6) RETROACTIVE FUNDING

The City will not provide retroactive funding for projects scheduled prior to the applicant's grant period.

7) LATE APPLICATION POLICY

Any application that is postmarked after the deadline date is considered LATE. A late application may be considered but the applicant may not receive any funding for that particular grant year.

8) CHANGE TO SPENDING PLAN POLICY

A written request for a change in spending plan must be made to the City within the grant period. The change in spending plan must provide a detailed explanation of any new project.

For Example: The curling clinic was cancelled due to lack of ice. In its place, we wish to purchase badminton equipment with the \$500 of CGP funds originally allocated to the curling clinic. Badminton equipment to be purchased will include birdies, racquets, and nets.

CITY OF MOOSE JAW
COMMUNITY GRANT PROGRAM

In conjunction with Saskatchewan Lotteries, the City of Moose Jaw will administer the allocation of funds to local, incorporated groups, which provide services of a sport, recreation or cultural nature.

Grant funding shall be divided into the following three categories:

1) **TARGET GROUP GRANT**

- As required by Saskatchewan Lotteries, a minimum of 30% of funding received shall be used for programs which encourage more participation among "target populations", such as indigenous people, seniors, women, the economically disadvantaged, persons with a disability and single-parent families.
- Within the City of Moose Jaw, two-thirds of the 30% shall be divided between the Cosmos Senior Citizens Centre and the Moose Jaw and District Seniors Association, based on a proportionate membership basis.
- The remaining 10% shall be disbursed in support of other qualifying target group programs, which may include additional senior citizens programs.

2) **BASE GRANT**

- The Community Grant funds remaining, after the allocation to the target groups and the Special Events Hosting Grant, shall make up the base grant.
- The base grant shall be distributed utilizing the following priority list:
 - i) New, developmental or ongoing programs recognized by the City of Moose Jaw and offered to the entire Community, with no direct participation, membership or registration fees.

A minimum of 60% of the available base grant funding will be allocated to programs of this nature.

NOTE: This priority category can be expanded from time to time, at the discretion of the Board, to include city wide programs that may have a fee attached to them or may increase the amount allocated in this category above the 60% funding cap. "ie" extending the indoor rink operating season.

- ii) New programs developed with the objective of being established on an ongoing basis. To be considered a new program, the program cannot have been offered previously within the past twelve (12) months within the City of Moose Jaw.

- iii) Developmental programs aimed at expanding participation within existing programs.
- iv) One-time projects.
- v) Established ongoing programs

Provided the program meets the grant criteria guidelines, \$1,000 will be evenly distributed among the applicants in this category. Only one (1) application per organization is permitted.

Groups applying for funding must be local, incorporated, and provide services of a sport, recreation, or cultural nature. **Conferences and annual general meetings do not qualify.**

The Parks and Recreation Advisory Board may request that groups attend a meeting to discuss their application.

3) SPECIAL EVENTS GRANT

A maximum of \$10,000 (effective January 15, 1997) will annually be allocated, as per the attached Special Events Hosting Policy, to local organizations, to host sport tournaments, cultural events and annual events, festivals etc. within the City of Moose Jaw that will encourage visitors to Moose Jaw. If in any given year all the funds in this category are not distributed they will be transferred to the base grant category for distribution.

1) OBJECTIVE

To encourage local organizations to host sport tournaments, cultural events, annual festivals celebrations etc. in the City of Moose Jaw that will encourage visitors to Moose Jaw.

2) FUNDING SOURCE

The City of Moose Jaw has allocated up to \$10,000/year.

3) ELIGIBILITY

Assistance may be provided to local groups:

- a) Bidding to host a Provincial, Western Canadian, National, or International event, not previously hosted within two proceeding years.
- b) Hosting Provincial, Western Canadian, National, or International athletic or cultural events of amateur status. Events hosted year after year will be considered annual and funded as such.
- c) Hosting major annual events at least two days long with a minimum of 48 participants of which 80% are non-resident.
- d) Developing an annual event, festival, celebration, etc. that will encourage visitors to Moose Jaw.

Proof of participation may be requested in the form of registration forms, hotel receipts, etc. Individuals who pay a registration fee to attend the event will be classified as a participant (proof of participation and the sanction requirement does not apply to the major local level of funding). Presenters, leaders, spectators, and special guests do not qualify as participants. Organizations will be requested to provide proof of the scope of their event including, written confirmation from the sanctioning governing body based on the following criteria.

- Bid to Host - Must be for an event of Provincial or greater status.
- International Event - Must be sanctioned by the international governing body and involve at least two (2) countries.
- National Event - Must be sanctioned by National governing body and involve at least five (5) Provinces and/or Territories.
- Western Canada Event - Must be sanctioned by participant’s provincial governing bodies and involve at least three (3) of the four (4) Western Provinces.
- Provincial Event and - Must be sanctioned by the Provincial governing body involve at least four (4) of the Provincial Zones.
- First Annual Major 80% are Local Event - Must involve a minimum of 48 participants of which non- residents, the event must be no less than two days in length and not previously hosted within two proceeding years.
- Second and Subsequent Major Local Event - Events hosted for the second or more years, year after year, ongoing without an interruption.
- First Annual Festival - Must show that the event is new and will be sustainable in future years and not previously hosted within two proceeding years.
- Second and Subsequent Annual Festivals - Events hosted for the second or more years, year after year, ongoing without an interruption.

4) FUNDING ALLOCATION PROCEDURES & FUNDING LEVELS

The funds will be disbursed annually in January of each year. Organizations will be invited to submit their request for funding to the Parks and Recreation Advisory Board. The Board will review the requests and recommend to City Council which projects they believe should be approved.

Special Event Hosting Grant applicants must put down the number of participants as well as the number of spectators on their application.

When reviewing the submissions, the Board will use the following priority list if required:

i) Bid to Host grants

- International:
75% of costs to a maximum grant of \$700.
- Canadian:
75% of costs to a maximum grant of \$600.
- Western Canadian:
75% of costs to a maximum grant of \$500.
- Provincial:
75% of costs to a maximum grant of \$400.

ii) International/National Event

- up to \$15.00/participant.

iii) Western Canadian Event:

- up to \$10.00/participant.

iv) Provincial Event:

- up to \$5.00/participant.

v) Major Local Events

- first annual; up to \$5.00/participant (new event only)
- second and subsequent years up to \$1.00/participant.

Applications received after the annual review may be considered based on approved policy guidelines providing there are available surplus funds from the previous year's review. This provision will be administered by the Parks and Recreation Department and applied only if the request cannot wait for the next annual review.

5) METHOD OF PAYMENT

Organizations will be reimbursed after the event and upon submission of the following:

- Revenue and expense statement signed by two members of the executive or an audited financial statement.
- A list of all participants including addresses.
- Proof of incorporation.
- Proof of advertising that recognizes Saskatchewan Lotteries and The City of Moose Jaw.
- Completed City of Moose Jaw and Saskatchewan Lotteries Follow-up Forms.

6) OTHER CONSIDERATIONS

- In the event that all funds are not disbursed the remaining funds will be transferred to the Community Grant Program base amount for distribution via that program's criteria.
- Groups must publicly acknowledge the City of Moose Jaw and Sask Lotteries as a participating sponsor during the event.
- **THAT no event shall be funded twice by the City of Moose Jaw through grant funding in the same grant year.**
- Events hosted for the second or more years, year after year, ongoing without an interruption will be considered annual and funded as such.
- All applicants must be incorporated under the Non-Profit Corporations Act.
- There will be no retroactive funding of events.

7) DON'T KNOW WHERE TO START? COME TO THE GRANT WORKSHOP!

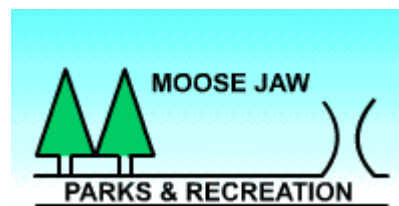
If you need assistance or have questions about the grant program, please call 694-4447 for advice and background information to help you with the project planning and grant processes.

It is recommended that two representatives from your organization attend the information workshop. The purpose of the workshop is to provide additional information regarding the specific requirements and documentation that must be included with each application. Specific questions regarding your individual project proposals may be brought forward at this workshop.

A Grant Workshop may be held if there are individuals/groups interested.

If you would like a working copy of the grant application package, come to the Parks & Recreation Department, 4th floor, telephone 694-4447 or visit www.moosejaw.ca.

SASKATCHEWAN LOTTERIES
COMMUNITY GRANT PROGRAM
APPLICATION FORM



**CITY OF MOOSE JAW
COMMUNITY GRANT PROGRAM
APRIL ____ - MARCH ____**

ORGANIZATION NAME _____

CONTACT PERSON _____

ADDRESS _____

POSTAL CODE _____

PHONE NUMBER (HOME) _____ (WORK) _____

1) Is your group registered as a non-profit organization with the Saskatchewan Government?

Yes _____ no _____

Corporation # _____

2) Please check which portion of the grant you are applying for

a) Target Group: Please identify:

_____Indigenous _____Seniors

_____Women _____Single Parent Families

_____Economically Disadvantaged

_____Persons with Disability

b) Base Grant: i) _____ ii) _____ iii) _____ iv) _____ v) _____

c) Special Event Hosting: Please identify _____Bid to Host

_____International/National _____Western Canadian

_____Provincial _____Major Local Event

3) Project Name _____

4) Dates Project/Event to Operate _____ to _____

TARGET & BASE GRANTS ANSWER QUESTIONS 5 – 9, 17 & 18

5) Project Description _____

6) Explain how the program is different from other programs already offered

7) i) Is this program available to the entire community?
Yes _____ No _____

ii) Is there a direct participation or registration fee?
Yes _____ No _____

iii) Do participants have to have a membership in your organization or any other organization to be able to participate?
Yes _____ No _____

8) i) Is this a new program that has never been offered in the City of Moose Jaw before?
Yes _____ No _____

ii) Is this a one-time project?

Yes _____ No _____

iii) Is this a new program that has never been offered before in Moose Jaw and being developed to be ongoing in future years?

Yes _____ No _____

If yes, please explain how it will become ongoing

iv) Is this a developmental program that will help expand participation within your existing program?

Yes _____ No _____

If yes, please explain how _____

v) Is this an established ongoing program?

Yes _____ No _____

9) How many participants will be involved? _____

SPECIAL EVENT HOSTING GRANT APPLICATION ANSWER QUESTIONS 10 - 18

10) Scope of Event (national, provincial, etc.)

Sanction # _____

8) Project Description _____

12) Have you run this project before? Yes _____ No _____

13) If yes, when? _____

14) Dates of event: From _____ To

15) a)How many participants will be involved? _____

b)How many spectators will be involved? _____

16) What is the approximate age range of the participants?

17) How will Saskatchewan Lotteries and The City of Moose Jaw be recognized?

18) Interested in Presenting to Parks & Recreation Board ____ Yes ____ No

19) Please outline your tentative budget for eligible revenues and expenses for this program. Please be as detailed as possible. If there is insufficient room please include the information on a separate sheet. Refer to organization guidelines for items that do not qualify as eligible expenses (ie. food, prizes, etc.)

Expenses:

Wages _____

Promotion _____

Facility Rent _____

Equipment _____

Other _____

TOTAL EXPENSES _____

Revenues:

Registrations _____

Self Help _____
(min. 25% of total eligible expenses)

Grant Request _____

Other _____

TOTAL REVENUES _____

Signature

Date

Application Deadline: November 30, 20__

Organizations should be prepared to meet with the Parks and Recreation Advisory Board to discuss their application if required.