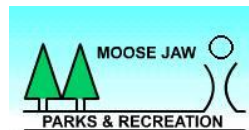


SASKATCHEWAN LOTTERIES
COMMUNITY GRANT PROGRAM
ORGANIZATION GUIDELINES



**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 the follow-up report **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 Parks and Recreation.
- 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 30th each year** for programs to operate between **April 1st and March 31st** the following years.

Application forms should be typed if possible. (fillable PDF available at www.moosejaw.ca)

- 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 (306) 694-4447.

B) APPLICATION FORM

- Ensure that the official name of the organization, contact name, address, and telephone number, etc., is filled in completely.
- **Ensure that your Incorporation 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 and must be approved before you proceed.

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 aboriginals, 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 Committee, 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. (ex: 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.

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

3) **SPECIAL EVENTS GRANT**

A maximum of 10% of the annual funding received from Sask. Lotteries (effective for the 2016-2017 Community Grant Program) will annually be allocated 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% of the annual funding received from Sask. Lotteries (effective for the 2016-2017 Community Grant Program).

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 - Must be sanctioned by the Provincial governing body and involve at least four (4) of the Provincial Districts.
- First Annual Major Local Event - Must involve a minimum of 48 participants of which 80% are non-residents, the event must be no less than two days in length and not previously hosted within two preceding 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 preceding 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 Committee. The Committee 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 Committee will use the following priority list if required:

- i) Bid to Host grants
 - International:
75% of costs to a maximum grant of \$700.
 - National (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?

If you need assistance or have questions about the grant program, please call (306) 694-4447 for advice and background information to help you with the project planning and grant processes.

If you need a copy of the grant application package, come to the Parks & Recreation Department, 4th floor, phone (306) 694-4447 or visit www.moosejaw.ca