

**2022/2023 SASKATCHEWAN LOTTERIES AND CITY OF SWIFT CURRENT
COMMUNITY SUPPORT GRANT**

*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, 2022 to March 31, 2023.
- (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 acknowledgment of their activities.

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 Youth Certified. (www.safeplaces.sk.ca). Dependent on available funds, additional funding may be awarded to organizations who have adopted Safe Places into their mandate.**
- 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.

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 and Parks 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.

- 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 15 will become ineligible to receive funding for 3 years

If your organization is affected by the COVID-19 pandemic during the 2022-2023 grant period, the following steps will occur:

- Contact the Community Services Division and notify them that your program has been affected by COVID-19 (ie. partial cancellation, full cancellation, lower participation numbers, etc.)
- If a program is partially cancelled or participation numbers are affected, grant funding can still be used for the agreed upon programming
- If a program is cancelled, the Community Services Division will work with you to determine how your group can still use the funds (ie. revised programming, purchase equipment, etc.)

APPLICATION SUBMISSION PROCEDURE

(I) **Application Deadline**

February 14, 2022 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, #177 1st Ave NE
Swift Current, SK
S9H 3W1
Fax: (306) 778-2194
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 us the file.

(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:

- a completed application form (include all of the information requested on the application form)
- a budget of the proposed activity
- a copy of your organization's 2021 or most recent financial statement
(Photocopies of bank statements will not be accepted.)
- a copy of your organizations insurance (**only if the organization has liability and/or participant insurance**)

**SASKATCHEWAN LOTTERIES & THE CITY OF SWIFT CURRENT
COMMUNITY SUPPORT GRANT
2022/2023 APPLICATION FORM**

NAME OF ORGANIZATION

ADDRESS CITY POSTAL CODE

Is your organization a non-profit organization: Yes No

Primary Contact Person: _____

Position: _____

Phone(s): Cell: _____ Other: _____

Email Address: _____

Secondary Contact Person: _____

Position: _____

Phone(s): Cell: _____ Other: _____

Email Address: _____

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

1. Activity Name: _____

2. Start date: _____ Completion date: _____

3. Location of Activity (Facility) _____

4. Brief description of the activity.

5. Number and Age of Participants

Age Range	0-10	11-20	21-30	31-40	41-50	50+	TOTAL
2021/2022 Participants #s							
2022-2023 Expected Participant #s							

6. Please select which area your program will be targeted towards:

Target Base

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

Seniors % Persons with a disability % Indigenous people %
 Youth at risk % Economically disadvantaged % Women %
 Single parent families % Other %

8. Is there a direct participation or registration fee? Yes No

9. Do participants need to have a membership in your organization or any other organization to participate? Yes No

10. Is this a new program? Yes No

11. Are you developing this program to be ongoing in future years?
Yes No
 If yes, please explain how it will become ongoing.

12. Will this program help expand participation within existing programs?

Yes

No

If yes, please explain.

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

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

15. What is the percentage of participants that reside in Swift Current? _____%

16. Has your organization been designated as an official '**Proud Supporter of Safe Places**'?

Yes

No

'Official Proud Supporters' are required to complete an application form to ensure they meet the requirements of 80% of people within the organization Youth Certified and are given permission to use the proud supporter logo along with promotions on the Safe Places website.

If no – What % of people within your organization are Safe Places - Youth Certified?

_____%

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



BUDGET OF PROPOSED ACTIVITY

REVENUE

Community Support Grant \$ _____ (Requested)

Self Help:

Registration Fees \$ _____

Fundraising Methods (please describe)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other:

_____ \$ _____

_____ \$ _____

TOTAL REVENUE

\$ _____

EXPENSES

(ex.: rental fees, equipment, advertising, supplies, fees, wages, etc.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES

\$ _____