

A Guide for Municipalities and First Nation Band Councils

Tips on How to Administer the Saskatchewan Lotteries Community Grant Program (SLCGP) in your Community



Your Guide to Administering the Saskatchewan Lotteries Community Grant Program (SLCGP)

South West District for Culture, Recreation and Sport Inc. staff are available to review this document with your community. We assist the Saskatchewan Lotteries Trust Fund provincial office by supporting communities with their SLCGP applications, follow-ups, promote the program, and send reminders of deadlines. Our contact information can be found on our website: www.gosouthwest.ca.



Welcome! This guide is intended to provide communities with strategies, support materials as well as tools and ideas on how to successfully administer the *Saskatchewan Lotteries Community Grant Program (SLCGP)*. Municipalities and First Nation band councils can determine how to administer funds and to address local priorities within the provided criteria of the *SLCGP*. However, Municipalities and First Nation band councils have expressed that the program has some challenges from time to time - and many questions often arise, such as:

- *How do we avoid late follow-ups from groups?*
- *How do we best decide on local priorities, and how do we distribute the funding from year to year?*
- *Who should review applications and make decisions?*
- *What deadlines should we put in place?*
- *What payment procedures should we use?*
- *Turnover happens in paid and volunteer positions, how do we handle transitions when administering and tracking grant requirements?*

Why use this Guide?

This guide presents some options to assist in enhancing your own framework for administering the *SLCGP* and to assist your review committee with adjudicating funds. It also gives ideas on how to avoid late follow-ups from groups, how to engage groups to apply for funds, and provides tips to ensure that you get what you need to report back to the Saskatchewan Lotteries Trust Fund on time.

These ideas have been collected from various Municipalities and First Nation band councils across the province, but keep in mind that every community is unique and has different capacities and resources – **so do what works for your community!**

What YOUR COMMUNITY NEEDS TO KNOW about the...

Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation

- Saskatchewan Lotteries was established in 1974 as a **fundraiser for sport, culture and recreation activity** in the province. Today, Saskatchewan Lotteries is a **non-profit organization** that, besides **overseeing Saskatchewan's role in the Western Canada Lottery Corporation**, operates an ideal fundraiser for sport, culture and recreation. Saskatchewan Lotteries **provides the essential seed funding** for non-profits to maintain programs and services for the people of Saskatchewan, and help support and leverage further fundraising initiatives.
- Beyond the prize payouts and administration costs, the remaining revenues from Saskatchewan Lotteries go into the **Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation**, where funds are distributed through an extensive and efficient network of volunteer-based organizations **anchored by three provincial organizations – Sask Sport Inc., SaskCulture Inc. and Saskatchewan Parks and Recreation Association Inc.**—often referred to as the Tri-Global organizations. Each Tri-Global manages a Section of the Trust Fund. These three non-profit organizations work in **partnership with the provincial government**.
- In order to operate the sole provincial lottery system, the Tri-Global partners pay a **lottery licence fee** to government based on a percentage of lottery revenues. Through this agreement with the Government of Saskatchewan, proceeds from Saskatchewan Lotteries are dedicated to supporting sport, culture and recreation organizations whose work benefits communities throughout the province.
- One of the ways lottery dollars is allocated to groups is through the **Saskatchewan Lotteries Community Grant Program**, which assists First Nation band councils and municipal governments to address local needs and to distribute funds to local volunteer community groups to provide programs.
- The continued strength and stability of the lottery fundraiser comes from its support from community, the partnership between government and the tri-global organizations, and an ongoing commitment to maintaining an efficient and well-run sport, culture and recreation system focused on supporting the growth of Saskatchewan communities into the future.

About the Saskatchewan Lotteries Community Grant Program (SLCGP)

The goal of the program is to get people involved in *sport, culture and recreation* activities by enabling communities to address the needs of local residents. A portion of the grant must be used for programs aimed at increasing participation for under-represented populations within your community. First Nation band councils and municipal governments are eligible to apply. These authorities distribute the funds to local non-profit volunteer community groups to provide programs.

Grant amounts are determined by population. Inter-community cooperation is extremely important in the development of effective programs.

Important dates to remember:

- Application Deadline: February 28
- Payments: Upon completion of previous year's follow up report (can be as early as April)
- Follow up Deadline: June 30

Start with a Review

It is recommended for your community to start with a formal review of how the **SLCGP** is currently administered in the community and to then look at ways to improve or enhance processes and procedures. The information included in this guide will give insight into “best practices” for the administration of the grant.

Develop a Policy/Procedure

Communities are encouraged to develop a policy or procedure that outlines how the grant is to be administered in the community. If there is turnover in employee or volunteer positions, then there is direction in place for new leaders who become tasked with administering the **SLCGP**.

Policies and procedures also ensure that there is consistency in processes from year to year. It is important to receive feedback from groups and to evaluate whether the system is working. A policy template is provided in *Appendix A*.

Create a Guidelines & Application Package

Many communities develop a “package” to send to each sport, culture and recreation group. This includes important details regarding deadlines, application form/follow-up form, assessment criteria, and eligible and ineligible expenditures.

This information clearly communicates who is eligible to apply and the requirements to apply for funds. It can be posted on your community website and/or mailed to each sport, culture and recreation group within the community. A sample *Letter to Groups (Appendix B)* and *Guidelines & Application Package (Appendix C)* can be revised and changed to suit your community's needs (within the parameters of the **Saskatchewan Lotteries Community Grant Program** guidelines).

Who Should Be Involved?

Often, it is the Town Administrator, Recreation Director or a Volunteer of the Recreation Board who collects the applications from community groups. A volunteer “review committee” (sometimes the recreation board or another ad hoc committee) is typically established to review the applications and make recommendation to Council on funding decisions. Development of a *terms of reference* for a review committee is recommended to outline roles, responsibilities and timelines. If it is a part of the recreation board's responsibility, then it is recommended that this be outlined in the bylaws of the recreation board.

Who Gets Funding?

Many communities establish evaluation criteria to assist in evaluating applications and rank each application using criteria from the **SLCGP** guidelines as well as any “additional criteria” that the municipality wishes to establish that assists with moving community priorities forward.

Basic eligibility (required as per **SLCGP** guidelines):

- Expenditures must be directly related to the delivery of a sport, culture or recreation program within the community
- 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 per program (Note: Communities receiving a grant of \$2000 or less will not be limited to 25% of the grant for operational costs of facilities)
- Follow-ups verifying project expenditures must be submitted
- Groups are responsible to ensure that appropriate liability and participant’s insurance is in place for events funded by the Community Grant Program
- Groups must publicly acknowledge Saskatchewan lotteries within their activities
- Individuals are not eligible for assistance
- The applicant must be a non-profit community organization recognized by the TOWN/CITY/VILLAGE.
- Communities receiving a grant of more than \$2,000 are required to identify in the follow-up report that a minimum of 30% of the grant was used to support programs directed at under-represented populations.

Advice from the Field

The addition of “favourable considerations” allows communities to focus on priorities and may help with assessment of applications (note: these are optional)

*Priority may be given to organizations that do not have an appreciable surplus of funds.

*Priority is given to organizations that include a financial contribution towards the project from their own operating budget.

*Priority is given to requests for new or innovative programs that do not duplicate existing services. Programs that develop, expand, and improve opportunities in recreation, culture\arts, and sport.

*Priority is given to projects that are grass roots programs. Elite, all-star, or competitive programs are eligible; however, they are given a lower priority.

Sample Rating Scale

You may use this scale template for your review committee – it can be revised to include your own assessment criteria. The review committee may hold interviews to help determine which groups meet the criteria.

Applicant Group Name:	Meets Basic Eligibility Requirements (10 points)	New or Innovative Programs (5 points)	Grassroots focused (5 points)	Do not have a large surplus of funds (3 points)	Submitted on time and application filled out correctly (3 points)	Total points: Fund – yes or no
Arts Council						
Soccer Club						
Museum						

Application Review Process and Payment Procedures

The following provides an example of how to review applications and suggestions for payment procedures. The Community Grant review committee will review applications submitted to the Municipality/First Nation band council on a regular basis with recommendations made to Council. This review process is detailed below:

- a) The Municipality/First Nation band council, on an annual basis, establishes the Community Grant review committee.
- b) The review committee may request that groups attend a meeting to discuss their application.
- c) Once Council discusses and approves the recommendations of the Community Grant review committee, organizations will be notified in writing of the status of their application for funding.
- d) If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Municipality/First Nation band council.
- e) The Municipality/First Nation band council (or recreation board) will issue payment of approved funds to the organizations as follows:
 - ❖ 50% of the organization's grant dollars will be released upon approval for funding by the Municipality/First Nation Band council (or recreation board).
 - ❖ The remaining 50% will be released upon approval of the organization's follow-up report and attached receipts.

Municipalities and First Nation band councils use different percentage allocations, some use 75% up front with 25% released after the report is approved. There are some Municipalities and First Nation band councils that hold all funds until the follow-up is received and approved - then payment is released. **Holding a certain percentage back ensures that groups will be accountable with their funds and will meet follow-up requirements and deadlines.**

Communities may assess and develop a payment plan that works for them. Communities are encouraged to “pilot” new payment strategies for one year then evaluate to see how it went. Revisions can be made, if needed, from that point on. A sample Application Form is listed in Appendix C.

Reporting Procedures

Community Group Responsibility:

Each community group receiving a grant must submit a *Project Report (provided by the Saskatchewan Lotteries Trust Office)* upon completion of the project. Expenditures not eligible under the grant program are not to be included within the *Project Report* Form. Each completed form must include receipts for every expenditure or an audited financial statement to verify expenditures (municipal audits do not apply). Receipts must correspond to the appropriate grant year (April 1 – March 31).

Community Responsibility:

The community is required to submit a follow-up upon completion of all community projects. The follow-up must include the *follow-up summary form (provided by the Saskatchewan Lotteries Trust Office)* and the *project reports* from each community group that was provided with a grant. Whoever is approving and administering the grant at the community level is required to provide each community group with the appropriate *Project Report* Form and clearly communicate the deadline for the report.

Allocations from Neighbouring Communities

If you are allocating your total population to a neighbouring community, you are not required to send in an application. Your Mayor or Reeve can sign in section “B” on the application form of the community applying for the funds or submit a letter indicating which communities are to receive your population allocations. Please ensure the community receiving your allocation knows your per capita rate. This information is provided in your mailed **SLCGP** package.

If your community is not planning to apply, consider allocating your population to a neighbouring community. Organized Hamlets can apply; however, since their population is included in the Rural Municipality (RM) population, they must have an allocation from their RM. Do not adjust population figures unless you are keeping some of the population for your community and allocating the rest to another community.



APPENDIX A: POLICY TEMPLATE

Policy Template

- Name of Organization: _____
- Policy Type: _____
- Policy Name: _____
- Issue Date: _____
- Last Reviewed: _____
- Policy Issue Number: _____

Purpose

Policy

Responsibility

APPENDIX B: SAMPLE LETTER TO COMMUNITY GROUPS

(Note: this is a sample only – please revise to meet the needs of your community)

(Date)

Dear Community Leader,

Enclosed you will find the **Guidelines & Application Package for the Saskatchewan Lotteries Community Grant Program (SLCGP)** for the year 2017-18. The Town of _____ has \$_____ to distribute to community groups to assist with the development and delivery of sport, culture/arts, and recreation programs.

Please review the guidelines, complete the attached form and submit to:

Community Grant Review Committee

Town Office

Address

Electronic applications with signatures can be sent to: (Email)

The deadline to apply is _____. Late applications will not be considered. Following the assessment of applications, all applicants will be notified in writing if their application is approved or denied. Detailed follow-up requirements will be sent out with the approval letters.

Please keep a copy of your application for your records. Also, when completing your application form, please note that all expenditures must be **directly related** to the delivery of a sport, culture/arts or recreation program. Examples of eligible and ineligible project expenses are listed in the guidelines for your review.

Should you have any questions or require assistance, contact _____.

Sincerely,

Town of _____

APPENDIX C: SAMPLE GUIDELINES AND APPLICATION PACKAGE

(Note: this is a sample only – please revise to meet the needs of your community)

SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM MUNICIPALITY NAME GUIDELINES AND APPLICATION PACKAGE

Purpose of the Community Grant Program

To assist in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers. These funds are distributed through the INSERT MUNICIPALITY NAME HERE, and are a partnership among Saskatchewan Parks and Recreation Association Inc., SaskCulture Inc, Sask Sport Inc. Funding for this Grant Program is generated through the sale of lottery tickets.

The Saskatchewan Lotteries Community Grant Program is guided by the following:

- To provide access to sport, culture, and recreation for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability.
- To provide funds to community non-profit volunteer organizations in support of sport, culture, and recreation programs.
- To allow communities to establish local priorities.
- To ensure that all participating groups, from administration to beneficiary are responsible for ensuring complete and accurate accounting.

Eligibility and Program Criteria

The INSERT MUNICIPALITY NAME HERE distributes funds to local non-profit volunteer community groups that provide programs in the CITY/TOWN/VILLAGE. All of the following eligibility requirements must be met:

- The applicant must be a non-profit community organization recognized by the MUNICIPALITY NAME
- Individuals are not eligible for assistance.
- Expenditures must be directly related to the operation of sport, culture, or recreation programs within the CITY/TOWN/VILLAGE. The majority of the participants benefiting from the project must reside in the CITY/TOWN/VILLAGE.
- Operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of \$500 per program (including cleaning staff).
- The organization must have objectives relating to sport, culture, and recreation.
- Groups receiving grants must publicly acknowledge **Saskatchewan Lotteries** within their activities.
- Organizations are responsible to ensure appropriate liability and participant's insurance are in place for events sponsored/funded by the Community Grant program.
- Funding may be requested for one program or multiple programs.

*Favourable consideration will be given to organizations who demonstrate:

(list application preferences/criteria here)

Eligible Expenses

- Fees for artists, instructors, leaders and mentors;
- Coaching fees;
- Project equipment, supplies, facility rental and other direct project costs;
- Transportation for participants may be approved if transportation is essential to the success of the program (taxi, bus, or rented vehicle);
- Elder Fees or Elder helpers' fees;
- Operation costs of facilities that are directly related to the project are eligible for 25% of the total grant received up to a maximum of \$500 (including cleaning staff);
- Employment expenditures that are no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period);
- All expenses for reimbursement must have receipts and occur within the grant period of April 1 – March 31 for whichever years the grant was awarded.
- Expenditures must be directly related to the delivery of a sport, culture or recreation project for which you were allocated funding.

Ineligible Expenses

The following expenditures are **not eligible** under this grant program and receipts for ineligible expenditures do not need to be included in your report. However, these items should be included in your budget.

- Honorariums; Per Diems/Day Money; Donations;
- Construction, renovation, retro-fit, and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- Property taxes, insurance;
- Alcoholic beverages; 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, trophies, plaques, and badges;
- Out-of-province activities and travel;
- Subsidization of wages for full-time employees. Note: Eligible employment expenditures must be less than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period);
- Uniforms or personal items such as sweatbands and hats;
- Gaming systems/components, promotional items, printers, computers, laptops, and furniture;
- Maintenance and operation costs of facilities (this includes vacuum cleaners, telephones, service charges).

Application Guidelines

- Deadline for applications is _____. Late applications will not be accepted.
- Be sure to keep a copy of your application for your records.

- If a project applied for does not take place, a written request for a change in the spending plan can be made to the TOWN. This change in spending plan must be authorized by the TOWN prior to the project's inception.
- Community Grant Review Committee is established to review and adjudicate applications.
- The Review Committee retains the right to interview applicants to better assess the merits of the application.
- Once a decision is made on funding, organizations will be notified in writing of the status of their application for funding.
- If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the TOWN.
- The TOWN will issue payment of approved funds to the organizations as follows:
 - *(List percentage allocations here – i.e. 50% up front and 50% upon approval of follow-up)*

Follow-Up Process

- If your organization's project is approved for funding, a follow-up/evaluation report will be sent out with the TOWN/CITY/VILLAGE letter of approval. Please be sure to include all the information requested on the follow-up/evaluation report.
- All grant follow-up reports should be submitted within 30 days of the project completion date. Failure to provide this report may result in the organization becoming ineligible for further funding.
- *For each expense, you must provide proof of payment.* Please include a list of actual expenditures for the project verified with receipts or cancelled cheques or an audited financial statement prepared by a registered Certified Management Accountant or Certified General Accountant.
- Cheque Request Forms and General Ledger Print Outs are not eligible for verification of expenses unless supported by actual receipts. Invoices must be accompanied by a copy of a cancelled cheque.
- Deadline for follow-ups is 30 days after project completion or _____.

APPENDIX D: SAMPLE APPLICATION FORM

LOCAL COMMUNITY GROUP FUNDING REQUEST FOR SASKATCHEWAN LOTTERY COMMUNITY GRANT PROGRAM

Name of Community Group:

Contact Name:

Phone:

Address:

Email:

Project Description (include targeted participants and number) Is this a new program?:

Project Start and End Date:

PROGRAM PARTICIPANTS: Are any of your participants from under-represented populations? (Please check all that apply)

- ☐ seniors
- ☐ indigenous people
- ☐ persons with a disability
- ☐ economically disadvantaged
- ☐ women
- ☐ single-parent families
- ☐ youth at risk
- ☐ new Canadians

If you checked any of the above, approximately how many (based on percentage of participants – i.e. 50% or 30%) _____ (A portion of TOWN OF _____ funds must be spent on increasing participation by the above under-represented populations)

BUDGET:

Proposed Expenses:

Dollar Amount:

	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT ESTIMATED COSTS:	\$
GRANT AMOUNT REQUESTED:	\$

SIGNATURE: _____

Please return the completed form to the community contact person of the TOWN: INSERT NAME HERE you are applying through by the deadline of _____.