



## 2022-2023 South West District Micro Grant

Applications are **OPEN** until **August 29, 2022**.

### Who can apply?

- Funding is open to groups from member communities in the South West District. Click [HERE](#) for a map of District boundaries.
- Organizations that have overdue follow-up reports within the lottery funded system are ineligible to apply.
- Different groups can apply from the same community if the projects are different.

### What can the funding be used for?

- Requests for new or improved initiatives that develop community culture, recreation, and/or sport.

### How much funding is available?

- The South West District will contribute up to \$500 per project.

### Ineligible Expenses

- Programs that are not in compliance with provincial public safety measures at the time.
- Prizes, trophies, medals.
- Uniforms or personal equipment/items.
- League or membership fees.
- Food related expenses (banquets, dinners, and celebrations).
- Liquor and/or liquor related expenses.
- Property taxes, insurance, utilities.
- Expendable equipment such as fireworks or bouncy houses.
- Subsidization of wages and/or per diems for employees or staff.
- Out of province activities and/or travel.
- Donations and/or fundraisers.
- Capital expenditures, assistance for construction, renovation, or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- School activities.
- Competition events/tournaments.
- Daycares and school community councils.
- Carnival, community celebrations, community festivals, or sports days.

If you have a question about your proposed expenses, please contact your [Community Consultant](#), before you apply.

### Important Dates

- Applications open August 09, 2022.
- Applications deadline is August 29, 2022, at Noon.
- Projects must be finished by December 05, 2022.
- Follow-up reports must be submitted (online) by Monday, January 16, 2023.

**You will receive an email acknowledging your application, and another informing you of your results, within 2 weeks of the deadline date, or by September 12, 2022.**



## HOW TO APPLY

Please answer the following application questions, using the **online application form**, no later than August 29, 2022, at Noon. Both you and the District will receive a copy of the application form.

**Click here to access the online application form:** <https://form.jotform.com/SWDCRS/22-23-Micro-App>

These are the application questions on the online form.

- Please tell us the name of the group making the application.
- Please tell us the name, email address, and phone number of the main contact person.
- Please tell us the name of your project.
- Please tell us about your project details (maximum 150 words).
- Please explain how this project will develop culture, recreation, and/or sport in your community.
- Please tell us your project objectives (e.g., goal, intent, purpose).
- How will you track participation number and demographics?
- How many volunteers do you expect will participate in your project?
- Please provide a schedule for the project.
- Please upload a brief budget. Revenues must equal expenses.
- Please tell us how you are going to acknowledge the District's support.

**PLEASE NOTE: Successful applicants will be required to adhere to COVID safety guidelines, if applicable at the time. Applicants may be required to sign a COVID-19 Waiver.**

## PAYMENT and FOLLOW-UP

Please answer the following follow-up questions, using the **online follow-up form**, no later than Monday, January 16, 2023. Both you and the District will receive a copy of the follow-up report.

**Click here to access the online follow-up form:** <https://form.jotform.com/SWDCRS/22-23-Micro-Follow-Up>

These are the follow-up questions on the online form:

- Please tell us the name of the group that made the application. \*\*
- Please tell us the name, email address, and phone number of the main contact person. \*\*
- What is the name of your project? \*\*
- Please provide a brief summary of your project. \*\*
- Was this a culture/recreation/sport project? \*\*
- In what way did your project develop community culture/recreation/sport? \*\*
- Overall, was your project a success? Did you meet your project objectives? Why or why not? (maximum 150 words). \*\*
- What were the total participation numbers for your program/project? \*\*
- Please provide any participant demographics data (age, gender, etc.) from your project? \*\*
- Did you spend your budget as planned? \*\*
- Aside from funding, how did the District support you to start/run/grow your program? \*\*
- Please tell us how you recruited volunteers for your project?
- Please upload proof the project took place. (poster, photos) \*\*
- Please upload a photo of how you recognized the support of the South West District. \*\*
- Have you worked with the South West District before? \*\*
- Please tell us a success and a challenge you experienced as a result of the funding from the District. \*\*



- What can the District build on, or change, or do better, to support community culture/recreation/sport development?
- Before/during/after the project, did you feel there was good communication between you/your group and the District?
  - If you ranked us a 3 or lower, do you have any suggestions on ways to improve?
- Do you feel the relationship with the District was helpful for you/your group?
  - If you ranked us a 3 or lower, do you have any suggestions on ways to improve, or a comment you'd like to share?
- Did you/your group enjoy working with the District?
  - If you ranked us a 3 or lower, do you have any suggestions on ways to improve, or a comment you'd like to share?
- What other program ideas would you like to pursue with the SWDCRS?
- Were there public safety measures in place during your project? \*\*
- Do you have any other comments, successes, challenges, issues, etc. that you'd like to share with us?
- Do you prefer payment by cheque or e-transfer? \*\*
  - If payment by cheque, what is the name and address to appear on the cheque?
  - If payment by e-transfer, provide email address and password for transfer.

\*\* Denotes required questions. All other response will not influence funding payment and will be used for future program development.

Payment will be made by reimbursement after the follow-up is approved.

**Questions?**

Please call or email your [Community Consultant](#).

**The South West District thanks its funders, the Saskatchewan Lotteries Trust Fund and Saskatchewan Parks and Recreation Association, for their support of this program.**