**Funding for this program is provided by Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation and administrated by the City of Humboldt.**

For projects taking place April 1, 2022 – December 15, 2022

**Application Deadline** – 4:00pm, January 31, 2022

**Follow Up Report Deadline** – 4:00pm, December 15, 2022

## OBJECTIVE

The objective of the Sask Lotteries Community Grant Program is to involve the residents of Humboldt in sport, culture, and recreation activities by supporting the needs of the community.

Please read this entire application become completing. If you are not certain whether your project or organization meets the eligibility criteria, please contact:

City of Humboldt Community and Leisure Services Department

(306) 682-2597

communityleisureservices@humboldt.ca

## ABOUT THE PROGRAM

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc., The City of Humboldt administers the grant for community groups in Humboldt, on behalf of Saskatchewan Lotteries.

## PURPOSE OF THE GRANT

The Saskatchewan Lotteries Trust Fund was created by volunteers in 1974. The Trust Fund revenue is generated through the sale of Saskatchewan Lottery tickets. Throughout Saskatchewan over 12,000 sport, culture, recreation and community groups benefit from the Trust Fund.

The Saskatchewan Lotteries Community Grant Program assists in the development of sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers. The City of Humboldt administers the grant for community groups in Humboldt, on behalf of Saskatchewan Lotteries.

The goals of this grant program are:

* To provide access to sport, culture and recreation programs for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability;
* To support the development and maintenance of sport, culture, and recreation programs and activities; and
* To increase the awareness of the benefits of participation in sport, culture, and recreation programs as a way of improving individual health, well-being, and self-fulfillment

## WHO CAN APPLY?

To be eligible for support, your organization must:

* Be governed by a volunteer board;
* Preference will be given to those registered as a non-profit corporation federally or with Information Services Corporation (ISC) in Saskatchewan;
* Have appropriate liability and participant insurance for the proposed project(s);

## WHO CAN’T APPLY?

* Individuals;
* Health districts, private schools, government agencies, educational institutions and universities;
* School are not eligible to apply by themselves, but can apply in partnership with and eligible organization. Activities held in schools or organized by schools must be:
	+ Held outside of regular school hours;
	+ Separate and distinct from the regular school curriculum; and
	+ Not just for the students of a particular school;
* Organizations that:
	+ Provide third-party funding;
	+ Exist for the primary purpose of fundraising; or
	+ Have not met the terms and conditions of any funding program administered by the City of Humboldt.

## FUNDING

* The minimum grant available is $250; the maximum is $2,500;
* The grant process is competitive; there is no guarantee that an applicant will receive funding;
* Only one application per deadline will be considered from a given organization.
* Due to limited funds, applicants are advised that not all projects can be funded.

## ELIGIBLE PROJECTS and PROGRAM PRIORITIES

* Projects that focus on increasing participation in sport, recreation, or culture activities;
* Projects that are predominantly for Humboldt residents;
* Projects that increase Winter City activities;
* Priority will be given to projects serving Aboriginal people, economically disadvantaged people, newcomers, older adults (65 & up), persons with a disability, single parent families, or youth at risk.
* Programs must occur in Humboldt unless an activity or facility is not offered in Humboldt. For those activities outside of Humboldt participants of the program must be primarily (or 80%) Humboldt residents.

## INELIGIBLE PROJECTS

* Projects in family development, leadership, or other social service activities (e.g., parenting, family or personal counselling/development, board development);
* Organizations may not receive funding for the same project through any other City of Humboldt grant program (i.e., Special Events Grant, etc.).
* Capital development projects such as playground development, athletic field, park or facility developments.
* Private individuals, specific teams or groups within an existing organization;
* Retroactive funding;
* Staff development of training;
* Fundraising activities or show and sale events;
* Funding for hosting or attending conferences.

## ELIGIBLE EXPENSES

* Fees for artists, instructors, leaders and mentors;
* Project equipment, supplies, facility rentals and other direct project costs;
* Transportation for participants (taxi, bus, or rented vehicle);
* As per Saskatchewan Lotteries: Elder Fees (Maximum $150/day); Elder helpers fees (maximum $50/day);
* 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, 2022 – December 15, 2022

## INELIGIBLE EXPENSES

The following types of expenditures are not eligible and will not be reimbursed;

* Honorariums; Per Diems/Day Money; Donations;
* Constructions, renovation, retro-fit, and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
* Property taxes, insurance;
* Entertainment (movies, arcades, fairs, shows, etc.) and activities where the participant is only a spectator rather than an active participant;
* 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. This includes Provincial Sport governing bodies.
* 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); and
* Uniforms or personal items such as sweatbands and hats; and
* Gaming systems/components, promotional items, printers, computers, laptops, and furniture.

## ADJUDICATION PROCESS

Applications will be reviewed by a committee consisting civic administration and elected officials. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

### Organization (20):

* History and current state of the organization as an incorporated non-profit organization.
* Insurance in place.
* Mandate of the organizations.
* Accomplishments of the organization.
* Ability of the organization to undertake, manage and complete the proposed program.
* Financial status of the organization.
* Quality of the application and the completeness of the proposal

### Community Impact (20):

* There is evidence the project is relevant, accepted, and needed by the community.
* There is evidence the project meets the goals and objective of the Sask Lotteries Community Grant Program.
* Unique program;
* The project demonstrates the skills and ability to manage the project.
* Past program evaluation results;
* Number of participants that will benefit;
* How the success of the program will be determined; evaluation methods.

### Program Merit (20):

* Extent to which the program supports the purpose of the grant;
* Objectives of the program;
* Participation by under-represented populations;
* Grass roots program;
* Number of programs hours offered;

### Financial Need (20):

* Financial need of the organization;
* Why is this grant funding needed;
* Impact if the program does not receive this grant;
* Ability of the organization to complete the project without financial assistance from this grant;
* Other grant funding applied for and/or confirmed.

### Planning (20):

* The project is realistic, clearly presented and planned.
* The budget for the project is reasonable and cost-effective.
* The organization demonstrates the skills and ability to manage the project.

## FUNDING AND APPROVAL PROCESS

Any unused funds or funds used for purposes other than what was approved must be returned to the City of Humboldt Community and Leisure Services Department.

There is no guarantee of funding – applications may result in full, partial or no funding.

Your organization is required to follow all City of Humboldt policies, bylaws and permits.

If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become property of the City of Humboldt Community and Leisure Services Department.

## NOTIFICATION

Applicants will be informed, in writing, of the results of their application by March 19, 2022.

## ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the Saskatchewan Lotteries and City of Humboldt. Logos for Saskatchewan Lotteries can be found at, <https://www.sasklotteries.ca/about-us/funding-recognition.htm>. Please email communityleisureservices@humboldt.ca with the Subject, City of Humboldt Logo Recognition, to request a copy of the City logo.

## PROCESSING

The City of Humboldt will not accept and/or process applications that are:

* Applications that are not typed
* Incomplete

## ADDITIONAL INFORMATION

Do not include any additional information or supporting material in the application; only requested information will be forwarded to the adjudication committee.

## REPORTING AND PAYMENT PROCEDURES

Successful applicants are required to submit a completed Follow-Up Report Form, along with copies of receipts for eligible expenses, to the Community and Leisure Services Department within 60 days of the completion of their project or no later than December 15th of the year the grant ends, whichever comes first. Funds are released upon approval of the Follow-Up Report.

The Follow-Up Report must include a list of actual expenditures for the program verified with copies of receipts. Cheque request forms and general ledger printouts are not eligible for verification of expenses. All receipts must be dated within the grant period. A description of how Saskatchewan Lotteries was publicly acknowledged as a source of funds for the program is also required.

Failure to meet this deadline will jeopardize the final grant payment and future grant requests administered by the City of Humboldt.

Any application that is postmarked after the deadline date is considered LATE. A late application may be considered if there are still funds available but the applicant will be put on probation for one (1) year. Should this occur a second year, the applicants will be ineligible for funding in that year. Applicants are encouraged to keep a copy of their application for the organizations records.

Organizations follow-up reports must reflect the budget originally submitted with the application.

For part-time employment: photocopies of cheques paid to employees or copies of official invoices signed by the employees are required.

For Elder fees and Elder helper fees: receipts must include: the dates of service, the person’s name, address and phone number; how much and what they are being paid for, signatures of both organization and recipient to verify that payment was received.

For staff: Cheque stubs, cancelled cheques and internal expense request forms cannot be accepted in lieu of copies of payroll records, contracts, receipts of suppliers invoices to verify staff salaries, and project expenditures. Wages for project staff must directly support project delivery. Payroll records must indicate that pay period, the employee’s name, address and phone number, how much and what they are being paid for.

Changes to your project: please notify the Community and Leisure Services Department of any changes in staffing, duration, programming, timing, budget or other aspects of the project before the change is made.

*The City of Humboldt Community and Leisure Services Department must submit a complete report to Saskatchewan Lotteries Trust Fund which includes follow-up information from all the organizations funded during the year by the Saskatchewan Lotteries Community Grant Program. It is important to have accurate follow-up information from all the organizations receiving funding from this grant program.*

\*\*APPLICATIONS AND FOLLOW UP FORMS **MUST** BE TYPED\*\*

All completed Applications and Follow Ups can be:

Emailed to: communityleisureservices@humboldt.ca OR

Return in person at City of Humboldt Community & Leisure Services (Humboldt UNIPLEX)

619 17th Street Box 640 Humboldt, SK S0K 2A0