

Saskatchewan Lotteries Community Grant Program

Guidelines

Program Cycle: April 1, 2025 – March 31, 2026

Deadline for Submission:
December 13, 2024 at 11:59 pm

Submit To:
E-mail: fcss@lloydminster.ca

OR

Mail/Drop-off:
Saskatchewan Lotteries Community Grant Program
Attention: Patrick Lancaster
4420 50 Avenue
Lloydminster, AB/SK
T9V 0W2

For more Information:

Contact the City of Lloydminster at 780-875-6184 Ext 2909 or
fcss@lloydminster.ca.

www.lloydminster.ca/grants

PURPOSE & ELIGIBILITY

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc. This 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 Lloydminster receives funds, which are then distributed to local non-profit volunteer community groups to provide these programs.

The advancement of funds for the April 1, 2025 to March 31, 2026 fiscal year is contingent upon confirmation of funding from the Saskatchewan Lotteries Community Grant Program to the City of Lloydminster.

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

- It provides access to sport, culture, and recreation activities for all Saskatchewan people regardless of age, gender, ethnicity, economic status, or physical or mental ability.
- It provides funds to community non-profit volunteer organizations in support of sport, culture, and recreation programs.
- It allows communities to establish local priorities.
- It ensures all participating groups, from administration to beneficiaries, are responsible for complete and accurate accounting.

PROGRAM OBJECTIVE

The goal of the program is to engage people in sport, culture, and recreation activities by enabling communities to address the needs of local residents. A portion of the total grant funds issued by the City of Lloydminster must be used for programs aimed at increasing participation among under-represented populations in the city. These populations may participate in regular programs or through specially created programs designed to meet their needs. Examples of under-represented populations include Indigenous people, seniors, women, youth at risk, economically disadvantaged individuals, persons with disabilities, and single-parent families.

PROGRAM CRITERIA

- Expenditures must be directly related to the delivery of a sport, culture, or recreation program.
- The maximum funding level is \$10,000 per program.
- The grant period is from April 1, 2025 to March 31, 2026. The event/activity must take place, and expenditures must occur, within this grant period.
- Operation costs of facilities owned by the organization that are directly related to a program are eligible for 25% of the total grant per program, up to a maximum of \$500 per program (including cleaning staff).
- Follow-ups verifying project expenditures must be submitted.
- Program initiatives that aim to increase participation in under-represented populations will be prioritized and should be clearly identified. Evidence of the direct involvement of under-represented populations in the planning, operation, and evaluation of activities supported by the grant must be included in the follow-up report.
- Appropriate liability and participant insurance must be in place for events sponsored or funded by the Community Grant Program, with evidence provided prior to funding.
- Groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the City of Lloydminster in their activities and advertising.

- Programs/projects that received Family and Community Support Services Grant Funding in 2025 are ineligible to receive Saskatchewan Lotteries Grant Program funding and vice versa.
- The majority of program participants must be Lloydminster residents.
- Programs must occur in Lloydminster unless a particular activity or facility is unavailable in the city. For activities outside of Lloydminster, participants must primarily be Lloydminster residents.
- Programs must be open to the general public and cannot discriminate based on age, economic status, physical or mental ability, race, religion, gender, or ethnicity.

The program provides funding for sport, culture, and recreation programs. Therefore, the following expenditures are **ineligible** for grants:

- Construction, renovation, retrofitting, or repairs to buildings/facilities (e.g., fixing doors, re-shingling roofs, installing flooring, moving/hauling dirt, etc.).
- Property taxes or insurance.
- Alcoholic beverages.
- Per diems or day money.
- Food or food-related costs (e.g., catering supplies, coffee pots, coffee, stoves, BBQs, etc.).
- Membership fees for other lottery-funded organizations.
- Prizes, cash, gifts, awards, honorariums, trophies, plaques, or badges.
- Out-of-province activities and travel (i.e., travel within Lloydminster or Saskatchewan is acceptable).
- Donations.
- Subsidization of wages for full-time employees (Note: Eligible employment expenditures must be for no more than 35 hours a week and no more than 90 days in a grant period or 455 hours total. Eligible costs include gross wages and vacation pay, excluding CPP, EI, WCB, etc.).
- Uniforms or personal items such as sweatbands, hats, or equipment for personal ownership.
- Any activities that advocate specific positions regarding municipal, provincial, or federal government legislation, acts, or policies.

OBLIGATIONS OF GRANT RECIPIENTS

Approved programs will initially receive 75% of the grant funds, contingent upon funding from Saskatchewan Lotteries to the City of Lloydminster. Confirmation of appropriate liability and participant insurance must be provided before the initial grant installment. The remaining 25% will be distributed upon receipt of a satisfactory Project Report. Funds will be distributed based on eligible receipts or financial statements.

Grant recipients must submit a Project Report upon completion of the program, including:

- A completed Community Grant Project Report Form (available on the City of Lloydminster website at www.lloydminster.ca/grants).
- Copies of receipts and payroll records, or audited financial statements prepared by a registered Certified Management Accountant (CMA), Certified Accountant (CA), or Certified General Accountant (CGA) to verify expenditures. Payroll records must include timesheets and detailed paystubs. Cheque request forms, general ledger printouts, purchase orders, petty cash vouchers, and canceled cheques are not eligible unless supported by actual receipts.
- All eligible receipts must be dated within the grant period of April 1, 2025 to March 31, 2026. Evidence of the direct involvement of under-represented populations in the

planning, operation, and evaluation of activities supported by the grant must be included.

- A description of how Saskatchewan Lotteries and the City of Lloydminster were publicly acknowledged as sources of funds for the program (samples may be requested).

Complete reporting must be submitted to the City of Lloydminster within 30 days following the end of the program or by April 30, 2026, whichever is earlier. Organizations that fail to submit the required reports may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or funds used for purposes other than what was approved must be returned.

The City of Lloydminster administers the grant program; however, final approval of eligible expenses is at the discretion of Saskatchewan Lotteries.