

OFFICE OF THE RECREATION AND PROGRAMMING MANAGER

**SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM
CITY OF MELVILLE – RECREATION DEPARTMENT
Program Information and Guidelines**

I. 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 City of Melville Recreation Department, and are a partnership among Saskatchewan Parks & 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.

II. Eligibility

The City of Melville Recreation Department distributes funds to local non-profit volunteer community groups that provide programs in the city. All of the following eligibility requirements must be met:

- a) The applicant must be a non-profit community organization recognized by the City of Melville Recreation Department.
- b) Individuals are not eligible for assistance.
- c) Expenditures must be directly related to the operation of sport, culture, or recreation programs within the City of Melville, the majority of the participants benefiting from the project must reside in the city
- d) R.M. of Cana organizations with expenditures directly related to the operation of sport, culture, or recreation programs are eligible for funding up to a maximum of \$7,187.00. The majority of the participants benefiting from the project must reside in the R.M.
- e) 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). Communities receiving a grant of \$2,000 or less will not be limited to 25% of the grant for operational costs of facilities. If needed, the entire grant can be used for these expenses; however, non-operational program costs are encouraged to enhance programming.
- f) The organization must have objectives relating to sport, culture, and recreation.
- g) Projects are to be operated on a non-profit basis.

- h) Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities.
- i) **An organization may be limited to only one grant during each fiscal year. Grant year is April 1, 2024 to March 31, 2025. An organization may only receive a maximum of \$5,000.00 per grant year. Organizations submitting qualifying applications for worthy community projects in excess of \$5,000.00 may be considered.**
- j) Projects should not duplicate existing services.
- k) Organizations are responsible to ensure appropriate liability and participant's insurance are in place for events sponsored/funded by the Community Grant program.
- l) Organizations submitting an application must not receive grants or funding for the project from any other Sask Trust, or City of Melville source.
- m) Religious organizations may be eligible, providing there is a clear distinction between the religious/educational and recreation programs.
- n) Communities receiving a grant of more than \$2,000 are required to identify in the follow up that a minimum of 30% of the grant was used to support programs directed at under-represented populations.

III. **Ineligible Projects**

The program is designed to provide funding for sport, culture, and recreation programs. Therefore, the following expenditures are ineligible for grant funding:

- a) Construction, renovation, retrofits, and repairs to buildings/facilities. (This includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.)
- b) Maintenance and operation costs of facilities that are not directly related to a program supported by this grant. (This includes vacuum cleaners, telephones, service charges, property taxes, insurance, etc.)
- c) Property taxes & insurance.
- d) Alcoholic beverages.
- e) Food or food related costs. (This includes catering supplies, coffee pots, coffee, BBQ's, etc.)
- f) Membership fees in other lottery funded organizations.
- h) Prizes: cash, gifts, awards, honorariums, trophies, plaques, and badges.
- i) Out of province activities and travel.
- j) Donations.
- k) Subsidization of wages for full time employees. Eligible employment expenditures are less than 35 hours per week for no more than 90 days (or 455 hours) in a grant period.
- l) Uniforms or personal items such as sweatbands and hats.
- m) Retroactive funding will not be permitted. The City of Melville Recreation Board must approve all projects in advance.

IV. **Application Procedure**

Application Form is attached. Completed application form must be received in by 4:00 p.m. on March 31, 2024. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day. Late applications will not be accepted. Please ensure that you have included all the required materials.

V. **Application Review Process and Payment**

The Melville Recreation Board will review applications submitted to the Recreation Department and provide recommendations to the Recreation Manager. This review process is detailed below:

- a) The Recreation Board, on an annual basis, reviews the applications.
- b) The Recreation Board retains the right to interview applicants to better assess the merits of the application.
- c) Once the Recreation Board discusses and approves the allocations, the recommendations are forwarded to City Council.
- d) Organizations will be notified in writing of the status of their application for funding by mid May.
- e) If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Melville Recreation Department.
- f) The Recreation Department will issue payment of approved funds to the organizations as follows:
 - i) The allocated amount will be released upon approval of the organization's follow-up report and attached receipts.

VI. Application Preferences

- a) The review committee may not approve funding to organizations, which practice deficit budgeting. Priority may be given to organizations that do not have an appreciable surplus of funds.
- b) Favourable consideration is given to organizations that include a financial contribution towards the project from their own operating budget.
- c) Favourable consideration 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, and sport will be given favourable consideration as well.
- d) Favourable consideration is given to projects that are grass roots programs. Elite, all-star, or competitive programs are eligible; however they are given a lower priority.

VII. Changes to Spending Plan

If a project applied for does not take place, or all dollars are not used in the completion of the project, a written request for a change in the spending plan can be made to the City of Melville Recreation Department.

This change in spending plan must take place within the grant year (April 1, 2024 to March 31, 2025) and should provide a detailed explanation of any new project, with budget outlining revenue and expenses.

This change in spending plan must be authorized by the Recreation and Programming Manager prior to the projects inception.

VIII. Follow-up Procedure

If your organization's project is approved for funding, a follow-up/evaluation report will be sent out with the city's letter of approval. Please be sure to include all of the information requested on the follow-up/evaluation report.

All grant follow-up reports must be submitted within 30 days of the project completion date and no later than March 31, 2025. Failure to provide this report will result in the organization becoming ineligible for further funding as determined by the Recreation, Culture & Leisure Services Advisory Committee

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.

You should also save samples of publicity to include in your follow-up report. This is to show acknowledgement of Saskatchewan Lotteries contribution towards the project.

IX. More Information

If you would like clarification on the Saskatchewan Lotteries Community Grant program in Melville, please contact the following:

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