



## TOWN OF CANORA SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM



### Program Information, Guidelines and Application

**PLEASE READ OVER CAREFULLY BEFORE SUBMITTING**

#### PURPOSE

The purpose of the Saskatchewan Lotteries Community Grant Program is to provide funds to volunteer organizations whose sole purpose is to provide programs and services in sport, culture and recreation programs and activities. Funds are provided through local authorities throughout the province to assist them to maintain, improve and expand opportunities for people of all ages to derive the benefits from involvement in sport, culture and recreation programs and activities. For this reason only those expenditures that can be directly related to the provision of programs and services will qualify for grant assistance.

#### ELIGIBILITY

The Town of Canora distributes funds on an annual basis to local non-profit, volunteer community groups that provide programs in the community. The project/program being applied for with this application must take place between the dates of **April 1, 2023 and March 31, 2024** in order to be eligible.

#### Requirements:

- Daycare facilities are not eligible for funding.
- The applicant must be a volunteer organization whose sole purpose is to provide sport, recreation and/or culture programs and be an organization recognized by the Town of Canora Leisure Services Board.
- Individuals/School Teams are not eligible for assistance.
- Expenditures must be directly related to the operation of a sport, culture, or recreation program within the Town of Canora. The majority of participants benefiting from the project must reside in the community or participating rural municipalities.
- Organizations must have appropriate liability and participants' insurance for any project/event funded through this grant.
- Projects are to be operated on a non-profit basis.
- Projects/program should not duplicate existing services.
- Organizations receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities.
- Organizations are not eligible to receive funding if they are deemed to be in arrears for facility rental fees payable to the Town of Canora.
- Organizations are not eligible to receive funding if they have outstanding fines payable to the Town of Canora.

## **INELIGIBLE EXPENDITURES**

- Construction, renovation, retrofit and repairs to buildings/facilities;
- Property taxes, insurance;
- Maintenance and operation costs of facilities;
- Alcoholic beverages;
- Food or food related costs (this includes catering supplies, coffee pots, BBQs, etc.)
- Membership fees in other lottery-funded organizations;
- Prizes including cash, gifts, awards, trophies, badges, and plaques;
- Out-of-province activities and travel;
- Donations;
- Subsidization of wages for full-time employees;
- Uniforms or other non-equipment personal items

## **GENERAL INFORMATION**

- If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding, shall become the property of the Canora Leisure Services Board.
- The Canora Leisure Services Board will review each application, and an appropriate allocation amount identified.
- Following the assessment process, all organizations that have submitted an application will be notified if their application is approved or denied as well as the amount allocated to them.
- Detailed follow-up requirements will be sent out to each organization once their funding request has been approved.

## **APPLICATION SUBMISSION PROCEDURE:**

***The application deadline to the Town of Canora is Tuesday, February 28, 2023.***

Applications are to be submitted to the following address:

Town of Canora  
Director of Leisure Services  
Box 717  
Canora, Saskatchewan  
S0A 0L0  
Fax: 563-4336  
Email: [leisure.canora@sasktel.net](mailto:leisure.canora@sasktel.net)

**BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS.**

Applications must include all of the information requested on the Community Grant Application Form. (Note: incomplete or unsigned applications may not be considered for the Grant).

The following documentation is required for the project to be eligible for review and approval:

- A completed **application form** (be sure to include all of the requested information).
- A copy of the organization's most recent **annual financial statements**, including an income statement (showing revenues and expenses) and a balance sheet (showing assets, liabilities and equity). If financial statements are not audited, then they must be signed and certified correct by a representative of the organization.
- A budget of the **proposed project / program**.

**APPLICATION PREFERENCES**

- Favorable consideration is given to organizations that include a financial contribution towards the project from their own operating budget.
- Favorable consideration is given to requests for new or innovative programs, which do not duplicate existing services. Programs that develop expand and improve opportunities in recreation, culture and sport will be given favourable consideration as well.
- Favorable consideration is given to target programming (ie. youth, seniors, women etc.)

**SASKATCHEWAN LOTTERIES COMMUNITY GRANT  
APPLICATION FORM  
DEADLINE FOR SUBMISSIONS: February 28, 2023**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Address

\_\_\_\_\_ Town Postal Code

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
\_\_\_\_\_ (fax) \_\_\_\_\_ (email)

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**PROJECT DETAILS**

Program Name: \_\_\_\_\_

Date(s) of Program: \_\_\_\_\_

Location of Program: \_\_\_\_\_

Description of the Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify Target Group(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this program available to the entire community? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a direct participation or registration fee? Yes \_\_\_\_\_ No \_\_\_\_\_

Identify Program Outcomes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a copy of your organization's most recent annual financial statements, including an income statement and balance sheet.

**For Office Use Only:**

Amount Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

Denied Application Reason: \_\_\_\_\_

\_\_\_\_\_

**BUDGET OF PROPOSED PROJECT**  
*(Only the project information required, not entire organization's budget)*

REVENUE:

Registration Fees	\$ _____
Other _____	\$ _____
_____	\$ _____
<b>(A) TOTAL REVENUE</b>	<b>\$ _____</b>

EXPENSES:

Equipment Purchase/Rental	\$ _____
Facility Rental	\$ _____
Advertising	\$ _____
Program Supplies	\$ _____
Instructor Fees	\$ _____
Administration Supplies	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>(B) TOTAL EXPENSES</b>	<b>\$ _____</b>

**PROJECTED NET LOSS/GAIN (A-B) \$ \_\_\_\_\_**

**TOTAL OF COMMUNITY GRANT ASSISTANCE REQUESTED:**

\$ \_\_\_\_\_