



# City of Moose Jaw

## SASKATCHEWAW LOTTERIES COMMUNITY GRANT PROGRAM POLICY

<b>POLICY:</b>	<i>Saskatchewan Lotteries Community Grant Program Policy</i>	<b>POLICY NO.:</b>	<i>PR-010-2021 POY</i>
<b>POLICY Owner</b>	<i>Department of Parks and Recreation</i>	<b>Approved on:</b>	<i>October 12, 2021</i>
<b>Approved by:</b>	<i>City Council Resolution # 2021-10-12-908</i>	<b>Effective Date:</b>	<i>October 12, 2021</i>
<b>Last Reviewed:</b>	<i>November 17, 2015</i>	<b>Next Review:</b>	<i>October 2025</i>

### 1. Purpose

The Saskatchewan Lotteries Community Grant Program assists non-profit, volunteer-led community organizations developing impactful and innovative sport, culture, and recreation programs that meet the needs of the local community. The program is a partnership involving the Government of Saskatchewan, Sask Sport, SaskCulture and the Saskatchewan Parks and Recreation Association.

The goal of the program is to develop sport, culture and recreation opportunities by enabling communities to address the needs of local residents. This program also strives to implement the Framework for Recreation in Canada by focusing on Active Living, Inclusion and Access, Connecting People and Nature, Supportive Environments and Building Recreation Capacity. The funding also encourages broad-based community programs and a co-ordinated approach to planning sport, culture, and recreation activities.

The Saskatchewan Lotteries Community Grant Program will assist organizations in Moose Jaw achieve the goals of the Framework for Recreation in Canada 2015 which include;

- Active Living;
- Inclusion and Access;
- Connecting People and Nature;
- Supportive Environments; and
- Recreation Capacity.

### 2. Definitions

#### 2.1 Department

The Parks and Recreation Department of the City of Moose Jaw and staff.

## 2.2 Saskatchewan Lotteries

The Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation grants funds to eligible, non-profit volunteer led organizations in the areas of sport, culture and recreation. The Trust Fund receives its money from the net proceeds of Saskatchewan Lotteries ticket sales.

## 2.3 Target Populations

As defined by Saskatchewan Lotteries, populations such as indigenous people, seniors, women, youth at risk, economically disadvantaged, persons with a disability, and single-parent families.

## 2.4 Special Events

Events such as sport tournaments, cultural events and annual events, festivals, etc. within the City of Moose Jaw that will encourage visitors to Moose Jaw.

## 2.5 Framework for Recreation in Canada 2015

Document from Canadian Parks and Recreation Association which provides multiple pathways for individuals, community, and for our built and natural environments for a timely re-visioning of recreation's capacity for achieving wellbeing.

# 3. **Saskatchewan Lotteries Community Grant Program**

In conjunction with Saskatchewan Lotteries, the City of Moose Jaw will administer the allocation of funds to local, non-profit incorporated groups, which provide services of a sport, recreation, or cultural nature.

Eligible projects will be subject to review by the Parks, Recreation and Facilities Advisory Committee for recommendation of funding allocations to City Council.

Recommendations from the Parks, Recreation and Facilities Advisory Committee will be approved by City Council.

Decisions regarding the Saskatchewan Lotteries Community Grant Program funding are final and are not subject to appeal.

Funding will be administered in three grant categories which include Target, Base and Special Events.

## 3.1 Target Grant (30% of funding)

As required by Saskatchewan Lotteries, a minimum of 30% of funding received shall be used for programs which encourage more participation among target populations.

- Within the City of Moose Jaw, two-thirds (2/3) of the 30% shall be divided between the Cosmo Senior Citizens Centre and the Moose

Jaw and District Senior Citizens Association, based on a proportionate membership of the previous grant year.

- The remaining 10% shall be allocated to qualifying target group programs, which may include additional senior programs.

### 3.2 Special Event Grant (10% of funding)

A maximum of 10% of the annual funding received will be allocated to local organizations to host sporting event, cultural events, annual events, festivals, etc. in Moose Jaw that will encourage visitors. Any remaining funds not allocated will be transferred to the Base Grants for allocation.

#### Special Event Eligibility

- Bidding to host a Local, Provincial, Western Canadian, National, or International event;
- Hosting Local, Provincial, Western Canadian, National, or International athletic, recreational or cultural events;
- Local annual events at least two days long with a minimum of 50 participants of which 75% are non-resident;
- Developing an annual event, festival, celebration, etc. that will encourage visitors to Moose Jaw;
- Applications that are for new special events may be given priority over annual events; and
- Special events must be held in Moose Jaw.

Proof of participation may be requested in the form registration. Organizations maybe be requested to provide proof of the scope of their event including written confirmation from the sanctioning governing body. Presenters, leaders, spectators, officials, organizers, and special guests do not qualify as participants.

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|------------------------|---|
| • International Event  | Must be sanctioned by the international governing body and involve other countries. 75% of costs to a maximum grant of \$5,000.     |
| • National Event       | Must be sanctioned by National governing body and involve Provinces and/or Territories. 75% of costs to a maximum grant of \$2,500. |
| • Western Canada Event | Must be sanctioned by participant's provincial governing bodies and involve Western   |

Provinces. 75% of costs to a maximum grant of \$2,000.

- Provincial Event Must be sanctioned by the Provincial governing body and involve at least four (4) communities. 75% of costs to a maximum grant of \$1,500.
- Local Event 75% of costs to a maximum grant of \$1,000.

### 3.3 Base Grants (60% of funding)

After the allocation of Target Grants and the Special Events Grant, the remaining funds shall make up the Base Grants.

The Base Grants shall be allocated utilizing the following priority list:

- Base Grant 1 A minimum of 60% of the available Base Grant funding will be allocated to programs of this nature  
  
New, developmental, or ongoing programs recognized by the City of Moose Jaw and offered to the entire Community, with no direct participation, membership or registration fee.  
  
**NOTE:** This priority category can be expanded from time to time, at the discretion of the Committee, to include city wide programs that may have a fee attached to them or may increase the amount allocated in this category above the 60% funding cap
- Base 2 Grant New or developmental programs aimed at expanding participation within existing programs.
- Base 3 Grant One time or ongoing programs.

## 4. Eligibility

### 4.1 Funding Eligibility

- Be an active incorporation under the Non-Profit Corporations Act;
- A sport, recreation, and/or culture organization directly servicing the citizens of Moose Jaw;
- Not have any outstanding grant applications with the City of Moose Jaw;

- Organizations can apply for funding in each of the three categories. However, application forms will not be accepted in different categories for the same event or program;
- Applications that demonstrate a greater financial need may be given priority;
- Must address the goals of the Framework for Recreation in Canada 2015;
- Application of larger scale events may be given priority; and
- New applications may be given priority to ongoing annual events.

#### 4.2 Applicants Responsibilities

- Responsible for at least 25% of the total eligible expenses;
- Adhere to the program/project detail as outlined in their application;
- Submit the follow-up report within 60 days of the end date of the event or program or no later than May 31. If the deadline is not met funding will be denied for current programs and may be denied for future programs;
- Submit actual receipts for the event or program expenses or Audited Financial Statements. Bank statements, cheque stubs, quotes, or unpaid invoices will not be accepted; and
- Provide recognition that the projects are supported by the City of Moose Jaw and Saskatchewan Lotteries as participating sponsors during the program or event.

#### 4.3 Ineligibly Expenses

As defined by Saskatchewan Lotteries, the following expenses do not qualify for funding:

- Construction, renovation, retrofit, or repairs to buildings;
- Maintenance and operation costs of facilities that cannot be directly related to the provision of program or services;
- Alcoholic beverages;
- Membership fees in other organizations who are eligible to receive lottery funding;
- Prizes, trophies or plaques;
- Out-of-province activities and travel;

- Subsidization of full-time employee costs (Full-time means more than 35 hours per week for a period exceeding three (3) months;
- Food or food related costs; (this includes catering, supplies, coffee pots, coffee, cups, plates, utensils, etc.);
- Uniforms or personal items such as sweatbands, socks, protective equipment, or hats; and
- Conferences, meetings or AGM's.

## **5. Grant Application Process**

Application deadline is 4:00 p.m. November 30th each year for programs to operate between April 1st to March 31<sup>st</sup> of the following year.

### **5.1 Application Form**

- The Saskatchewan Lottery Community Grant Program Application form must be used to apply for funding. This form should be typed if possible. (fillable PDF available at [www.moosejaw.ca/grants](http://www.moosejaw.ca/grants));
- The contact person must be identified on the application, including name, address, email and phone number;
- If you require assistance, contact the Moose Jaw Parks and Recreation Department Phone (306) 694-4447 or email [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca);
- Ensure that your active Incorporation Number is included on the application;
- Provide a complete project description and budget with revenue and expenses. (attachments are welcome); and
- Answer all questions completely.

### **5.2 Late Application Policy**

Any application that is received after the deadline date is considered LATE. A late application may be considered but the applicant may not receive any funding for that particular grant year.

## **6. Method of Payment**

### 6.1 Grant Payments

Organizations will be reimbursed after the event and upon submission of the following:

- Completed Saskatchewan Lotteries Follow-up Report;
- Submission of actual receipts within the grant year to support expenses **OR** a Certified Audited Financial Statement;
- Proof of active incorporation status; and
- Proof of advertising that recognizes Saskatchewan Lotteries and The City of Moose Jaw.

Full grant funding will only be issued for eligible expense that equal the approved grant and approved program.

### 6.2 Retroactive Funding

The City will not provide retroactive funding for projects scheduled prior to the applicant's grant period.

### 6.3 Changes to the Spending Plan

A written request for a change in spending plan must be made to the City within the grant period. The change in spending plan must provide a detailed explanation of any new project and must be approved before you proceed.

## **7 Reallocations of Funding**

The Parks and Recreation Department may be authorized to administer and reallocate unused funds within the grant year on a case by case basis within the policy guidelines.