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January 3, 2017

**TO:** All Potential Community Grant Funding Recipients

**FROM:** City of Meadow Lake Parks and Recreation Department

**RE: 2017-2018 APPLICATION AND FUNDING GUIDELINES**

The Meadow Lake Parks and Recreation Department is now accepting applications for funding through the Community Grant Program for 2017/2018. To follow are application guidelines to explain the program. Please take the time to review this information in detail prior to completing the application form. This funding is to assist with projects that will be taking place between April 1, 2017 and March 31, 2018. All pertinent dates for your project(s) should be noted in your application.

Remember, your deadlines for application submissions are **Friday, March 31, 2017 and Friday, September 29, 2017**. Ongoing programs must submit a copy of their previous year's financial statements.

**Grants allocated at the Spring meeting must be completed and have the follow up information returned by September 15, 2017. Grants allocated at the Fall meeting will continue to have a completion deadline of March 31, 2018.**

If you have any questions regarding this information please do not hesitate to contact the City at 306-236-3622 or [recmanager@meadowlake.ca](mailto:recmanager@meadowlake.ca).



CITY OF MEADOW LAKE

**PARKS & RECREATION DEPARTMENT**



## **2017-2018 COMMUNITY GRANT PROGRAM**

Program Information and Funding Guidelines

**Grant Period**

**April 1, 2017 to March 31, 2018**

### **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 Meadow Lake Parks & Recreation Department, and are a partnership among Saskatchewan Parks & Recreation Association, Sask Culture, Sask Sport Inc, and Sask. Culture, Youth and Recreation. Funding for this Grant Program is generated through the sale of lottery tickets.

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

- (a) To provide access to sport, culture and recreation for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability.
- (b) To provide funds to community non-profit volunteer organizations in support of sport, culture and recreation programs.
- (c) To ensure that all participating groups are responsible for ensuring complete and accurate accounting.

The goal of the program is to get people involved in sport, culture and recreation activities by addressing the needs of our local residents.

### **II. Eligibility**

The City of Meadow Lake Parks & Recreation Department distributes funds to local non-profit volunteer community groups that provide sport, recreation and/or culture programs. Preference will be given to programs that encourage and identify participation among 'target populations' such as indigenous people, seniors, women, economically disadvantaged, disabled persons, youth at risk and single parent families. All of the following eligibility requirements must be met:

#### **(a) Basic Requirements**

- i) The applicant must be a non-profit community organization recognized by the City of Meadow Lake Parks & Recreation Department.
- ii) Individuals are not eligible for assistance.
- iii) Expenditures must be directly related to the operation of sport, culture, or recreation programs.
- iv) The organization must have objectives relating to sport, culture, and recreation.
- v) Projects are to be operated on a non-profit basis.
- vi) Groups receiving grants must publicly acknowledge Sask Lotteries.

(b) **Other Requirements**

- i) An organization may be limited to only one grant during each fiscal year (April 1 - March 31).
- ii) Projects should not duplicate existing services.
- iii) Organizations are responsible to ensure appropriate liability and participant's insurance are in place for events sponsored/funded by the Community Grant Program.
- iv) Religious organizations may be eligible, providing there is a clear distinction between the religious/educational and recreational programs.
- v) Projects supported must begin after the application deadline and will not be funded retroactively.

**III. Eligible Expenses**

Some eligible expenses are, but not limited to:

- (a) Expenses must be **directly related** to the delivery of a sport, culture or recreation program
- (b) Operation cost 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 \$500.00 per program
- (c) Facility Rent
- (d) Instructor fees and related costs
- (e) Equipment "deemed necessary to carry out the program"; should the organization cease operation, purchased equipment will become the property of the M.L. Parks & Recreation Department.
- (f) Program Supplies (ie. paper, clay, art/craft supplies, etc.)
- (g) Promotion and advertising of program
- (h) Educational upgrading in relation to program development

**IV. Ineligible Expenses**

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 cleaning staff, vacuum cleaners, telephones, service charges, property taxes, insurance, etc.)
- (c) Alcoholic beverages.
- (d) Food or food related costs. (This includes catering supplies, coffee pots, coffee, etc.)
- (e) Membership fees in other lottery funded organizations.
- (f) Prizes: cash, gifts, awards, trophies, plaques, and badges.
- (g) Out of province activities and travel.
- (h) Donations.
- (i) 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.
- (j) Uniforms or personal items such as sweatbands and hats.

**V. Application Procedure**

- (a) An application form may be picked up at City Hall located at 120 - 1<sup>st</sup> St. E., or you may obtain one from the City of Meadow Lake website at [www.meadowlake.ca](http://www.meadowlake.ca).
- (b) If the program is ongoing, a copy of the previous year's financial statements is required.
- (c) Be sure to include all of the information requested on the application form. Incomplete/late applications may not be considered, and may be returned to the organization to be completed properly.
- (d) **Application Deadline:** Application deadlines are Friday, March 31, 2017 and Friday, September 29, 2017. We encourage you to please plan ahead for your project.

**VI. Application Review Process and Payment**

- (a) The Parks & Recreation Manager will review all applications submitted to ensure all required information is submitted and forms are filled out accurately.
- (b) Expenses listed on the application will be reviewed to ensure they are 'eligible expenses'.
- (c) The Board will meet at the beginning of April and October to adjudicate the applications.
- (d) The Board retains the right to interview applicants to better assess the merits of the application.
- (e) Once a decision is reached whether funds are approved or not, organizations will be notified in writing of the status of their application.
- (f) As the City of Meadow Lake must account for every cent of grant money received and paid out through the Community Grant Program, there are guidelines that must be strictly followed by groups receiving funding.
- (g) Following the event, a Project Report Form must be submitted to Meadow Lake City Hall, which will include the following:
  - a COMPLETED Project Report Form
  - copies of receipts and cancelled cheques for all eligible expenses totalling or exceeding the value of the grant received (NOTE: all receipts or cheques must be dated within the appropriate grant period)
  - if acknowledgment of funding from Meadow Lake Parks & Recreation Board and Sask Lotteries Trust Fund is done through advertisements, programs, circulars, etc., please attach copies
- (h) Upon successful completion of these guidelines, payment will be made to the grant recipient.

**VII. Application Preferences**

- (a) The Board 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.

**VIII. Application Checklist**

- Have you included the name of the organization and a contact person with address and telephone number?
- Have you clearly stated a project name?
- Have you clearly stated the amount of funding being requested through the Community Grant Program?
- Have you indicated revenue generated through self-help and how these funds are generated?
- Have you clearly stated a place and time for this project to be completed?
- Have you indicated whether there is adequate insurance for this project?
- Does the application address a 'Target Population'?
- If an ongoing program, did you include a copy of the previous year's financial statements?
- Have you indicated a projected number of participants?
- Is the project open to participation by members of the entire community?
- Are the expenses noted on the application eligible? (see page 2 for ineligible expenses)

**IX More Information**

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

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Parks & Recreation Department  
Box 610, 120 - 1<sup>st</sup> Street East  
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