



SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

FOLLOW UP REPORT – 2023/2024

All future grant requests may be denied if the follow up report is late or unacceptable.

DUE DATE: This Follow Up Report must be submitted by March 31, 2024 – whichever occurs first. If the Follow Up Report is not received by the due date the approval will be rescinded and funding is forfeited.

CONTACT: If you require assistance, please e-mail knewton@rmcormanpark.ca

SUBMIT TO: Rural Municipality of Corman Park Office 111 Pinehouse Drive, Saskatoon Saskatchewan S7K 5W1 or by email to rm344@rmcormanpark.ca

GUIDELINES:

Financial verification:

Accurate and complete financial verification of expenditures is required. You must provide a complete, easy to follow summary of how and where the funding was spent.

- a) Provide **original receipts or copies of receipts** which will verify every expenditure made from grant funds; or an audited financial statement prepared by a registered Certified Management Accountant, Chartered Accountant, or Certified General Accountant (CMA, CA, CGA). The audited financial statement must clearly and separately identify the grant funds expended. If your organization's audit will not be complete before March 31, 2024 you must submit receipts.
- b) Wages paid to staff must be verified with copies of cancelled cheques, signed contracts, T4s or Record of Earnings.
- c) Invoices alone are NOT acceptable verification of expenses; an invoice accompanied by a copy of the cancelled cheque is acceptable.
- d) Internal forms such as cheque request forms and general ledger printouts are not acceptable as verification of expenses.

Eligible Expenses

- a) Expenditures must occur between **April 1, 2023 and March 31, 2024**.
- b) Only expenditures directly related to the program and approved as submitted in the application will be accepted.
- c) Eligible employment expenditures must be no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period); payments must be documented as instructor wages or as a lump sum payment for a contract for services.
- d) Operation costs of facilities that are directly related to a program are eligible for 25% of the total grant received for each program up to a maximum of \$500.00 per program (including cleaning staff). Communities receiving grant of \$2,000.00 or less will not be limited to 25% of the grant; however, non operational program costs are encouraged to enhance programming.
- e) Fireworks are eligible for 25% of the total grant received for each program to a maximum of \$500.00 per program. Communities receiving a grant of \$2,000.00 or less will not be limited to 25% of the grant; however, other program costs are encouraged to enhance programming.

Ineligible Expenses:

The following expenditures are NOT eligible under this grant program:

- a) Construction, renovation, retro-fit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- b) Property taxes;
- c) Insurance;
- d) Alcoholic beverages;
- e) Per Diems / Day Money;
- f) Food or food related costs (this includes catering supplies, coffee pots, coffee, BBQs, etc.);
- g) 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. **NOTE: Eligible employment expenditures must be no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours)**
- l) Uniforms or personal items such as sweatbands, hats, t-shirts, costumes, athletic equipment which will be used by only one individual;
- m) Private vehicles and related expenses
- n) Other expenses that the Saskatchewan Lotteries Trust Fund may deem inappropriate.