



# **COMMUNITY GRANT PROGRAM FOR SPORT, CULTURE AND RECREATION GUIDELINES**

**TRUST FUND FOR SPORT, CULTURE AND RECREATION**

## **2026-27 SASK LOTTERIES COMMUNITY GRANT PROGRAM**

The Sask Lotteries Community Grant Program provides funding to support local sport, culture, and recreation initiatives that enhance quality of life for residents of the Town of Foam Lake and the R.M. of Foam Lake No. 276. Administered by the Town of Foam Lake on behalf of Saskatchewan Lotteries, the program supports volunteer-led, non-profit organizations that create accessible and inclusive opportunities for community participation.

Eligible organizations may apply for funding for projects that directly benefit local residents and align with the program's objective of increasing participation in sport, culture, and recreation. Priority is given to initiatives that reduce barriers for under-represented populations, including Indigenous people, newcomers, seniors, persons living with disabilities, youth at risk, single-parent families, and individuals experiencing financial instability. Grants may be used for eligible program delivery costs but cannot be used for capital projects, fundraising activities, tournaments, food, alcohol, or other ineligible expenses outlined in the program guidelines.

**This application is for projects and programs taking place between April 1, 2026 to March 31, 2027.**

Applications are reviewed competitively by the Town of Foam Lake Leisure Services Committee based on community impact, project planning, and alignment with program objectives. Successful applicants must comply with program requirements, including acknowledging funding support, maintaining appropriate insurance, and submitting a complete follow-up report with supporting documentation. Organizations receiving more than \$2,000 must demonstrate that at least 30% of their funding supported programs benefiting under-represented populations.

For the 2026–2027 grant cycle, applications open on September 1, 2026, close on October 2, 2026, and successful applicants will be notified by November 6, 2026.

**For more information or to discuss your application, contact:**

Julia Schofer

Leisure Services Director | Town of Foam Lake

e. [recreation@foamlake.com](mailto:recreation@foamlake.com) | p. 306.272.3538 | in-person. 326 Main St, Foam Lake

## **PURPOSE**

The grant program assists in the development of sport, culture and recreation programs for Town of Foam Lake and R.M. of Foam Lake No. 276 residents by providing funding to non-profit community groups operated by volunteers.

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

- It provides access to sport, culture and recreation activities for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability.
- It provides funds to community non-profit volunteer organizations in support of sport, culture and recreation programs.
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

## **ABOUT THE PROGRAM**

The Sask Lotteries Community Grant Program is a partnership among Sask Sport, SaskCulture and the Saskatchewan Parks and Recreation Association.

The Town of Foam Lake administers the grant for community groups in the Town of Foam Lake and in the R.M. of Foam Lake No. 276, on behalf of Saskatchewan Lotteries.

## **ELIGIBILITY**

### **Who is eligible?**

Non-profit community groups operated by volunteers that provide the delivery of a sport, culture or recreation program.

### **Who is ineligible?**

For profit businesses, individuals, health districts, libraries, private schools, government agencies, educational institutions, universities, preschools, daycares and organizations that exist for the primary purpose of fundraising.

Schools are not eligible to apply by themselves but can apply in partnership with an eligible organization (such as a Community Association). Activities held in schools or organized by schools must be held outside of regular school hours; separate and distinct from the regular school curriculum, and not just for the students at a particular school.

## PROGRAM OBJECTIVE

The goal of the program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents. A portion of the total grant must be used for programs aimed at increasing participation for under-represented populations within your community.

The under-represented requirement can be met by including under-represented populations in regular programs and/or by creating special programs to meet their needs.

### Eligible Projects/Expenses:

#### Projects:

- Projects that focus on increasing participation in sport, recreation, or culture activities
- Projects that are predominantly for Foam Lake and the R.M. of Foam Lake No. 276 residents
- Projects that increase winter activity
- Priority will be given to projects serving the under-represented population (Indigenous people, economically disadvantaged people, newcomers, older adults (65 & up), persons with a disability, single parent families, or youth at risk).

#### Expenses:

- Fees for artists, instructors, leaders, and mentors
- Project equipment, supplies, facility rental, and other direct project costs
- Transportation for participants (taxi, bus, or rented vehicle)
- Elder Fees (maximum \$150/day); Elder helper fees (maximum \$50/day)
- Operation costs of facilities that are directly related to the project are eligible for 25% of the total grant received up to a maximum of \$500 (including cleaning staff)
- Employment expenditures that are no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period)
- All expenses for reimbursement must have receipts and occur within the grant period of April 1, 2026 – March 31, 2027.

### Ineligible Expenses/Projects:

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

#### Projects:

- Projects in family development, leadership, or other social service activities (e.g., parenting, family or personal counselling/development, board development)
- Projects that do not include appropriate safety plans
- Capital Expenses & Projects including:
  - Construction, renovation, retrofit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.)
- Sports tournaments or championships
- Fundraising initiatives
- Events that are economic development in scope
- Project or initiatives that show a profit
  - This may, at the Committee's discretion, lead to a reduction in your grant request amount to ensure revenues and expenses equal to zero.

#### Expenses:

- Property taxes & insurance
- Per Diems / Day Money
- Alcoholic beverages, food or food related costs (this includes catering supplies, coffee pots, coffee, BBQs, etc.)
- Membership fees in other lottery-funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Out-of-province activities and travel
- Donations
- 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)
- Uniforms or personal items such as sweatbands and hats
- Discounted admissions fees where no actual expense is being incurred by the organization
- Gaming systems/components, promotions items, printers, computes, laptops and furniture
- Other expenses that the Sask Lotteries Trust Fund or the Town of Foam Lake may deem inappropriate

#### Limitations:

- In addition to eligible programming expenses, 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 per program (including cleaning staff).

## APPLICATIONS

Applications from community organizations to the Town of Foam Lake must be submitted on or before October 2, 2026. Applications received after this deadline will not be considered.

**TIPS & TRICKS:** When completing your application, ensure that your grant request amount is identified in your revenues. Your total revenue (including the grant request amount) minus your expenses **MUST** equal to \$0.

For an application, see Appendix A.

Alternatively, you can email [recreation@foamlake.com](mailto:recreation@foamlake.com) or visit the Town of Foam Lake office (326 Main St) to get an application.

## ASSESSMENT PROCESS:

Applications will be evaluated by the Leisure Services Committee, a committee of the Town of Foam Lake Council. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

- Community Impact
  - There is evidence the project is relevant, accepted, and needed by the community.
  - There is evidence the project meets the goals and objective of the Saskatchewan Lotteries Community Grant Program.
  - The project demonstrates clear, measurable benefits to the community.
- Planning
  - The project is realistic, clearly presented and planned.
  - The budget for the project is reasonable and cost-effective.
  - The applicant demonstrates the skills and ability to manage the project.

## NOTIFICATION OF RESULTS

Applicants will be informed, in writing, of the results of their application by November 6, 2026.

The Town maintains the right to withdraw a grant award, upon notice to the grant recipient, in the following circumstances:

- There was a major and significant change to the grant project without the prior approval of the Town of Foam Lake.
- Funding for the grant program becomes unavailable.

- Any other time when the Town of Foam Lake or Sask Lotteries so determines.

## ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from Saskatchewan Lotteries and the Town of Foam Lake. Logos may only be used for the year in which the funding is provided.

Town of Foam Lake Funding Recognition will be provided to successful applicants with their award notification.

The Sask Lotteries logo, ads, and logo usage guidelines are available for download:

<https://sasklotteries.ca/funding-recognition/>

In addition, beneficiaries are eligible for additional Sask Lotteries marketing materials available at no charge as another way to acknowledge their support:

<https://sasklotteries.ca/funding-recognition/beneficiary-materials-order-form/>

## FOLLOW-UPS

The grant period is from April 1, 2026 to March 31, 2027. Completed Follow-ups can be submitted at any time during the grant year but are **due no later than April 30, 2027**.

Changes to your project: please notify the Town of Foam Lake of any significant change to the project before the change is made.

### Follow-up Submission:

For a printed follow-up, see Appendix B.

Alternatively, you can email [recreation@foamlake.com](mailto:recreation@foamlake.com) or visit the Town of Foam Lake office (326 Main St) to get a follow-up form.

## IMPORTANT DATES

Applications Open: September 1, 2026

Committee Approvals: October 2026

Applications Due: October 2, 2026

Follow Up Due: April 30, 2027

## APPENDIX A: LOCAL COMMUNITY GROUP APPLICATION FOR SASK LOTTERIES COMMUNITY GRANT FUNDS

|                                                                              |                      |  |
|------------------------------------------------------------------------------|----------------------|--|
| <b>Name of Community Group:</b>                                              |                      |  |
| <b>Contact Name:</b>                                                         |                      |  |
| <b>Phone:</b>                                                                |                      |  |
| <b>Project Description:</b>                                                  |                      |  |
| <b>Project Start Date:</b>                                                   |                      |  |
| <b>Proposed Revenues</b>                                                     | <b>Dollar Amount</b> |  |
| Community Grant Amount Requested                                             | \$                   |  |
|                                                                              | \$                   |  |
|                                                                              | \$                   |  |
|                                                                              | \$                   |  |
| <b>TOTAL PROPOSED REVENUES</b>                                               | \$                   |  |
| <b>Proposed Expenditures:</b>                                                | <b>Dollar Amount</b> |  |
|                                                                              | \$                   |  |
|                                                                              | \$                   |  |
|                                                                              | \$                   |  |
|                                                                              | \$                   |  |
|                                                                              | \$                   |  |
| <b>TOTAL PROPOSED EXPENDITURES</b>                                           | \$                   |  |
| <b>Total Balance (Total Proposed Revenues – Total Proposed Expenses = X)</b> | \$                   |  |

Signature of Contact Person: \_\_\_\_\_

Please return the completed form to the Town of Foam Lake office located at 326 Main St, email to [recreation@foamlake.com](mailto:recreation@foamlake.com) or mail to PO Box 57, Foam Lake, SK, S0A 1A0

For any questions, please reach out to Julia Schofer, Leisure Services Director, Town of Foam Lake.

e. [recreation@foamlake.com](mailto:recreation@foamlake.com) | p. 306.272.3538 | in-person. 326 Main St, Foam Lake

## APPENDIX B: COMMUNITY GRANT PROGRAM PROJECT FOLLOW-UP FORM

### Community Grant Program for Sport, Culture and Recreation Project Guidelines

#### Purpose

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

- It provides access to sport, culture and recreation activities for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability.
- It provides funds to community non-profit volunteer organizations in support of sport, culture and recreation programs.
- It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

#### Program Criteria:

- Each community group receiving a grant must submit a Project Report upon completion of the project.
- The Project Report must include the following:
  - A completed Community Grant Project Report Form; and
  - Receipts or an audited financial statement to verify expenditures
- Completed Project Reports and receipts are to be returned to the Town of Foam Lake office.
- Expenditures must be directly related to the delivery of a sport, culture or recreation project.
- Expenditures must occur within the grant period of April 1, 2026, to March 31, 2027
- Groups receiving grants must publicly acknowledge Sask Lotteries and the Town of Foam Lake within their activities.
- Any project initiatives that are aimed at increasing participation in any under-represented populations should be identified in questions 3, 4 and 5 of the Project Report Form.

#### Ineligible Expenditures

- Property taxes & insurance
- Per Diems / Day Money
- Alcoholic beverages, food or food related costs (this includes catering supplies, coffee pots, coffee, BBQs, etc.)
- Membership fees in other lottery-funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Out-of-province activities and travel
- Donations
- 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)
- Uniforms or personal items such as sweatbands and hats
- Discounted admissions fees where no actual expense is being incurred by the organization
- Gaming systems/components, promotions items, printers, computes, laptops and furniture
- Other expenses that the Sask Lotteries Trust Fund or the Town of Foam Lake may deem inappropriate

#### Limitations

- In addition to eligible programming expenses, 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 per program (including cleaning staff).

|                                 |  |                        |    |
|---------------------------------|--|------------------------|----|
| <b>Name of Community Group:</b> |  |                        |    |
| <b>Project Number:</b>          |  | <b>Grant Received:</b> | \$ |
| <b>Project Name:</b>            |  |                        |    |
| <b>Project date(s):</b>         |  |                        |    |

|                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>1. Which of the following categories would you consider your project?</b>                                                                                                                                                                                                                                                                                                            |                                                          |
| <input type="checkbox"/> Sport <input type="checkbox"/> Culture: <input type="checkbox"/> Cultural celebrations <input type="checkbox"/> Heritage <input type="checkbox"/> Literary <input type="checkbox"/> Music<br><input type="checkbox"/> Recreation <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts and crafts <input type="checkbox"/> Cultural Awareness |                                                          |
| <b>2. Please provide a brief description of the project:</b>                                                                                                                                                                                                                                                                                                                            |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |
| <b>3. Was this program aimed at increasing participation in any under-represented populations within your community?</b>                                                                                                                                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If <b>yes</b> , then continue to the next question. If <b>no</b> , then proceed to question 6.                                                                                                                                                                                                                                                                                          |                                                          |
| <b>4. Which of the following under-represented populations were included in your project?</b>                                                                                                                                                                                                                                                                                           |                                                          |
| <input type="checkbox"/> Seniors <input type="checkbox"/> Single parent families <input type="checkbox"/> Women<br><input type="checkbox"/> Economically disadvantaged <input type="checkbox"/> Indigenous people <input type="checkbox"/> New Canadians<br><input type="checkbox"/> Persons with a disability <input type="checkbox"/> Other: _____                                    |                                                          |
| <b>5. How were the above under-represented populations involved in the planning, operations and evaluation of this project?</b>                                                                                                                                                                                                                                                         |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |
| <b>6. What were the ages of the participants? (indicate as many as applicable)</b>                                                                                                                                                                                                                                                                                                      |                                                          |
| <input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 50+                                                                                                                                                                                                  |                                                          |
| <b>7. How many people participated in your project?</b>                                                                                                                                                                                                                                                                                                                                 |                                                          |
| <input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 50+                                                                                                                                                                                                  |                                                          |
| <b>8. How many volunteers were involved with this project?</b>                                                                                                                                                                                                                                                                                                                          |                                                          |
| <input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 50+                                                                                                                                                                                                  |                                                          |

**9. Where did the project take place?**
**10. What would you consider to be the most significant successes of this program?**
**Name:**
**Phone:**

**Please note:** This information may be used in Sask Lotteries promotional material. If we require further information, whom should we contact?

**11. How did you publicly acknowledge the Town of Foam Lake and Sask Lotteries as the source of funds for the project?**

- |                                                  |                                                          |                                       |                                         |
|--------------------------------------------------|----------------------------------------------------------|---------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Posters                 | <input type="checkbox"/> Word of mouth                   | <input type="checkbox"/> Newspaper    | <input type="checkbox"/> Bulletin Board |
| <input type="checkbox"/> Banners                 | <input type="checkbox"/> Speeches                        | <input type="checkbox"/> Newsletter   | <input type="checkbox"/> Social Media   |
| <input type="checkbox"/> Community Radio Station | <input type="checkbox"/> Promotions Items (Ex. t-shirts) | <input type="checkbox"/> Other: _____ |                                         |

| Description of Expenditures | Amount  | Receipts Attached        |
|-----------------------------|---------|--------------------------|
|                             | \$      | <input type="checkbox"/> |
|                             | \$      | <input type="checkbox"/> |
|                             | \$      | <input type="checkbox"/> |
|                             | \$      | <input type="checkbox"/> |
|                             | \$      | <input type="checkbox"/> |
|                             | \$      | <input type="checkbox"/> |
|                             | \$      | <input type="checkbox"/> |
| <b>TOTAL EXPENDITURES</b>   | \$ 0.00 |                          |

|                             |    |                          |    |
|-----------------------------|----|--------------------------|----|
| <b>Project Grant Amount</b> | \$ | <b>Attached Receipts</b> | \$ |
|-----------------------------|----|--------------------------|----|

I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that this report is a correct and true statement.

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**Project Coordinator Signature**


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**Date**

Appendix B: Page 3 of 3