

# Program Receipts Folder

## Saskatchewan Lotteries Trust Fund

### Community Grant Program

Attach this sheet to a folder, with all eligible program receipts included within, for the follow-up report. The goal of this grant is to get people involved in sport, culture & recreation activities.

Expense Item	Amount
<b>Total Amount of Receipts</b>	

Examples of **eligible** expenses and things to remember:

1. Direct program related costs, such as equipment, transportation, clinics, workshops, etc.
2. Expenditures must occur within the grant period of April 1 to March 31.
3. 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).
4. Honorariums may be considered if program plan demonstrates the requirement.

Examples of **ineligible** expenses include:

1. Construction, renovation, retro-fit and repairs to buildings/facilities.
2. Insurance.
3. Alcoholic beverages.
4. Per diems/day money
5. Food and food related costs (bowls, small appliances, utensils).
6. Membership fees in other lottery funded organizations.
7. Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges.
8. Out of province activities and travel.
9. Uniforms or personal items such as sweatbands and hats.

Other hints:

1. Take pictures of your receipts as soon as you get them, that way if they get filed or lost you still have record of them.
2. If you do not follow-up on this grant you become ineligible for all grants offered by the District, SaskCulture & Saskatchewan Parks and Recreation Association.

If you have more questions about the Saskatchewan Lotteries Trust Fund Community Grant Program contact:  
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