

2027 Guidelines



Land Acknowledgement

Community Investments acknowledges with deep respect that our work takes place on the traditional lands of the Treaty 4 Territory, a Treaty signed with 35 First Nations across Southern Saskatchewan and parts of Alberta and Manitoba, and the original lands of the Cree, Salteaux, Dakota, Nakota, Lakota and the homeland of the Metis. We recognize that these lands have been cared for by First Nations since time immemorial, and we are committed to learning from and with the communities whose territories we are privileged to work on.

The City of Regina owes its strength and vibrancy to these lands and the diverse indigenous Peoples whose ancestors footsteps marked this territory as well as those from around the world who continue to be welcome here and call Regina home.

Image: *Vision*
by David Garneau



Welcome



Thank you for your interest in the Community Investment Grant Program (CIGP): Sask Lotteries Community Grant Program (SLCGP).

The CIGP provides funding to support activities, programs, and initiatives that:

- Strengthen communities
- Create community benefits
- Promote inclusion
- Advance City of Regina (City) program priorities

The Sask Lotteries Trust Fund was created by volunteers in 1974. The Trust Fund revenue is generated through the sale of Sask Lottery tickets. Throughout Saskatchewan over 12,000 sport, culture, recreation and community groups benefit from the Trust Fund.

This guide has been written to help applicants understand:

- **What** is required in the **application**;
- **How** applications are reviewed;
- **What** information will be assessed;
- **What** may affect future funding; and
- **Where** to find reference information about eligibility, objectives and reporting requirements.

Please read these guidelines carefully before preparing your application.

SLCGP At A Glance

This section highlights the most important information applicants need to know when completing their form.

📅 Application Deadline: January 7, 2027 at 4:30 p.m.

Submit Your Report to: CommunityInvestments@regina.ca

Required information and documents

- ✓ SLCGP application
- ✓ Annual Financial Statements

- ✓ Insurance policy
- ✓ Program budget
- ✓ Logic model (optional)
- ✓ Letters of support (optional)

Important Updates and Reminders

1. A new budget workbook is required for all SLCGP applications and follow-up reports. The 2027 SLCGP Program Budget & Expenditure Verification Workbook is designed to be used throughout the funding cycle. Organizations will use the same workbook to:

- Application: Enter the proposed program budget, including anticipated revenues, expenses, and other funding sources.
- Follow-up Report: Return to the same workbook to enter actual expenditures and provide the required supporting evidence.

The workbook is intended to improve consistency, transparency, and verification of how SLCGP funding is planned and spent.

Additional details are required for employment and contract-service costs. Organizations must provide the information requested in the workbook for these expenses, including sufficient detail to demonstrate how the costs relate to the funded program.

The completed workbook is a required attachment for both the Application and Follow-up Report.

2. Additional Reminders:

- Applications **must be submitted by email**. See 'How to Submit Your Application' for submission requirements.
- **Late or incomplete applications may be deemed ineligible for review.**
- Organizations must remain **in good standing** with the Community Investment Grant Program to continue receiving funding. See 'Good Standing Status' (page 11) for more information.

Key Dates

Activity	Date
Application deadline	January 7, 2027, at 4:30 p.m.
Notification of results and funds distributed	March 30, 2027

Program Overview

The SLCGP assists in the development of sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers. The City of Regina administers the grant for community groups in Regina, on behalf of Sask Lotteries.

The goal of this grant program is to get people involved in sport, culture and recreation activities, especially those activities which encourage participation by underrepresented populations in our community.

Who is the program intended to support?

- children and teenagers (especially youth at risk)
- economically disadvantaged
- inactive seniors
- people with a disability
- single parent families; and
- women

Please refer to each section below for important program details. We also recommend reviewing the [Community Investment Grant Program Frequently Asked Questions \(FAQ\)](#) before submitting your report.

? Need Support with Your Submission?

We are committed to providing support to help you complete and submit your application. Community Investments staff can assist with:

- **Confirming** eligibility requirements
- **Explaining** application requirements
- **Answering** questions about forms, submissions and deadlines
- **Connecting** organizations with available supports and resources
- **Providing** assistance if you experience accessibility, cultural or language barriers

Contact Us

If you have questions or need assistance, please contact:

Community Investments

- **Phone:** 306-777-7507
- **Email:** CommunityInvestments@regina.ca

Are You Eligible to Apply?

Eligible Organizations

- Must be a registered non-profit community organization with active status.
- Must have been incorporated for at least one year before submitting an application.
- Must carry appropriate liability and participant insurance for any programs funded through this grant.
- Must comply with all applicable City of Regina bylaws, policies and permit requirements.

Ineligible Organizations

- Organizations with a current or projected deficit.
- Organizations that have not met the terms and conditions of any City funding program.

Program Eligibility

Eligible Programs

Programs must meet **all** of the following requirements:

- Focus on sport, culture, or recreation as their main purpose.
- Serve under-represented populations.
- Include under-represented populations in planning and delivery of the activities funded by the grant.
- Take place in Regina.
 - Programs may occur outside Regina **only if** the activity or facility is not available in the city.
 - In these cases, at least 80% of participants must be Regina residents.
- Run between April 1, 2027 and February 28, 2028.
- Primarily serve Regina residents.
- Be open to the general public and not discriminate based on age, economic status, ability, race, religion, gender, or ethnicity.

Low-priority programs

Programs that are available only to a small membership group, closed group or participants who meet restrictive entry criteria may receive lower priority. Examples include programs run by:

- daycares
- gymnastics clubs
- bands

Ineligible Programs

The following types of programs **cannot** receive funding:

- Capital projects such as playgrounds, athletic fields, parks, or facility development.
- Retroactive funding for activities already completed.
- Programs focused on education, social services, career development, or life skills (e.g., literacy, career counselling, résumé writing, computer classes, cooking, disease prevention, parenting).
- Staff development or training.
- Fundraising activities or sales events.
- Hosting or attending conferences.

What Can Funding Be Used For?

Eligible Expenses

Expenses must meet all of the following conditions:

- Direct program costs: Expenses must be **directly related** to delivering a sport, culture or recreation program.
- Program materials and instruction: Funding may be used for minor equipment, supplies, instructor wages, facility rentals and other direct program expenses.
- Essential transportation: Taxi, bus or vehicle rental costs may be approved if transportation is essential to the program's success.
- Short-term employment: Eligible employment costs must not exceed 35 hours per week and must be 90 days or less within the grant period (or 455 hours total). Contact the Community Investments team to confirm whether a specific employment cost is eligible.
- All expenses must occur within the grant period of April 1, 2027, and February 28, 2028.

Ineligible Expenses

The following expenses **cannot** be funded:

- Capital projects: Construction, renovations, retrofits, or repairs to buildings or facilities (e.g., fixing doors, roofing, flooring, moving dirt).
- Taxes and insurance: Property taxes and insurance costs.
- Alcohol or Cannabis
- Per diems: Day money or per diem payments.
- Food and food-related costs: Including catering supplies, coffee pots, coffee, BBQs, or food used for crafts.
- Membership fees: Fees for other lottery-funded organizations.
- Prizes and gifts: Cash, gifts, gift cards, awards, honorariums, trophies, plaques, or badges.
- Donations: Any charitable donations.

- Full-time wage subsidies: Funding cannot subsidize wages for full-time employees.
- Personal items: Uniforms or personal items used by only one individual (e.g., sweatbands, hats, t-shirts, costumes, personal athletic equipment).
- Private vehicle costs: Private vehicles and related expenses.
- Facility operations: Maintenance or operating costs for facilities.
- Entertainment and spectator activities: Movies, arcades, fairs, shows, or activities where participants are spectators rather than active participants.
- General administration: Administrative or operational expenses not directly tied to program delivery.
- Ongoing program subsidies; Grant funding cannot subsidize basic, ongoing programs, clubs, bands, leagues, etc. These costs must be covered by the organization's regular budget.

How Much Funding Can I Apply For?

The following guidelines apply:

- Organizations may request a maximum of \$30,000. This funding amount is subject to change at the discretion of Sask Lotteries Trust Fund.
- Funding may be requested for one program or multiple programs. Multiple program requests must be submitted through separate applications.
- There is no guarantee of funding. Applications may result in full, partial or no funding.
- Your organization must also comply with all applicable City bylaws, policies and permit requirements.

How to Submit Your Application

Important – Submission Process

To improve accessibility for applicants, staff, and adjudication committee members, SLCGP applications must now be submitted **by email only**. This updated process helps ensure that submitted documents are accessible throughout the review process. If you need assistance with the new submission process or have accessibility-related questions, please contact:

Accessibility Services

Email: Accessibility@regina.ca

Submission Requirements

Submit your completed application and all required attachments by email to:
CommunityInvestments@regina.ca.

To support accessibility, all submitted documents must be provided in one of the following formats:

- **Microsoft Word (.doc or .docx)**
- **Microsoft Excel (.xls or .xlsx)**

Please do not scan your completed application. Scanned PDF documents will not be accepted.

1 Submission Deadline

Applications must be received by: **January 7, 2027, at 4:30 p.m.**

For information about requesting additional time, please refer to the [Deadline Extension Policy](#).

Program Considerations and Scoring

Applications are evaluated and ranked using funding criteria and previous committee objectives, where applicable.

1. Funding criteria

Applications are evaluated using six equally weighted criteria.

Organizational Strength:

Can your organization successfully manage and deliver the program?

- History and current state of the organization as an incorporated non-profit organization.
- Insurance in place.
- Mandate of the organization.
- Accomplishments of the organization.
- Ability of the organization to undertake, manage and complete the proposed program.
- Financial status of the organization.
- Quality of the application and the completeness of the proposal.

Program Merit:

Is the proposed program well planned and a good fit for SLCGP?

- Extent to which the program supports the purpose of the grant.
- Objectives of the program.
- Participation by under-represented populations.
- Quality of the proposed program. Well planned and organized program.
- Grass roots program.

- Number of program hours offered.
- Program budget.

Community Need:

Is there a clear need for this program?

- Program need.
- Continuation of an existing program or a new program.
- Unique program.
- Community support.

Community Impact:

What difference will the program make?

- How the success of program will be determined; evaluation methods.
- Program benefits – For the community? – For the participants?
- Past program evaluation results.
- Number of participants that will benefit.

Accessibility:

What barriers might prevent participation, and how will you address them?

- Program is open to the general public.
- Barriers removed by design of the program.
- Barriers not removed by design of the program.
- Transportation and equipment costs.

Accessibility Consideration: Accessibility is more than physical access. Organizations are encouraged to consider affordability, transportation, language, communications, cultural inclusion, digital access and other barriers that may affect participation.

Financial need:

Why is SLCGP funding needed?

- Financial need of the organization.
- Impact if the program does not receive this grant.
- Ability of the organization to complete the project without financial assistance from this grant.
- Other grant funding applied for and/or confirmed.

2. Previous committee objectives

This only applies if your previous funding notification included an objective or recommendation from the SLCGP Grant Review Committee for your organization.

Organizations are expected to make reasonable efforts to address any Grant Review Committee objective(s), if provided, identified in the previous year's funding notification letter. Progress toward the objective(s) must be reported within the application and will be considered during funding determinations.

For additional guidance on preparing a strong application, refer to **Appendix A: Application Tips and Submission Checklist**.

✦ **Important:** Funding decisions are based on the information provided in your application. Provide clear, complete and evidence-based information that demonstrates the program's community need, intended outcomes and impact as well as your organization's capacity to deliver the program effectively.

Good Standing Status

The City recognizes that organizations may encounter challenges in meeting program requirements. Community Investments staff are available to provide support, answer questions and work with organizations to address concerns whenever possible. To remain in good standing with the CIGP, your organization must:

- Submit required applications and supporting documents by the deadlines.
- Follow the terms and conditions of your funding agreement.
- Keep accurate financial and program records that show how grant funding was used.

? **Need Help?** We understand that unexpected challenges can happen. If you are having difficulty meeting a requirement or deadline, contact Community Investments as soon as possible. Staff are available to answer questions, discuss your situation and work with you to identify solutions whenever possible.

If Program Requirements Are Not Met

If your organization does not meet program requirements, the City will generally work with you to resolve the issue before taking further action. Depending on the situation, the City may:

- Request additional information or clarification.
- Send reminders about outstanding requirements.
- Meet with your organization.
- Require a corrective action plan or additional reporting.
- Take other reasonable steps to address the issue.

If Compliance issues Continue

Repeated, significant or unresolved compliance issues may:

- Affect an organization's good standing;
- Impact current or future funding eligibility;
- Delay, reduce or withhold funding payments; or
- Require grant funds to be repaid.

Your organization's compliance history may also be considered when future funding decisions are made.

How Funding Decisions Are Made

Each application is reviewed through the following process:

Step	What Happens
1	Community Investment staff review the application for completeness and eligibility.
2	The SLCGP Grant Review Committee* evaluates the applications using assessment criteria and makes a funding recommendation.
3	The Director, Recreation & Cultural Services (or designate) makes the final funding decision.
4	Organizations are notified of the decision by email.

* The Review Committee is composed of volunteers from the community.

Notification of Grant Results

Organizations will be notified of their grant results by email from **Community Investments**.

Don't Miss Our Email

Add the email address CommunityInvestments@regina.ca to your safe sender or contact list to help ensure you receive grant notifications.

After You Receive Funding

Receiving SLCGP funding comes with a few responsibilities. Keeping good records and staying in touch with Community Investments will help your organization manage the funding and complete the Follow-Up Report.

1. Acknowledge Sask Lotteries funding

Organizations receiving SLCGP funding must publicly acknowledge the City and Sask Lotteries as a source of funding for the program. Information and approved

recognition materials will be provided with your funding notification. Sask Lotteries funding recognition materials can be found at <https://sasklotteries.ca/funding-recognition/>.

2. Use funding only for approved purposes

Use SLCGP funding only for the program and eligible expenses approved by the City. If your plans change or you are unsure whether an expense is eligible, contact Community Investments before using the funding for that expense.

3. Keep records and receipts

Keep accurate financial and program records throughout the funding period. Keep receipts and other records that show:

- what was purchased or paid for;
- the amount paid;
- when the expense occurred; and
- how the expense relates to the funded program.

Receipts must fall within the eligible funding period. Cheque request forms and general ledger printouts are not accepted as verification of expenses.

 **Tip:** Keep your receipts and program information together as you go. It is much easier than trying to gather everything when the Follow-up Report is due.

4. Submit your Follow-up Report

The Follow-up Report tells the City what happened and how the SLCGP funding was used. The report must include:

- actual program expenditures;
- copies of receipts verifying those expenditures; and
- information about how Sask Lotteries was publicly acknowledged as a source of funding.

The Follow-up Report is due **within one month of completing the program or by March 31, 2028, whichever comes first**. Meeting this deadline is important. A late report may affect the final grant payment and future City grant funding requests.

5. Receive the final payment

An initial payment of **80 per cent of the approved funding** is made following approval. The remaining **20 per cent** is released after:

1. the program has been completed;

2. the Follow-up Report has been submitted; and
3. the report has been reviewed and approved by the City.

Keeping your records up to date and submitting a complete Follow-up Report will help avoid delays in the final payment.

Appendices

The appendices provide additional guidance, reference material and tools to help you complete your application.

Please note: The appendices are provided for reference only. The official assessment criteria used to evaluate applications are described in the **Program Considerations and Scoring** section.

Appendix A: Application Tips and Submission Checklist

A strong SLCGP application clearly explains your program, who will benefit, why the program is needed, how it will be delivered and why funding is needed. Use the tips below to help prepare your application.

1. Check that your organization and program are eligible

Before you start your application, confirm that:

- your organization meets the SLCGP organization eligibility requirements;
- your program focuses on **sport, culture or recreation**;
- your program serves **under-represented populations**;
- under-represented populations are included in the planning and delivery of the funded activities;
- the program takes place in Regina, unless the out-of-Regina exception applies;
- the program primarily serves Regina residents;
- the program takes place within the eligible funding period; and
- the expenses you are requesting are eligible.

Review the Guidelines carefully before preparing your application.

2. Be clear about your program

Tell us what you are planning to do and what participation will look like. Consider including:

- What is the program?
- Who is it for?
- What activities will participants take part in?
- When and where will it happen?
- How many program hours will be offered?
- How many people do you expect to participate?
- How will the program be organized and delivered?

Tip: Be specific. Instead of saying “We provide recreation programming,” explain what participants will actually do and how often the program will take place.

3. Explain who will benefit

SLCGP places a particular focus on increasing participation among under-represented populations. Explain:

- who the program is intended to reach;
- how those participants will be involved;
- what barriers may affect their participation; and
- how your organization will encourage participation.

4. Explain the community need

Help the Review Committee understand why the program is needed. Consider:

- What need does the program respond to?
- Who in the community benefits from it?
- How do you know there is a need?
- Is the program new, continuing, or filling a gap in the community?
- What community support or partnerships exist?

5. Explain the expected impact

Describe what you hope participants and the community will gain from the program.

Consider:

- What benefits will participants experience?
- What benefits will the broader community experience?
- What changes do you expect to see?
- How will you know whether the program was successful?

Where possible, provide evidence such as participation numbers, feedback, evaluation results, testimonials, partnerships or other information that demonstrates impact.

6. Show how the program is accessible

Think about barriers that may make it difficult for people to participate. These may include:

- cost or affordability;
- transportation;
- physical access;
- equipment;
- communication or language;
- scheduling; or
- other barriers related to participation.

Explain what your organization is doing to reduce these barriers.

7. Explain your financial need

Clearly explain why SLCGP funding is important to the program. Consider:

- Why is this funding needed?
- What costs will the funding cover?
- What would happen if the program does not receive this funding?
- Can the organization deliver the program without this funding?
- What other funding has been requested or confirmed?

Make sure your budget supports the program you have described and includes only eligible expenses.

8. Demonstrate organizational readiness

The Review Committee also considers whether your organization has the ability to undertake and manage the proposed program. Your application should clearly demonstrate:

- relevant experience;
- appropriate insurance;
- organizational leadership and governance;
- financial responsibility; and
- the ability to deliver and manage the proposed program.

Before you submit

Use this checklist to review your application.

Eligibility and program fit

- ☐ My organization meets the SLCGP eligibility requirements.
- ☐ My program focuses on sport, culture or recreation.
- ☐ My program serves under-represented populations.
- ☐ I have explained how under-represented populations will be involved in the program.
- ☐ My program meets the location and funding-period requirements.
- ☐ I have confirmed that the expenses I am requesting are eligible.

Program plan

- ☐ I have clearly described what the program will involve.
- ☐ I have identified who will participate.
- ☐ I have included the expected number of participants and program hours, where applicable.
- ☐ I have explained how the program will be delivered.

Community need and impact

- ☐ I have explained why the program is needed.
- ☐ I have identified who benefits from the program.
- ☐ I have described the expected benefits or outcomes.
- ☐ I have included relevant evidence of community need or impact, where available.

Accessibility

- ☐ I have identified barriers that may affect participation.

- ☐ I have explained how our organization will reduce or address those barriers.

Financial need and budget

- ☐ I have explained why SLCGP funding is needed.
- ☐ My budget is reasonable and connected to the proposed program.
- ☐ I have included eligible expenses only.
- ☐ I have identified other funding that has been requested or confirmed, where applicable.

Supporting documents and final review

- ☐ I have completed all required sections of the application.
- ☐ I have included all required attachments.
- ☐ The information in my application is clear, accurate and complete.
- ☐ Information is consistent across the application and supporting documents.
- ☐ I have submitted my application in the required format.
- ☐ I have submitted my application to CommunityInvestments@regina.ca before the deadline.