

## Requirements to receive funding:

- Follow-ups are due 30 days after your program/event is complete or at the latest April 30<sup>th</sup>, 2026 to the Pilot Butte Parks and Recreation Office
- Submit a complete follow-up report form for the grant your organization received
- Receipts dated from within the appropriate grant period
- Cheque Request Forms and General Ledger Print Outs are not eligible for verification of expenses unless supported by actual receipts
- A description of how Saskatchewan Lotteries was publicly acknowledged as the source of funds for the program/event
- **Saskatchewan Lotteries has changed their logo. Please ensure you are using the most recent logo by visiting <https://sasklotteries.ca/funding-recognition/>**

Approved grant funds will be released to approved applicants in two (2) installments; fifty percent (50%) of the approved amount up front, followed by the remaining fifty (50%) upon submission of a completed follow-up forms and copies of supporting documentation for eligible expenditures. All receipts must be dated with the appropriate grant-spending period.



## Saskatchewan Lotteries Community Grant 2025/2026

To provide access to sport,  
culture and recreation  
activities for all Saskatchewan  
people regardless of age, sex,  
ethnicity, along with economic  
status, physical or mental  
ability.



Town of Pilot Butte

Recreation Department  
222 Diamond Place  
Pilot Butte SK

Mathew Rathwell  
Recreation Program Coordinator  
Phone: 306-781-6253  
Fax: 306-781-4477  
Email: [programs@pilotbutte.ca](mailto:programs@pilotbutte.ca)

## Community Grant Program

2025 - 2026 with Saskatchewan  
Lotteries





## Purpose

This grant is to assist programs and events to increase participant involvement in the development of sport, culture and recreational programs.

## Eligibility

- Only non-profit organizations, groups or clubs recognized by the Town of Pilot Butte are eligible to receive funding;
- Individuals are not eligible for assistance;
- Expenditures must be directly related to the operation of sport, culture and recreation programs, activities and events within Pilot Butte's regional area. The majority of the participants must reside within Pilot Butte's regional area;
- Organizations, groups or clubs must publicly acknowledge Saskatchewan Lotteries within their activities;
- Organizations, groups or clubs are responsible to ensure appropriate liability and participant's insurance are in place for events sponsored or funded by the Community Grant Program;
- **Saskatchewan Lotteries recently changed their logo. Please ensure you visit Saskatchewan Lotteries website to have updated logo;**
- Funding may be requested for one program or multiple programs under the same application form

## Eligible Expenses

Please ensure that these expenses are directly associated with the delivery of a sport, culture or recreation program or event.

- Facility rentals to run program or event
- Art and craft supplies
- Sport equipment that stays with the program
- Advertising and promoting of the program/event
- Entertainment, coaches, performers or artists

## Criteria

The Parks and Recreation Department and the Pilot Butte Parks, Recreation, Arts and Culture Advisory Committee will use a rating system that will include but is not limited to the following criteria:

- Meet basic eligibility requirements
- Application is submitted on time and is filled out correctly
- Programs or events have grassroots focus
- Programs or events are new, innovative and/or offers variety
- Organization, group or club does not have a large surplus of other funds



## Ineligible Expenses

Please keep in mind the following ineligible expenses while applying for the grant:

- Construction, renovation, retro-fit and repairs to buildings/facilities (includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
- Maintenance and operation costs of facilities;
- Property taxes and insurance;
- Alcoholic beverages;
- Honorariums, Per Diems, Donations;
- Food or food related costs;
- Membership fees in other lottery-funded organizations;
- Prizes, cash, gifts, awards, trophies, plaques and badges;
- Out of province activities or travel;
- Uniforms or personal items;
- Subsidization of wages for full-time employees; and
- Gaming systems/components, promotional items, printers, computers, laptops and furniture

## Grant Funding Timeline:

Grant Applications Due:  
May 9th, 2025

Programs/Events:  
April 1<sup>st</sup>, 2025 and March 31<sup>st</sup>, 2026

Follow-up Reports Due:  
30 days after completion of program/event  
or no later than April 30<sup>th</sup>, 2026