



# **2016-2017 Take the Lead!® Training Assistance Program Application Package**

*Take the Lead! provides youth with an opportunity to take responsibility for making positive contributions in their schools and communities.*

Saskatchewan Parks and Recreation Association  
#100-1445 Park Street  
Regina, Saskatchewan  
S4N 4C5

**August 2016**

Supported by:





## Training Assistance Program

### 1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) is dedicated to increasing play opportunities throughout the province of Saskatchewan via education, promotion and coordination of resources.

### 2. Purpose

The purpose of the Training Assistance Program is to support schools and community organizations in the Province, who are interested in implementing Take the Lead! in order to:

- Increase physical activity opportunities for youth
- Reduce instances of negative behaviour in youth during play time
- Increase youth leadership by providing opportunities for youth to take responsibility for planning and implementing play activities for their peers

### 3. Background

Take the Lead! is a program focused on leadership skill development and increased physical activity in youth aged 11-14. The purpose of Take the Lead! is to train and mentor young people so they can lead active play opportunities throughout the day (i.e. at noon hour, recess time and after school time) with a positive behaviour and attitude. Youth aged 11-14 are taught leadership skills and games. They utilize this knowledge to provide active and safe play opportunities for their peers. Community or school volunteers are trained as Leadership Coaches and mentor the youth through the planning and implementation process. **Leadership Coaches must have attended or will attend Take the Lead! Leadership Coach training and be willing to spend time assisting the youth with the program throughout the year.**

#### **Take the Lead! Outcomes:**

- Student leaders demonstrate leadership qualities and self-confidence
- Youth are physically active for a minimum of 30 minutes per day in the school environment, to help achieve the goal of 60-90 minutes of physical activity per day
- There are safe active play areas for youth
- Increased time dedicated to active, fun play during school recess, noon hour and after school
- Strengthened capacity of schools and communities to support physical activity for youth

### 4. Eligibility

The Take the Lead! Training Assistance Program is available to any school or community organization in Saskatchewan that is dedicated to implementing Take the Lead!, and supporting individuals interested in becoming trained or maintaining their work as a Take the Lead! Leadership Coach.



## 5. Available Assistance

Funds will be administered up to a maximum of \$350.00 per applicant. Funding **must be utilized to implement Take the Lead! in your school or community**. This includes training Leadership Coach(es) and Youth Leaders to run Take the Lead! in your community or school.

Eligible expenses include:

- Expenses associated with training Leadership Coach(es) and Youth Leaders (i.e. facilitator fee, facility cost, mileage, meals, substitute teacher costs, travel, etc.)
- Purchasing equipment that will be used to support delivery of the program and training obtained by the Leadership Coach. Note, examples of relevant equipment are available upon request and are based on the former Take the Lead! Start-up Equipment Kits.
- Incentives for Youth Leaders and/or costs incurred from recognizing Youth Leaders' dedication to Take the Lead!

The Take the Lead! Training Assistance Program is financially supported through the 2010 Saskatchewan Legacy Fund.

## 6. Application Process

Applicants are encouraged to consult with SPRA prior to making the application.

The Take the Lead! Training Assistance Program opens for applications on September 1, 2016 and closes on February 28, 2017. However, the funding is capped and once the funds are allocated the Training Assistance Program will be considered closed. This may occur before the closing date. Applications will be processed on a first come, first serve basis. Applications will be reviewed upon submission. All applicants will be notified of the status of their application. All funding decisions are final and will not be revisited or subject to appeal.

**Once an application is approved, applicants will receive 75% of the funding. The remaining 25% will be forwarded once the follow up requirements are met. Funds granted through the Take the Lead! Training Assistance Program may only be used for the purpose stated in the application. Funds are not transferable. Funds that are not used, or used inappropriately, must be returned to SPRA.**

Failure to meet the above funding obligations to the satisfaction of SPRA will be grounds to withhold the final payment and restrict access to future funding.

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## 7. Follow-up Requirements

Successful applicants will be **required** to complete the Take the Lead! Annual Survey and provide proof of expenditures.

The Annual Survey will be made available via Survey Monkey on April 15, 2017. The link will be forwarded to successful applicants. Applicants will be required to complete the section identified for Training Assistance Program recipients.

*The data generated from this survey will be utilized by SPRA to further develop the program. SPRA is dedicated to providing training opportunities that are relevant to the sector, and feedback from your school or organization will provide us with ample opportunity to do so.*

In addition to the Annual Survey, SPRA requires the following financial accountability for the complete funding amount: photocopies of actual receipts, cancelled cheques or a schedule from the audited financial statement of the school or community organization that verifies expenditures. **Funds will not be allocated retroactively and any expenses incurred prior to approval will not be considered.**

SPRA would like to showcase the impact this funding has had in your school or community organization. In order for SPRA to demonstrate how your community has benefited from this funding, **please send us pictures, videos and written testimonials.**

**SPRA is more likely to use your photo and videos when a release form has been signed** by the participants or their legal-representative. If the school and/or community organization does not have an established release form, SPRA's release form can be used and the completed forms can be submitted with your follow-up report.

SPRA's photo release form can be accessed at:

<http://www.spra.sk.ca/resources-and-advocacy/advocacy/photography/>

**SPRA reserves the right to request a refund of the approved amount from those that do not submit the follow-up requirements.**

## 8. Submitting Your Application

Contact SPRA at 1-800-563-2555 for more information or with any questions pertaining to Take the Lead! Training Assistance Program. We welcome your feedback on this and other SPRA programs and services.

Submit your completed Application Form to:

**Andrew Millard**

**Assistant Consultant – Grants and Funding**

Saskatchewan Parks and Recreation Association

#100 - 1445 Park Street

Regina, SK S4N 4C5

Phone: (306) 780-9471

Toll Free: 1-800-563-2555

Fax: (306) 780-9257

Email: [amillard@spra.sk.ca](mailto:amillard@spra.sk.ca)



## Application Form

School or Organization Information				
School or Organization Name:				
School or Organization website:				
School Principal ( <i>if applicable</i> ):				
Please indicate if you are new to Take the Lead!®			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mailing Address:				
City:		Postal Code:		
Population of School or Organization		Estimate # of Youth Leaders to be Trained		
Primary Contact Information				
Name:				
Position ( <i>i.e. Teacher, Volunteer</i> ):				
Phone Number:				
Email:				
Please Indicate the best form of contact:		<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Both
Leadership Coach(es) Information ( <i>if different from above</i> ) Indicate all who are or will become trained				
Name:				
Position ( <i>i.e. Teacher, Volunteer</i> ):				
Phone Number:				
Email:				
Please Indicate the best form of contact:		<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Both



### Program Information

**Why does your school or community organization want to participate in Take the Lead!?**

*Please provide a short paragraph on how the Take the Lead! program will benefit your school or community organization.*

### Demonstration of Need

**Why is your school or community organization seeking financial assistance to implement Take the Lead!?**

*Please provide a short paragraph on what your school or organization intends to do with the funds.*

### Estimated Expenses

*\*Estimated expenses, finalized spending and receipts are to be submitted with the Final Report.*

Expenses	
Total:	\$



## Implementation Plan

Please indicate approximate dates for the following:

Actions	Date
Take the Lead!® Leadership Coach(es) are trained	
Take the Lead!® Youth Leaders are trained	
Take the Lead!® is implemented	
The program will run _____ days/week	
The program will run for _____ weeks	
Take the Lead!® (midterm) Follow-up Workshop *Optional	
Submit Final Report	

## Understanding the Agreement:

The above mentioned School, Leadership Coach(es), Principal and other school staff are in support of the Take the Lead! program by:

- Committing to the components of the program (training).
- Supporting the trained Leadership Coach(es) and Youth Leaders in their Take the Lead! goals.
- Working with the Saskatchewan Parks and Recreation Association.
- Completing the follow-up requirements by May 31, 2017.

The above mentioned Leadership Coach, Principal and school/community organization commit to the program for the duration of the 2016-2017 school year. It is understood that this application will be reviewed and if approved, all parties accept participation in Take the Lead!.

We agree to commit to the training components of the program and understand that a failure to do so will be considered in the selection of the school or community organization in future applications.

\_\_\_\_\_  
Signature of **Primary Contact**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **Leadership Coach**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **School Principal** or Organization Representative

\_\_\_\_\_  
Date

*\*If applying on behalf of a School, the principal's signature is  
required for the application to be considered for funding*