

2016



Photo courtesy of Red Cross

Application deadline: October 31, 2016



Saskatchewan
Parks and Recreation
Association

First Nation Member's Recreation Grant

The SPRA First Nation Member's Recreation Grant assists First Nation members to develop recreation opportunities in the First Nation communities within Saskatchewan.

Supported by:





SPRA First Nation Member's Recreation Grant

1. Introduction

The Saskatchewan Parks and Recreation Association First Nation Member's Recreation Grant is specific to the Recreation Section of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation. It is managed and administered by the Saskatchewan Parks and Recreation Association (SPRA).

The amount of funding available for First Nation Member programs, like all other SPRA grants in any given year, depends upon the availability of Lottery Funds in the Recreation Section for that specific year.

2. Purpose

The purpose of the SPRA First Nation Member's Recreation Grant is to assist First Nation members in developing recreation opportunities in First Nation communities within Saskatchewan. This grant will focus solely on the development of recreation opportunities for First Nation people of Saskatchewan. Recreation plays a key role in promoting healthy lifestyle choices, and should be available to all Saskatchewan residents.

The SPRA First Nation Member's Recreation Grant is a one-time-only grant, and will fund a one-time-only recreation opportunity. The successful applicants will have outlined how their program will promote the continued development of recreation in their community.

There is an opportunity for other sectors within the community to partner, but the application must be submitted by the recreation department or contact.

3. Eligibility

The SPRA First Nation Member's Recreation Grant is available to First Nation communities who are **Active members** of SPRA.

Please note that:

- The contact name on the application must be the contact name on the SPRA membership
- Tribal Councils are not eligible for funding
- Communities that have not fulfilled the requirements of the 2015 grant will not be eligible to receive funding in 2016

Operating costs of facilities that are directly related to the recreation program opportunity cannot exceed 25% of the total grant for each program, up to a maximum of \$500 per grant.

4. Ineligible Expenditures

Criteria established by the Saskatchewan Lotteries Trust Fund states that the following are not eligible for support from Lottery Funding:

- Capital expenditures, assistance for the construction, renovation or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
 - Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations
 - Property taxes, insurance
 - Alcoholic beverages
 - Cash prizes
 - Off continent travel
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SPRA First Nation Member's Recreation Grant

Other expenditures that are deemed ineligible by SPRA for this grant include:

- Subsidization of wages or honorariums
- Uniforms or personal items such as hats or sweatbands
- League fees and any expenses associated with participating in a league

5. Available Assistance

A maximum of \$2,000 is available to First Nation communities who are Active members of SPRA. Preference may be given to applications that show self-help.

Allocation amounts will be determined, to maximize the benefits of the SPRA First Nation Member's Recreation Grant program in a fair and equitable manner. Communities that apply for more than one opportunity are requested to prioritize their applications.

6. Application Process

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

All applications must be received by SPRA, or be postmarked on or prior to the deadline date of **October 31, 2016**.

SPRA will review the applications, to confirm that basic eligibility requirements have been met. The SPRA Member's Initiative Grant (MIG) Adjudication Committee reviews eligible applications for funding consideration.

The MIG Adjudication Committee evaluates the application against the program objectives and criteria through a weighted scoring method.

Applications will be reviewed approximately three weeks after the deadline and applicants should know the outcome of their application approximately four weeks following the deadline date.

The MIG Adjudication Committee is guided by Terms of Reference that support the Policy Direction approved by the SPRA Board of Directors. Funding decisions of the MIG Adjudication Committee are final, will not be revisited and are not subject to appeal.

Programs will not be funded retroactively and any program beginning prior to the application deadline will not be considered.

75% of the total amount granted to a program will be forwarded with confirmation of program approval. The remaining 25% of the grant will be sent to the organization, upon receipt and acceptance of the Follow-up Report.

Late applications will not be processed.



SPRA First Nation Member's Recreation Grant

7. Funding Obligations

All funds must be used within six months of the approval date.

Where possible, communities receiving grants must publicly acknowledge Saskatchewan Lotteries and SPRA within their activities. Promotional materials will be made available to successful applicants.

Funds granted through the SPRA First Nation Member's Recreation Grant program may only be used for the purpose stated in the application and the funds are not transferable. SPRA must approve, in writing, any significant change in the use of funds. **Unused funds, or funds that were spent incorrectly, must be returned to SPRA.**

Grant payments will not be made if an applicant has any outstanding grant Follow-up Reports with the Saskatchewan Lotteries Community Grant Program, SPRA or the Saskatchewan Lotteries Trust Fund.

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

8. Privacy

The protection of information is important to SPRA. We, as an organization, are committed to protecting the privacy of our members, volunteers, partners and employees. Our commitment is to maintain the confidentiality of your information and preserve your right to privacy.

SPRA will collect, use and disclose funding information in order to adjudicate this grant. SPRA reserves the right to promote and advertise the grant recipients and programs.

9. Follow-up Requirements

Successful applicants will be required to submit a Follow-up Report within forty-five days of the program completion. Follow-up Report forms will be forwarded to successful applicants.

The Follow-up Report must include evidence of how the program had an effect on your community.

SPRA would like to showcase the impact that this funding has had in your community. 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 photos and videos when a release form has been signed by the participants or their legal representative. If your community does not have an established release form, SPRA's release form can be used and 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/>

In addition to the completed Follow-up Report, SPRA requires the following financial accountability for the complete grant amount: photocopies of actual receipts, cancelled cheques or a schedule from the community's audited financial statement which verifies program expenditures.



SPRA First Nation Member's Recreation Grant

SPRA reserves the right to request a refund of the grant amount from members that do not submit the required Follow-up Report information.

10. Application Requirements

The following information must be included in the application. Approval of applications will be based on all the areas listed below being completed in submission of the application.

a) Contact Information

- Include the name of the Active member, contact person, telephone number, address, email address, program name, amount of funding requested and program start and completion date(s).

b) Opportunity Proposal

- Include a detailed description of the program, target group and how the need for the program was determined.

c) Community Recreation Development

- The application must outline how the program will promote the continued development of recreation within the community.

d) Program Outcomes

- Identify the impact, changed state or benefit that will be achieved in the lives of the people as a result of their participation in the program.

e) Budget

- Complete a proposed Budget using the following outline:
 - List of revenue (including SPRA First Nation Member's Recreation Grant request, partnerships, other grants, fees and all self-help funds)
 - List of expenses (including promotion, registration, equipment, transportation and all expenditures)

Note: The application must have a balanced budget (revenues and expenditures are equal)

f) Action Plan

- Include a projected Action Plan, with proposed timelines.

g) Evaluation

- Outline how the program will be evaluated.
 - The Evaluation needs to measure how the program achieved the stated outcomes.
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SPRA First Nation Member's Recreation Grant

Contact SPRA at 1-800-563-2555 for further information, or for clarification of any information pertaining to this grant program. We welcome your feedback on this and other SPRA programs and services.

Please include four copies of all grant applications and supporting documentation prior to the October 31, 2016 deadline.

Mail four complete copies of the grant application to:

First Nation Member's Recreation Grant
SPRA
100 - 1445 Park Street
Regina, Saskatchewan
S4N 4C5



SPRA First Nation Member's Recreation Grant

Application Form

This application form is to be used as the format required for the grant. If there is not enough room for information, attachments will be accepted. If the applicant is going to use this template for the application process, please print clearly. Illegible applications cannot be processed.

SPRA Member Name: _____
(Community)

Contact Information:

Name: _____ Position: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Program Name: _____

Amount of Funding Requested: \$ _____

Program Start Date: _____ Program Completion Date: _____

Opportunity Proposal:

Program Description: _____



SPRA First Nation Member's Recreation Grant

Target Group: (i.e. youth, seniors, inactive, etc.) _____

How was the need for the program determined? _____

Community Recreation Development:

How will this program promote continued development of recreation within the community? _____

Program Outcomes: (The impact, changed state or benefit that is achieved in the lives of the participants)

Budget:

Revenue		Expenses	
1. SPRA Grant	\$	1.	\$
2.	\$	2.	\$
3.	\$	3.	\$
4.	\$	4.	\$
5.	\$	5.	\$
Total Revenue: \$		Total Expenses: \$	



SPRA First Nation Member's Recreation Grant

Action Plan: (Proposed timeline for planning and implementation of the program)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Evaluation: (How will you determine if the outcomes are achieved?)

I, _____ (contact individual – please print), will be responsible to ensure that the above-mentioned event will be offered on the outlined date. If the event is not offered, I will be responsible for informing SPRA.

Signed: _____ Date: _____