



SPRA June is Recreation & Parks Month Celebration Initiative Grant



Grant Information

1. Introduction

Recreation and parks opportunities are an integral part of the health and quality of life of Saskatchewan residents. The Saskatchewan Parks and Recreation Association's (SPRA's) *June is Recreation & Parks Month (JRPM) Celebration Initiative Grant* provides a foundation from which to launch activities, to increase awareness of the benefits of participation in recreational activities and to have access to parks and open spaces. Increasing citizen participation is one of the best ways that health care costs can be reduced and social cohesion can be enhanced. Participation encompasses play, fitness, sports and outdoor activities such as gardening, walking, biking, arts and cultural pursuits. Involvement assists individuals to develop and maintain social, emotional and physical well-being.

2. Purpose

SPRA would like to acknowledge the continued impact that the JRPM – *Celebration Initiative Grant* has on the recreation and parks services in Saskatchewan. In 2017, SPRA is pleased to have the opportunity to offer financial assistance to JRPM Ambassadors, through supporting communities and agencies that are Active members of SPRA. Through this funding program, SPRA is able to:

- Support localized promotion of the sector's benefits
- Ensure that June will be recognized as *June is Recreation & Parks Month*
- Support planned events or programs

3. Funds Available

SPRA Active members that are registered in the JRPM Ambassador program, and plan to deliver a community wide event, can apply for the funding. SPRA will contribute a maximum of \$500 per Active member. Only one grant per eligible applicant will be processed and funds for retroactive expenses will not be approved. Funding will only be distributed to the Active member, as payment will not be issued to individuals.

4. Eligibility

- Active members of SPRA are eligible to apply
- Communities that have outstanding follow-up reports for other SPRA grants are not eligible
- Communities that are registered as a JRPM Ambassador and conduct an event that runs between June 1 to June 30, 2017 are eligible

5. Funding Obligations

All funds must be used by June 30, 2017. All follow-up material must be submitted by Friday, August 11, 2017.

Where possible, groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the Saskatchewan Parks and Recreation Association within their events. Funds granted through the SPRA JRPM *Celebration Initiative Grant* may only be used for the purpose stated in the application. Funds are not transferable and SPRA must approve, in writing, any significant change in the use of funds. **Funds that were spent incorrectly will not be reimbursed by SPRA.**

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Supported by:





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Grants will not be approved if an applicant has any outstanding grant follow-ups 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 payment and restrict access to future funding.

6. Application Process

Applications will be accepted from May 11, 2017 to June 15, 2017. Applications will be processed on a first come, first served basis. The *Celebration Initiative Grant* funding is capped and once the funds are allocated, the Grant will be considered closed. This may occur before the June 15, 2017 deadline.

Approved applicants will be notified that their event has been approved. Funding will be released when the Follow-up Form and event receipts are submitted to SPRA.

7. Eligible Expenses

Includes promotional materials, entertainment or the purchase of JRPM promotional items.

Examples of eligible expenses (but not limited to):

- Posters
- Decorations
- Sound equipment rental
- Entertainment costs
- Tent rental
- Pins
- JRPM promotional items

8. Ineligible Expenses

Examples of ineligible expenses (but not limited to):

- Capital expenditures
- Alcoholic beverages
- Cash prizes
- Food expenditures
- Out-of-province travel
- Payroll expenses

9. 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 collects, uses and discloses funding information in order to adjudicate this Grant. SPRA reserves the right to promote and advertise grant recipients and events.

June is Recreation & Parks Month contact information:

Andrew Exelby, SPRA Consultant – Parks and Open Spaces
Saskatchewan Parks and Recreation Association

100 – 1445 Park Street

Regina, SK S4N 4C5

Phone: (306) 780-9262

Email: aexelby@spra.sk.ca



**SPRA June is Recreation & Parks Month
Celebration Initiative Grant
Application Form**



Grant Application Form

In order for this form to be reviewed, the form must contain all information and be signed. The applicant should already be registered as a 2017 JRPM Ambassador **or** a completed 2017 Ambassador Program - JRPM Celebration Registration Form should be attached. Funding will be allocated from May 11 to June 15, 2017.

Community/Organization Name: _____

Contact: _____ Position: _____

Address: _____

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

Telephone: _____ Fax: _____ Email: _____

Brief Description of the Event: *Briefly outline the event and how it will promote the June is Recreation & Parks Month Celebration Initiative Grant within the community.*

Date of the Event: _____

Budget: *Please indicate how the funding will be spent.*

Revenue	Expenses
SPRA JRPM – <i>Celebration Initiative Grant</i>	
Total Revenue	Total Expenses

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.

Signature: _____ Date: _____

Grant Applications can be submitted by mail, emailed to aexelby@spra.sk.ca or faxed to (306) 780-9257. Email or fax is recommended to expedite the application.

Saskatchewan Parks and Recreation Association
Attn: Andrew Exelby, Consultant – Parks and Open Spaces
100 - 1445 Park Street
Regina, SK S4N 4C5



**SPRA June is Recreation & Parks Month
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Follow-up Form**



Follow-up Form

Each applicant will be asked to sign this Declaration of Event Completion. In addition to this completed form, SPRA requires photocopies of actual receipts or cancelled cheques that verify project expenditures.

The following documentation must be completed, signed and submitted to SPRA before August 11, 2017. Applicants that do not complete this Follow-up Form will not be reimbursed for their event.

Community/Organization name: _____

Email address: _____

I declare that the *June is Recreation & Parks Month* event: _____ has been completed.

Approximate number of participants: _____

Please provide evidence of the impact this event had on the community (testimonials, statement of impact, quotes from participants, etc.).

Photos are not required, but are encouraged. Digital format is preferred. In order for SPRA to use your photo, the participants need to sign a release form. If your community does not have an established release form, SPRA's release form is accessible at:

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

The grant amount was spent in the following way:

Expense (item)	Amount Spent
Total Expenditures	

Signature: _____ Print Name: _____ Date: _____

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