The SPRA Métis Recreation Development Grant assists SPRA Active members to develop recreation opportunities for Métis people in Saskatchewan.

Photo credit: Kandra Forbes
1. **Introduction**

The Saskatchewan Parks and Recreation Association Métis Recreation Development 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 Métis Recreation Development Grant projects, 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 Métis Recreation Development Grant Program is to assist Active members of SPRA to develop recreation programs in their communities. This grant will focus on the development of new recreation opportunities or initiatives for Métis people in Saskatchewan. Recreation plays a key role in the lives of every Saskatchewan resident and should be available to all.

Through this program, SPRA is ensuring that funding is available to continue the development of recreational opportunities within Métis communities in Saskatchewan. The Métis Recreation Development Grant will fund a one-time only new recreation program. The successful applicants will have outlined how this program will promote the continued development of recreation in their community.

3. **Eligibility**

The SPRA Métis Recreation Development Grant is available to Active members of SPRA. Municipalities are encouraged to partner with Métis Regions, locals or groups to apply for the grant. Priority will be given to Métis Regions and grants will only be made available to organizations that are incorporated. Operating costs of facilities that are directly related to the recreation program opportunity cannot exceed twenty-five percent (25%) of the total grant for each program, up to a maximum of $500 per program.

Eligible Active members include Cities, Towns, Villages, Rural Municipalities, First Nations, Sport, Culture and Recreation Districts, Provincial Recreation Associations, Tribal Councils, Métis Regions and Regional/Urban Park Authorities. SPRA Membership must be current prior to application being made.

Please note that the contact name on the application must match the contact name on the SPRA membership.

4. **Ineligible Expenditures**

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

a) Capital expenditures, assistance for the construction, renovation, or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
b) Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations
c) Subsidization of wages for full-time employees (additional staff hired to implement the program will be eligible)
d) Property taxes, insurance
e) Alcoholic beverages
f) Cash prizes
g) Off continent travel
h) Uniforms, or personal items such as hats or sweatbands
SPRA Métis Recreation Development Grant

5. **Available Assistance**
   Up to a maximum of $2,000 is available to 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 Métis Recreation Development Grant program in a fair and equitable manner.

6. **Application Process**
   Applicants are encouraged to consult with SPRA prior to submitting an application.

   All applications must be received at the SPRA office by the deadline date of **April 1, 2017**.

   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 (3) weeks after the deadline and applicants should know the outcome of their application approximately four (4) weeks following the deadline date.

   The MIG Adjudication Committee is guided by a terms of reference that supports the policy direction approved by the SPRA Board of Directors. Funding decisions of the MIG Adjudication Committee are final and will not be revisited, or be subject to appeal.

   Projects will not be funded retroactively and project beginning prior to the application deadline will not be considered.

   Seventy-five percent (75%) of the total amount granted to a project will be forwarded with confirmation of the program approval. The remaining twenty-five percent (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.*

7. **Funding Obligations**
   All funds must be used within twelve (12) months of the approval date.

   Where possible, groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the Saskatchewan Parks and Recreation Association within their activities. Promotional materials will be made available to successful applicants.

   Funds granted through the SPRA Métis Recreation Development Grant program may only be used for the purpose stated in the application and 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-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 the 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 collects, uses and discloses funding information in order to adjudicate this grant. SPRA reserves the right to promote and advertise the grant recipients and projects.

9. **Follow-up Requirements**

Successful applicants will be required to submit a follow-up report within forty-five (45) days of the program completion. Follow-up report forms will be forwarded to successful applicants.

The follow-up report must include evidence on how the program had an effect on the 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 the community 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/](http://www.spra.sk.ca/resources-and-advocacy/advocacy/photography/)

In addition to the completed follow-up report form, SPRA requires the following financial accountability for the complete grant amount: photocopies of actual receipts, payroll records/cancelled cheques or a schedule from the audited financial statement of the organization that verifies project expenditures.

**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 within the application submission.

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, and how the need for the program was determined.

c) **Targeting the Métis Population**
   - Include estimated percentage of Métis population within the community, and how this population will be targeted.
**SPRA Métis Recreation Development Grant**

**d) Community Recreation Development**
- The application must outline how the program will promote the development of recreation within the Métis community.

**e) Program Outcomes**
- Identify the impact, improved state or benefit that will be achieved in the lives of people as a result of their participation in the program.

**f) Budget**
- Complete a proposed budget using the following outline:
  - List of revenue (including SPRA Métis Recreation Development Grant request, partnerships, other grants, fees and all self-help funds)
  - List of expense (including promotion, registration, instruction, equipment and all expenditures)

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

**g) Action Plan**
- Include a project Action Plan, with proposed timelines.

**h) Evaluation**
- Outline how the program will be evaluated.
- The evaluation needs to measure how the program achieved the stated outcomes.

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 (4) copies of all grant applications and supporting documentation prior to the April 1, 2017 deadline.**

Mail four (4) complete copies of the grant application to:

Métis Recreation Development Grant  
Saskatchewan Parks and Recreations Association  
100 – 1445 Park Street  
Regina, Saskatchewan  
S4N 4C5
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/Organization)

Contact Information:
Name: ___________________________  Position: _____________________________

Address: ____________________________
City/Town: _________________________  Province: _____________  Postal Code: __________

Phone: ___________________  Fax: ____________  Email: _____________________________

Program Name: ________________________________________________________________

Amount of Funding Requested: $__________________________

Program Starting Date: ______________  Program Completion Date: ______________

Opportunity Proposal:
Program Description: __________________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
SPRA Métis Recreation Development Grant

How was the need for the program determined?__________________________________________

__________________________________________

__________________________________________

Community Recreation Development:
How will this program promote the development of recreation within the Métis community? ____________

__________________________________________

__________________________________________

Targeting the Métis Population:
Estimated Métis population within the community: ______ %
How will this population be targeted? ________________________________________________

__________________________________________

__________________________________________

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

__________________________________________

__________________________________________

__________________________________________
**SPRA Métis Recreation Development Grant**

**Budget:**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SPRA Grant</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>$</td>
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<tr>
<td>4.</td>
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<td>5.</td>
<td>$</td>
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<tr>
<td>6.</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

| 1.               | $        |
| 2.               | $        |
| 3.               | $        |
| 4.               | $        |
| 5.               | $        |
| 6.               | $        |
| **Total Expenses:** | $        |

**Action Plan:** (Proposed timeline for activities)

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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: ___________________________