

2018



Application deadline: October 31, 2018



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:



1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) 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.

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 2017 Grant will not be eligible to receive funding for this Grant.

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 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
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- Property taxes, insurance
- Alcoholic beverages
- Cash prizes
- Off continent travel

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 (1) opportunity are requested to prioritize their Applications (i.e. Priority 1, 2 or 3 etc.). A maximum of four (4) opportunities will be accepted from a community.

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, 2018**.

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 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.



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Seventy-five percent (75%) of the total amount granted to a program will be forwarded with confirmation of 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 six (6) months of the approval date.

Where possible, communities receiving grants must publicly acknowledge the Saskatchewan Lotteries and SPRA with 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 30 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.



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SPRA's photo release form can be accessed at:

<http://spra.blob.core.windows.net/docs/SPRA-Photo-Video-Release-2016.pdf>

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 that verifies program 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 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) Anticipated Results

- Identify the impact of the program. What is the program hoping to achieve?

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 anticipated results.
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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 on other SPRA programs and services.

Please include four (4) copies of all grant Applications and supporting documentation prior to the October 31, 2018 deadline.

Mail four (4) complete copies of the Grant Application to:

Andrew Millard, Consultant – Grants and Funding
SPRA
100 - 1445 Park Street
Regina, SK S4N 4C5
Email: amillard@spra.sk.ca
Phone: Toll free 1-800-563-2555 or 306-780-9261



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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 Active member: _____

(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:



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Evaluation: (How will you determine if the program is successful?)

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: _____

Review the following checklist to ensure that all required information has been included in your First Nation Member’s Recreation Grant Application.

- ✓ Your SPRA membership is Active*
- ✓ **All** of your expenditures are eligible
- ✓ Completion of a balanced budget
- ✓ Completion of **all** sections of the Application
- ✓ Signatures of **both** SPRA Active Member and Primary Contact
- ✓ All required documents have been filed in order to close past grants

* If you are interested in applying but do not represent an SPRA Active member, please contact us to find out who the Active member is in your community. SPRA Grants may only be applied for by Active members of SPRA. To find out more about SPRA and becoming an Active member, please visit our website at <http://www.spra.sk.ca/membership/benefits-of-membership/>.