

# 2019



Application deadline: May 1, 2019



Saskatchewan  
Parks and Recreation  
Association

## Community Cultural Diversity Inclusion Grant

The SPRA Community Cultural Diversity Inclusion Grant assists SPRA Active members in developing new recreation programs, events, or enhancing existing recreation opportunities to target the diverse population within the members' community.

Supported by:





# **Community Cultural Diversity Inclusion Grant**

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## **1. Introduction**

The diversity of Saskatchewan's population continues to grow. The Province has always had a culturally diverse population, never more apparent than it is right now. This growth has resulted in an increased demand to build inclusive communities that offer recreational programs accessible to all, regardless of one's cultural identity or background.

The Saskatchewan Parks and Recreation Association's Community Cultural Diversity Inclusion 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 Community Cultural Diversity Inclusion projects depends upon the availability of Lottery Funds in the Recreation Section for that specific year.**

## **2. Purpose**

The purpose of the SPRA's Community Cultural Diversity Inclusion Grant is to assist **Active members** of SPRA in developing new recreation programs, events, or enhancing existing recreation opportunities to reach out to and reflect the diverse population within the members' community.

For the purposes of this grant, the intention is defined as integration with newcomers to Canada, First Nations, Métis, and ethno-cultural minorities.

## **3. Eligibility**

The SPRA Community Cultural Diversity Inclusion Grant is available to eligible **Active members** of SPRA.

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

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

## **4. Available Assistance**

Up to a maximum of \$1,000 per recreation opportunity is available to **Active members** of SPRA.

Allocation amounts will be determined, to maximize achieving the purpose of the SPRA Community Cultural Diversity Inclusion Grant program in a fair and equitable manner.

### **Examples of Recreational Opportunities**

The following are examples of recreation programs that would be in the spirit of the grant guidelines. This list provides examples but eligible projects are not limited to those listed:

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- Introduction of sport or physical activity basic skills in different languages
- Recreation/sports 'Blast Day' with cricket, rugby, soccer, basketball, cultural recreation games
- Create marketing materials that include photographs of people from diverse backgrounds on posters, forms, websites, etc.
- Developing posters (or other communications) in different languages, so that the identified diverse population feels welcome to join a recreation program
- Recreation events or activities that share cultural exchanges
- Cultural day events or programming
- Newcomer swim program that teaches water safety and basic swim strokes
- Training recreation leaders from focus communities

### **5. Expenditures**

Criteria established by the Saskatchewan Lotteries Trust Fund are to be followed when creating the expense plan. 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) There will be no duplication of funding for opportunities currently funded through the Saskatchewan Lotteries Trust Fund
- c) Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations
- d) Subsidization of wages for employees
- e) Property taxes, insurance
- f) Alcoholic beverages
- g) Cash prizes
- h) Uniforms, or personal items such as hats

**Note:** Operating costs of facilities that are directly related to the recreation program opportunity are eligible to receive up to twenty-five percent (25%) of the total grant for each program, up to a maximum of \$500 per program.

### **6. Application Process**

Applicants are encouraged to consult with SPRA prior to submitting an application.

All applications must be received at the SPRA office, or be postmarked on or prior to the deadline date of **May 1, 2019**.

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.



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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. Any 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.

### **7. Funding Obligations**

All funds must be used within 12 months of the application deadline.

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 Community Cultural Diversity Inclusion 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. Follow-up Requirements**

Successful applicants will be required to submit a follow-up report within thirty (30) days of the program or event completion. Follow-up report forms will be forwarded to successful applicants.

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 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



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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/>

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

### **9. Application Template**

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

#### **a) Contact Information**

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

#### **b) Opportunity Proposal**

- Include a detailed description of the program or event, identify if it is a new program or an enhancement of an existing program.
- Give a detailed description of the recreational component of the program or event.

#### **c) Focussed Community Engagement**

- Include a brief description on how the need for the recreational program or event was identified.

#### **d) Outcomes and Evaluation**

- Identify the evaluation process that will be used to determine how the community will be impacted.
- Outline the outcomes that will be achieved and include indicators on how that will be evaluated, or measured, for success.

#### **e) Budget**

- Complete a proposed budget using the following outline:
  - List of revenue (including SPRA Community Cultural Diversity Inclusion Grant request, partnerships, other grants, fees and all self-help funds)
  - List of expenses (including promotion, registration, mileage, honorarium, professional fees and all expenditures)

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

#### **f) Action Plan**

- Include a project Action Plan with proposed timelines.



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### **10. 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.

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 by mail or email prior to the May 1, 2019 deadline, to:**

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

Review the following checklist to ensure that all required information has been included in your Community Cultural Diversity 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 a 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/>.