



June is Recreation & Parks Month Celebration Initiative Grant



1. Introduction

Recreation and parks opportunities are essential to the wellbeing of Saskatchewan's residents and communities. The Saskatchewan Parks and Recreation Association (SPRA)'s *June is Recreation & Parks Month (JRPM) Celebration Initiative Grant* provides a foundation from which to launch activities that increase awareness of the benefits of participation in recreational activities and to promote access to parks and open spaces. Increasing civic participation is one of the best ways to reduce health care costs and enhance social cohesion. Involvement and participation in recreation contributes to the development and maintenance of social, emotional and physical well-being for individuals living in your community.

The *JRPM Celebration Initiative 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 *JRPM Celebration Initiative* projects depends upon the availability of Lottery Funds in the Recreation Section for that specific year.

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 2019, our organization 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, we are able to:

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

3. Eligibility

- Active members of SPRA are eligible to apply
- Communities that are registered as a JRPM Ambassador and conduct an event that runs between June 1 to June 30, 2019 are eligible to apply
- Communities that have outstanding follow-up reports for other SPRA grants are not eligible to apply

The *JRPM Celebration Initiative 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 approval of a submitted application.

Note: The contact name on the application must match the contact name on the SPRA membership.

Supported by





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4. Available Assistance

SPRA Active members that are registered in the JRPM Ambassador Program, and plan to deliver a community wide event, can apply for this funding. SPRA will contribute a maximum of \$500 per Active member. Only one grant per Active member will be processed. As per all SPRA grants, funding for retroactive expenses will not be approved.

Examples of Eligible Expenses

The following are examples of eligible expenses, including, but not limited to, promotional materials, entertainment costs or other supplies:

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

5. Ineligible 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:

- Capital expenditures, assistance for the construction, renovation or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- There will be no duplication of funding for opportunities currently funded through the Saskatchewan Lotteries Trust Fund
- Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations
- Subsidization of wages for employees
- Property taxes, insurance
- Alcoholic beverages
- Cash prizes
- Uniforms, or other personal items

6. Application Process

Applications will be accepted from May 9, 2019 to June 15, 2019. Applications received, within the eligibility criteria, will be adjudicated based on a first come, first served basis. The *JRPM 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, 2019** deadline.

Applicants will be notified if their event has been approved. Funding decisions 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. One hundred percent (100%) of the total amount granted to a project will be sent to the organization upon receipt and acceptance of the completed Follow-up Form, with copies of the event receipts.



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7. Funding Obligations

All funds must be used by June 30, 2019. Follow-up materials must be submitted by Monday, August 12, 2019.

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

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

8. Follow-up Requirements

Successful applicants will be required to submit a follow-up report before August 12, 2019. Follow-up Forms will be forwarded to successful applicants. Applicants that do not complete this Follow-up Form will not be reimbursed for their event.

In addition to the completed Follow-up 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 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 Form.

SPRA's Photo Release Form can be accessed at:

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

9. Privacy

SPRA is committed to protecting the privacy of our members, volunteers, partners and employees. Our commitment is to maintain the confidentiality of your information, and to preserve your right to privacy.

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



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10. Contact Information

Andrew Exelby, Consultant – Parks and Open Spaces
SPRA
100 – 1445 Park Street
Regina SK S4N 4C5
Phone: (306) 780-9262
Email: aexelby@spra.sk.ca

11. Prior to Submitting your Grant Application

Review the following checklist to ensure that all required information has been included in your *JRPM Celebration Initiative Grant* application.

- ✓ Your SPRA membership is Active*
- ✓ **All** of your expenditures are eligible
- ✓ Completion of a budget
- ✓ Completion of **all** sections of the application
- ✓ Signatures of **both** SPRA Active member and Main 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/>.



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 2019 JRPM Ambassador **or** a completed 2019 Ambassador Program - JRPM Celebration Registration Form should be attached. Funding will be allocated from May 9 to June 15, 2019.

Community/Organization Name: _____

Contact: _____ Position: _____

Address: _____

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

Telephone: _____ Fax: _____ Email: _____

Brief Description of the Event:

Briefly outline the event, and describe how it will promote June is Recreation & Parks Month within the community.

Date of the Event: _____

Budget:

Indicate how the funding will be spent (this does not need to include the entire event budget - only the budget for the funding that is being provided by the grant).

Revenue	Expenses
JRPM Celebration Initiative Grant -	
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
Celebration Initiative Grant
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 12, 2019. Applicants that do not complete this Follow-up Form will not be reimbursed for their event.

Community/Organization Name: _____

Email: _____

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

Approximate number of participants: _____

Please tell us what impact this event had on your community (testimonials, impact statements, quotes from participants, etc. are also welcome).

We encourage you to take photos at your event and share them with us, or tag us on social media. In order for SPRA to use your photo for promotional materials, the participants need to sign a Release Form. Download the SPRA Photo Release Form at: 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: _____

Follow-up information can be submitted by mail, emailed to aexelby@spra.sk.ca or faxed to (306) 780-9257.

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