



Saskatchewan  
Parks and Recreation  
Association

# FOREVER...IN *MOTION* GRANT

Grant Deadline: November 15, 2020

Forever...



**Supporting increased  
participation in physical  
activity programs for Older  
Adults**

Funded by





# SPRA Forever...in *motion* Grant

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## 1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) **Forever...in *motion*** Grant is supported by the Recreation Section of Sask Lotteries and is managed and administered by the Saskatchewan Parks and Recreation Association.

***The amount of funding available for the Forever...in motion Grant, 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 **Forever...in *motion*** Grant aims to support SPRA members in implementing a **Forever...in *motion*** program. **Forever...in *motion*** is a Saskatchewan based program that helps older adults become physically active through volunteer, peer or staff led physical activity groups. The program improves and/or maintains the health of older adults living in the community through physical activity and education. Physical activity opportunities are an integral part of the health and quality of life for Saskatchewan residents. Due to the increasing population of older adults and their health concerns, there is a need for targeted and effective strategies to develop and increase participation in physical activity programs geared specifically to older adults.

**Forever...in *motion*** groups are led by peer volunteer leaders or staff who have taken the **Forever...in *motion*** Leader training. This training includes: information on how to lead safe exercise programs for older adults, chronic conditions, and preventing falls as well as lots of practical hands-on experience. **Forever...in *motion*** Leaders are required to participate in a 20-hour **Forever...in *motion*** Leader training.

**Forever...in *motion*** programs:

- Are **only** delivered by trained **Forever...in *motion*** Leaders who have learned how to facilitate the pre-designed program.
- Improve and/or maintain the health of older adults living in the community through physical activity.
- Are located primarily in senior's housing, churches, condominiums, senior or community centres and leisure centres.
- Improve endurance, strength, balance and flexibility, as well as encourage a healthy lifestyle.

## 3. Eligibility

The SPRA **Forever...in *motion*** Grant is available to eligible **Active members** of SPRA. Payment **will not** be issued to individuals.

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.

If you are interested in applying, but do not represent an SPRA Active member, please contact SPRA to find out who the Active member is in your community.

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Partnerships with other community agencies (i.e. local health regions, senior organizations, etc.) are encouraged.

Please note that:

- The contact name on the application must match the contact name on the SPRA membership.
- Members that have not fulfilled the requirements of SPRA Member's Initiative Grants from the previous three (3) years are not eligible to receive funding for this Grant. Further information on the status of previous grants can be gained by contacting SPRA at 1-800-563-2555.
- Grant payments will not be made if an applicant has any outstanding grant Follow-up Reports with the Sask Lotteries Community Grant Program, SPRA or the Sask Lotteries Trust Fund.

#### 4. Available Assistance

Up to a maximum of \$2,000 per SPRA Active member to support the implementation of a **Forever...in *motion*** program is available. Preference will be given to applicants that show self-help.

Please note, new initiatives are encouraged as the Grant is not able to provide sustainable delivery funds. Previously funded programs will receive a lower priority due to the availability of funds in the Grant.

Funds for retroactive expenses will not be approved.

Examples of eligible activities and related possible expenditures are listed below. Other activities may be eligible through this Grant. **Please contact SPRA prior to submitting your application to discuss the proposed idea.**

- Hosting a **Forever...in *motion*** Leader training workshop (minimum five (5) participants):
  - Mandatory:**
    - Facilitator Fee – minimum \$1,000.
    - Facilitator expenses including mileage as per Government of Saskatchewan Travel Allowance.
    - **Forever...in *motion*** Leader Manual – \$30 each, one per participant.
  - Optional:**
    - Facility rental fees – maximum \$500.
    - Participant mileage to attend the training as per Government of Saskatchewan Travel Allowance.
    - Participant accommodation.
    - **Forever...in *motion*** Circuit Manual - \$30 each.
    - Advertisements/posters to promote your **Forever...in *motion*** training workshop or sessions.
- Supporting individuals to attend a **Forever...in *motion*** Leader training workshop:
  - Registration fee.
  - Participant mileage to attend the training as per Government of Saskatchewan Travel Allowance.
  - Participant accommodation to attend the training.
- Facility rental to support a **Forever...in *motion*** program (up to a maximum of \$500).



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- Purchasing equipment to support a **Forever...in motion** program (up to a maximum of \$500).
  - Equipment can include:
    - Weights
    - Exercise resistance bands and/or tubing
  - Please contact a SPRA representative to ensure your equipment purchase is eligible.
  - Equipment must be used to directly support exercises described in the **Forever...in motion** Leader manual.

### 5. Expenditures

All grants provided through the Sask Lotteries Trust Fund identify the following as ineligible expenses:

- Electronic equipment such as televisions, CD players, DVD players, or purchase of CD/DVDs
- Capital expenses
- Alcoholic beverages
- Property taxes, insurance
- Cash prizes including gift cards
- Food related expenses – participant meals, banquets, dinners, fundraisers and celebrations
- Out-of-province travel
- Subsidization of wages for full-time employees (additional staff hired to implement the program is eligible)
- Uniforms or personal items such as hats or sweatbands

### 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 before **November 15, 2020**.

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 against set objectives and criteria through a weighted scoring system.

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.

Projects will not be funded retroactively. Any project that has begun prior to the application deadline will not be considered.

75% of the total amount granted to a project will be forwarded with confirmation of the Grant approval. The remaining 25% of the Grant will be sent to the organization upon receipt and acceptance of the Follow-up Report.

*Late applications will not be considered.*

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### 7. Funding Obligations

All funds must be used within twelve (12) months of the application deadline date.

It is important to recognize if your program is funded through the SPRA **Forever...in *motion*** Grant, that it must adhere to the COVID-19 restrictions, guidelines and protocols the Provincial Government has applied on public gatherings and programming. Your initiative must also follow public health recommendations set in place by the Saskatchewan Health Authority.

Where possible, groups receiving grants must publicly acknowledge Sask Lotteries and the Saskatchewan Parks and Recreation Association within their activities. Logos for each organization will be made available to successful applicants.

Funds granted through the SPRA **Forever...in *motion*** Grant may only be used for the purpose(s) stated in the application. Funds are not transferable and 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.**

Failure to meet the above 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 submit a Follow-up Report within thirty (30) days of the program completion. Follow-up Report forms will be forwarded to successful applicants.

The Follow-up Report must include an outline on how the program was implemented at the community level and the effect on the community.

SPRA would like to showcase the impact that this funding has had in your community. Please send us pictures, videos and written testimonials. We will only use your photos and videos when a release form has been signed by the participant or their legal representative. If your community does not have an established release form, SPRA's form can be used and submitted with your Follow-up Report.

SPRA's Photo Release Form can be accessed at:

<https://www.spra.sk.ca/resources-and-advocacy/photo-release/>

In addition to the completed Follow-Up Report form, SPRA requires the following financial accountability for the complete Grant amount: photocopies of actual receipts, cancelled cheques or a schedule from the audited financial statement of the organization that verifies the 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.**

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### 9. Application Requirements

The Application Form must be completed in full. Incomplete applications will not be considered.

#### a) Contact Information

The name of the Active member, contact person, telephone number, address, email address, initiative name, amount of funding requested, start and completion date(s).

#### b) Proposal

A detailed description of the initiative and how the need was determined.

#### c) Outcomes

Outline your anticipated results and what you believe the impact will be. What are you hoping to achieve?

#### d) Evaluation

How will you determine if the program is successful?

#### e) Budget

Complete a proposed budget using the following outline:

- List of revenue (including SPRA **Forever...in motion** Grant request, partnerships, other grants, fees and all self-help funds).
- List of expenses (including promotion, materials, equipment, transportation, registration, mileage, professional fees and all other expenditures).

Note: revenues must equal expenses.

#### f) Action Plan

A projected Action Plan, with proposed timelines.

### 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.

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**Please submit all grant applications and supporting documentation by mail or email prior to the end of November 15, 2020 to:**

Saskatchewan Parks and Recreation (SPRA)  
Consultant – Grants and Funding  
100 - 1445 Park Street  
Regina, Saskatchewan S4N 4C5  
Email: [grants@spra.sk.ca](mailto:grants@spra.sk.ca)  
Toll free: 1-800-563-2555

Contact SPRA for further information or for clarification pertaining to this Grant program. We welcome your feedback on this and on other SPRA programs and services.

Please review the following checklist to ensure that all required information has been included in your **Forever...in *motion*** 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.
- ✓ Sign the application.
- ✓ 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/>