

2020



Application deadline: May 1, 2020



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

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.

The SPRA Community Cultural Diversity Inclusion Grant is available to fund a one-time only recreation program. The successful applicant will have outlined how their program will promote the continued development of recreation in their community.

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.

To maximize the benefits of the SPRA Community Cultural Diversity Grant, communities that apply for more than one (1) opportunity are requested to prioritize their applications (i.e. Priority 1, 2 or 3). A maximum of three (3) opportunities will be accepted from one community.



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

Examples of Recreational Opportunities

This list provides examples but eligible projects are not limited to those listed:

- Introduction of sport or physical activity basic skills in different languages
- Recreation/sports 'Blast Day' with cricket, rugby, soccer, basketball, cultural recreation games
- Creation of marketing materials that include photographs of people from diverse backgrounds on posters, forms, websites, etc.
- Development of 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 of recreation leaders from focus communities

Programs will not be funded retroactively. Any project beginning prior to the application deadline will not be considered.

5. Expenditures

All Grants provided by the Saskatchewan Lotteries Trust Fund identify the following as ineligible expenses:

- 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 or sweatbands

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.



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6. Application Process

Applicants are encouraged to contact the SPRA Consultant – Grants and Funding prior to completing an application.

All applications must be received by SPRA, or be postmarked on or before May 1, 2020.

SPRA will review the applications to confirm that basic eligibility requirements have been met before the SPRA Member's Initiative Grant (MIG) Adjudication Committee reviews for funding consideration. The MIG Adjudication Committee evaluates the applications against set objectives and criteria through a weighted scoring method.

The MIG Adjudication Committee is guided by the 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.

Applications will be reviewed approximately three (3) weeks after the deadline and applicants should know the outcome approximately four (4) weeks following the deadline date.

Seventy-five percent (75%) of the total amount granted will be provided with confirmation of approval. The remaining twenty-five percent (25%) will be sent upon receipt and acceptance of the Follow-up Report.

Late applications will not be considered.

7. Funding Obligations

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

Communities 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 are spent without prior approval 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 the final payment and restrict access to future funding.



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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 evidence of how the program has had an effect on your 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 release form can be used and submitted with your Follow-up Report.

In addition to the completed Follow-up Report, successful applicants will provide: 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.

9. Application Requirements

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.
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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 other 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.

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 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.

Please submit four (4) copies of all grant applications and supporting documentation by mail or email prior to the May 1, 2020 deadline to:

Consultant – Grants and Funding
 SPRA
 100 - 1445 Park Street
 Regina SK S4N 4C5
 Email: 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 Community Cultural Diversity Inclusion 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



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* 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 or if you are eligible to become an Active member. 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/>.