



## ***June is Recreation & Parks Month Connection Grant***



### **1. Introduction**

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

***The amount of funding available for the JRPM Connection 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**

SPRA is excited to support members with the *June is Recreation & Parks Month* Connection Grant. This Grant aims to support initiatives that draw attention and create a connection to parks and recreation in the month of June. This Grant will support SPRA members to promote participation in recreational activities and encourage awareness and a better understanding of the benefits recreation and parks provide.

SPRA would like to acknowledge the continued impact that the *JRPM Connection Grant* has on the recreation and parks services in Saskatchewan. 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 small planned programs or initiatives.

**Community Events are not supported by this Grant. Responsibility falls on all recipients of the Connection Grant to adhere to 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 (SHA).**

### **3. Eligibility**

The JRPM Connection 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.

- Initiatives must be held between June 1 to June 30, 2021 in order to be eligible to apply.
- The contact name on the application must match the contact name on the SPRA membership.
- Communities that have not fulfilled the requirements of SPRA Member's Initiative Grants from the previous three 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.

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### **Available Assistance**

SPRA Active members that plan to deliver an initiative in support of JRPM during June can apply for up to a maximum of \$500. Only one Grant application per Active member will be processed. Funding for retroactive expenses will not be approved. Community events will not be supported.

### **Examples of Eligible Expenses**

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

- Purchase of materials for programming that encourages engagement with nature and recreation (i.e. Nature Education Kits for lending, Birdwatching Kits, Activity Kits {sidewalk chalk, skipping ropes, etc.} to be lent).
- Funding for small in-person programming initiatives (supplies or instructors) focussed on family based programming, small group programming (i.e. Learn about Nature programming to be booked, Yoga in the Park, etc.).
- Material for self-directed programming (i.e. Grow a Sunflower competitions, community scavenger hunts, etc.).
- Support of virtual or small in-person community presentations (i.e. Gardening in your Backyard with \_\_\_\_\_).
- Support/materials for virtual campaigns that promote parks and recreation/a connection with nature.

### **4. Ineligible Expenditures**

The following areas are not eligible:

- 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 Sask 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 (including gift cards).
- Uniforms, or other personal items.

**Note:** Community events are not eligible. Responsibility falls on all recipients of the JRPM Connection Grant to adhere to 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 (SHA).



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### **5. Application Process**

Applications will be accepted from May 28, 2021 to June 23, 2021.

Applications that meet eligibility criteria, will be adjudicated based on a first come, first served basis. The *JRPM Connection Grant* funding is capped and once the funds are allocated, the Grant will be considered closed. This may occur before the **June 23, 2021** deadline. Applications may be submitted by email or fax. Applicants will be notified if their application has been approved. Funding decisions are final and will not be revisited, or be subject to appeal.

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

100% of the total amount granted to a project will be sent to the organization upon receipt and acceptance of the completed Follow-up Report, with copies of the expense receipts.

### **6. Funding Obligations**

All funds must be used by the end of June 30, 2021. Follow-up materials must be submitted by August 18, 2021.

Where possible, groups receiving the Grant must publicly acknowledge Sask Lotteries and SPRA. Logos for each organization will be made available to the successful applicants upon request.

Funds granted through the *JRPM Connection 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.**

It is important to recognize if your initiative is funded through the JRPM Connection 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 (SHA).

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

### **7. Follow-up Requirements**

Successful applicants will be required to submit a Follow-up Report before August 18, 2021. Follow-up Reports will be forwarded to the successful applicants. Applicants that do not complete this Follow-up Report will not be reimbursed for their initiative.

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 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. To demonstrate how your community has benefited from this funding, please send us pictures, videos and written testimonials. We will only use your photos and/or videos if a release form has been signed by the



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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/>

### **8. 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 their initiatives.

### **9. Contact Information**

If you have questions about the JRPM Connection Grant, please contact:

Andrew Exelby, Consultant – Parks and Open Spaces at: 306-780-9262 or by email at: [aexelby@spra.sk.ca](mailto:aexelby@spra.sk.ca).

### **10. Prior to Submitting your Grant Application**

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

- ✓ Your SPRA membership is Active\*
- ✓ **All** of your expenditures are eligible
- ✓ Completion of a budget
- ✓ Completion of **all** sections of the application
- ✓ 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 <https://www.spra.sk.ca/membership/benefits-of-membership/>



## June is Recreation & Parks Month Connection Grant Application



### Grant Application

Applications must be completed and signed prior to submission. Funding will be allocated from May 28 to June 23, 2021.

SPRA Active Member Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Initiative: \_\_\_\_\_

Brief Description of the Initiative: *Briefly outline the Initiative, and describe how it will support June is Recreation & Parks Month within the community.*

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Budget: *Indicate how the funding will be spent (this does not need to include the entire initiative's budget - only the budget for the funding that is being provided by the Grant).*

Revenue	Expenses
JRPM Connection Grant -	
<b>Total Revenue</b>	<b>Total Expenses</b>

Grant Declaration and Deliverables:

I \_\_\_\_\_ (contact name) as a representative of the SPRA Active member, will be responsible to ensure that the Grant deliverable are met. If the deliverables are not met, I will be responsible for informing SPRA and understand the granted funds will not be sent.

- ☐ By checking this declaration box, I agree that all information in this application is correct and true.  
I acknowledge I have read and will remain up-to-date with respect to all Government of Saskatchewan and Federal health advice and initiatives related to COVID-19 and will follow the direction of the relevant health authorities at all times when providing services using funds through the JRPM Connection Grant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant applications can be submitted by mail, emailed to [aexelby@spra.sk.ca](mailto:aexelby@spra.sk.ca) or faxed to (306) 780-9257. Email (preferred) 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, Saskatchewan S4N 4C5



## June is Recreation & Parks Month Connection Grant Follow-up Report



### Follow-up Report

Each applicant will be asked to sign this Declaration of Program Completion. In addition to this completed Report, SPRA requires photocopies of actual receipts or cancelled cheques that verify expenditures.

The following documentation must be completed, signed and submitted to SPRA before August 18, 2021. Applicants that do not complete this Follow-up Report will not be reimbursed for their initiative.

SPRA Active Member Name: \_\_\_\_\_

Email: \_\_\_\_\_

I declare that the *June is Recreation & Parks Month* initiative,  
\_\_\_\_\_ has been completed.

Please tell us what impact the funded initiative has had on your community (testimonials, impact statements, quotes from participants, etc. are also welcome).

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We encourage you to share your photos with us, or tag us on social media. For SPRA to use your photo in 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/](http://www.spra.sk.ca/resources-and-advocacy/advocacy/photography/)

The Grant amount was spent in the following way:

Expense (Item)	Amount Spent
<b>Total Expenditures</b>	

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Saskatchewan Parks and Recreation Association  
Attn: Andrew Exelby, Consultant – Parks and Open Spaces  
#100 - 1445 Park Street  
Regina, Saskatchewan S4N 4C5