

# 2022-23



Application deadline: January 31, 2023



Saskatchewan  
Parks and Recreation  
Association

## Community Cultural Diversity Inclusion Grant

FUNDED BY



# Community Cultural Diversity Inclusion Grant

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## 1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) Community Cultural Diversity Inclusion Grant is supported by the Recreation Section of Sask Lotteries and is managed and administered by SPRA.

***The amount of funding available for Community Cultural Diversity Inclusion 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 diversity of Saskatchewan's population continues to grow. This growth has resulted in an increased demand to build inclusive communities and recreational programs accessible to all, regardless of one's cultural identity or background.

The Community Cultural Diversity Inclusion Grant aims to support SPRA members in developing recreation programs with a focus of integrating newcomers to Canada, First Nations, Métis and ethno-cultural minorities. Opportunities should reflect the diverse population within the member's community or groups served.

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 communities.

### 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 programs are not limited to the following:

- Activity days showcasing a variety of languages.
- Traditional or cultural recreation games and activities.
- Creation of marketing materials that include photographs of people from diverse backgrounds on posters, forms, websites, etc.
- Development of posters (or other communications) in a variety of languages, to enhance welcoming and belonging in recreation programs.
- Recreation events or activities that share cultural exchanges.
- Cultural day events or programming.
- Newcomer swim program that teaches water safety and basic swim strokes.
- Recreation opportunities that support intergenerational participation and/or traditional knowledge sharing.

## 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



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Regions and Regional/Urban Park Authorities. SPRA membership must be current.

**Please note:**

- Members 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.

### 4. Available Assistance

Applicants are encouraged to consult with SPRA prior to completing the application.

Applicants can apply for grants to a maximum of \$1,000. Preference may be given to applications that show self-help, i.e., identify partnerships, generate other sources of revenue. Programs will not be funded retroactively. Any program that has begun prior to the application deadline will not be considered.

Applicants can only receive one SPRA Member's Initiative Grant per initiative per year.

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

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.

### 5. Ineligible Expenditures

The following items are considered ineligible:

- Capital expenditures, assistance for the construction, renovation or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- 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.
- Out of province travel.
- 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 25% of the total Grant for each program, up to a maximum of \$500 per program.

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### 6. Adjudication Process

SPRA will review applications to confirm that basic eligibility requirements have been met before determining if applications will be provided to the SPRA Member's Initiative Grant Adjudication Committee. The Adjudication Committee evaluates the applications against set objectives and criteria through a weighted scoring system. Funding decisions of the Adjudication Committee are final and are not subject to appeal.

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

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

### 7. Application Requirements

The following information must be included in the application. Incomplete applications will not be considered. Approval of applications will be based on all areas listed below:

#### a) Contact Information

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

#### b) Proposal

A detailed description of your program, whether it is a new program or an enhancement of an existing program, target group and how the need for the program was determined. How does the initiative integrate newcomers to Canada, First Nations, Métis or other ethno-cultural groups? Opportunities should reflect the diverse population within the member's community or groups served and outline how the program will promote the continued development of recreation within the community.

#### c) Outcomes

Outline the program's outcomes and include indicators on how these outcomes will be evaluated or measured for success.

#### d) Budget

Complete a proposed budget using the following outline:

- List of revenues (including Community Cultural Diversity Inclusion Grant request, partnerships, other grants, fees and all self-help funds).
- List of expenses (including promotion, materials, equipment, mileage, honorarium, professional fees, transportation and all other expenditures).
- The application must have a balanced budget (revenues and expenditures are equal).

#### e) Action Plan

Include a projected Action Plan with proposed timelines.

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Please submit your Grant application and supporting documentation through the SPRA Online Grant Platform prior to the end of day on January 31, 2023.

[Click here to access the SPRA Online Grant Platform.](#)

**Note:** New users to the Online Grant Platform will need to create a username and password to access any of the SPRA Member's Initiative Grants. Existing or previous users can simply enter their username and password to access the site. If log-in information has been lost, or if further information or clarification is needed for this Grant, please contact SPRA.

### 8. Funding Obligations

All funds must be used within 10 months of the application deadline date.

It is important to recognize that if your program is funded through the SPRA Community Cultural Diversity Inclusion Grant, that activities offered must adhere to any of the Government of Saskatchewan Public Health Orders that are in effect at the time of delivery. Specific to COVID-19 safety, [preventive actions](#), such as masking and social distancing, can be encouraged. Your program is expected to provide a safe, welcoming and respectful environment for all those involved.

Where possible, groups receiving Grants must publicly acknowledge Sask Lotteries and SPRA within their activities. Logos of each organization 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. 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.

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.

### 9. Follow-up Requirements

Successful applicants will submit a Follow-up Report within 30 days of the program completion. Follow-up Report forms will be assigned on the SPRA Online Grant platform. The Follow-up Report must include an outline of how the program was implemented at the community level and the effect it had 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 online by [clicking here](#).

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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.**

### 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 projects.

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 Grant Application:**

- Your SPRA membership is Active\*.
- All of your expenditures are eligible.
- Completion and submission of a balanced budget.
- Completion of **all** sections of the application.
- Check all declarations in 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 members are 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/>.

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