

2022-23



Application deadline: November 15, 2022

Forever...in motion Grant



Saskatchewan
Parks and Recreation
Association

Forever...



in motion™

Physical Activity - do it for life!

FUNDED BY

 SASK LOTTERIES



Forever...in *motion* Grant

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 SPRA.

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 trained 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 must be 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 activities.
- Are located primarily in seniors housing, churches, condominiums, seniors 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.

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.

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



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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 submitting an application.

Applicants can apply for grants to a maximum of \$2,000. 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 program per year.

New initiatives or programs with intentions to expand in number of host sites or participants will be prioritized as the Grant is not able to provide sustainable delivery funds. Previously funded or established programs will not receive funding due to the availability of funds in the Grant.

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 participants):
 - Mandatory:**
 - Facilitator Fee – minimum \$1,200.
 - Facilitator expenses including mileage as per Government of Saskatchewan Travel Allowance.
 - **Forever...in motion** Leader Manual – \$40 each, one per participant.
 - Optional:**
 - Facility rental fees – 25% of the Grant to a maximum of \$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.
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- Facility rental to support a **Forever...in *motion*** program (25% of the Grant to a maximum of \$500).
- Purchasing equipment to support a **Forever...in *motion*** program (25% of the Grant to a maximum of \$500).
 - Equipment can include weights or 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. Ineligible Expenditures

The following items are considered ineligible:

- Electronic equipment such as televisions, CD players, DVD players, or purchase of CD/DVDs.
- Capital expenses, assistance for the construction, renovation, or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- Alcoholic beverages.
- Property taxes, insurance.
- Cash prizes including gift cards.
- Food related expenses – participant meals, banquets, dinners, fundraising, and celebrations.
- Out-of-province travel.
- Subsidization of wages for full-time employees (additional staff hired to implement the program is eligible).
- Uniforms, clothing or personal items such as hats, sweatbands or t-shirts.

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.

6. Adjudication Process

SPRA will review the applications to confirm that basic eligibility requirements have been met. The Member's Initiative Grant Adjudication Committee reviews eligible applications for funding 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 date and applicants should know the outcome of their applications approximately four weeks following the deadline date.

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.

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 of the areas listed below:



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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 your program and how the need was determined.

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 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 eligible expenditures).
- The application must have a balanced budget (revenues and expenses are equal).

e) Action Plan

- Include a program Action Plan with proposed timelines.

Please submit your Grant application and supporting documentation through the SPRA Online Grant Platform prior to the end of day on November 15, 2022.

[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 if your program is funded through the SPRA **Forever...in *motion*** 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 for each organization will be made available to successful applicants.



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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.

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 SPRA's Online Grant platform.

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 online by [clicking here](#).

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 Forever...in *motion* Grant application.

- Your SPRA membership is Active*.
 - All of your expenditures are eligible.
 - Completion and submission of a balanced budget.
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- 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/>.