2022-23

Application deadline: April 10, 2023

Saskatchewan Parks and Recreation Association

Framework in Action Grant

Framework in Action Grant

1. **Introduction**

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

   The amount of funding available for the Framework in Action 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. **Purp3ose**

   The Framework in Action Grant aims to support SPRA members' initiatives that advance the goals and priorities identified within *A Framework for Recreation in Canada 2015 – Pathways to Wellbeing* (the Framework). Initiatives will show alignment with one of the goals of the Framework and can be local, regional, or provincial in scope.

   A Vision for Recreation in Canada

   We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:
   - Individual wellbeing.
   - Community wellbeing.
   - The wellbeing of our natural and built environments.

   The goals of the Framework are:
   - Active Living.
   - Inclusion and Access.
   - Connecting People and Nature.
   - Supportive Environments.
   - Recreation Capacity.

   To review the *A Framework for Recreation in Canada 2015 – Pathways to Wellbeing* document, please visit https://cpra.ca/framework/what-is-the-framework/

   Applications should clearly outline how the initiatives will engage people and result in long-term benefits. Initiatives may include events, programs, studies, and projects that effectively addresses one of the goals of the Framework.

   For inspiration, see **Appendix I – Framework in Action Ideas**.

3. **Eligibility**

   The SPRA Framework in Action Grant is available to eligible **Active members** of SPRA.

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Eligible Active members include Cities, Towns, Villages, Rural Municipalities, First Nations Communities, Provincial Recreation Associations, Tribal Councils, Métis Regions and Regional/Urban Park Authorities. SPRA membership must be current.

Please note:
- Based on the development of the SPRA Framework in Action Grant - Districts, the Sport, Culture and Recreation Districts are no longer eligible to apply for funding through the Framework in Action Grant – Member's Initiative Grant.
- 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.

4. **Available Assistance**

   Applicants are encouraged to consult with SPRA prior to submitting an application.

   Applicants can apply for grants to a maximum of $5,000. Preference may be given to applications that show self-help, i.e., self-generated funds, donations-in-kind and other revenue. A maximum of one application will be accepted from an Active SPRA member.

   Initiatives will not be funded retroactively. Any initiative that has begun prior to the application deadline will not be considered. Applicants can only receive one SPRA Member's Initiative Grant per initiative each year.

   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 expenses:
   - Capital expenses, assistance for the construction, renovation, or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
   - Food related expenses – banquets, dinners, fundraising and celebrations.
   - Subsidization of wages for full-time employees (additional staff hired to implement the program is eligible).
   - Property taxes, insurance.
   - Alcoholic beverages.
   - Cash prizes (including gift cards).

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- Out of province travel.
- Uniforms, or personal items such as hats or sweatbands.

Note: Operating costs of facilities that are directly related to the 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 the basic eligibility requirements have been met before determining if applications will be provided to the Member's Initiative Grant Adjudication Committee. The Adjudication Committee evaluates the application 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 application approximately four weeks following the deadline date.

75% of the total amount granted will be forwarded 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 the areas listed below.

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, the goal of the Framework and priority being addressed, and how the need was determined.

c) **Outcomes**

Outline the initiative'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 Framework in Action 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).

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

e) **Action Plan**
   Include a projected Action Plan, with proposed timelines.

Please submit all Grant applications and supporting documentation on the SPRA Online Grant Platform prior to the end of day on April 10, 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 Framework in Action Grant, 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 initiative 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.

   Funds granted through the SPRA Framework in Action Grant 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 the 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 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 completing the initiative. Follow-up Report forms will be assigned on SPRA's Online Grant platform. The Follow-up Report must include evidence on how the initiative has addressed one goal of the Framework.

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SPRA would like to showcase the impact of this funding. 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.

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 Framework in Action 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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Appendix I - Framework in Action Ideas

"*The Framework for Recreation in Canada invites the field to think of its place in Canadian society in different ways.*" (*A Framework for Recreation in Canada 2015 – Pathways to Wellbeing*, page 31)
https://cpra.ca/framework/what-is-the-framework/

Below is a plain language interpretation of the priorities listed within this national policy document, in the hopes of inspiring innovation and creativity throughout the SPRA membership.

Goal 1: Active Living
Foster active living through physical recreation.

Summary of Priorities:
Participation throughout the Life Course
Provide physically active recreational experiences for children, youth, and older adults.

Physical Literacy
Use physical literacy tools in programs for people of all ages and abilities.

Play
Develop policies that support and encourage play outdoors, in nature, schools, communities and neighbourhoods.

Reduce Sedentary Behaviours
Inform recreation leaders about the importance of reducing sedentary behaviours and how to address sedentary behaviours.

Goal 2: Inclusion and Access
Increase inclusion and access to recreation for populations that face constraints to participation.

Summary of Priorities:
Reduce socioeconomic barriers to participation
Develop strategies and policies to keep recreation accessible and affordable to the public.

Recreation for Life
Address the age-related barriers to participation faced by children, youth, and older adults.

Build Connections through Recreation
Access the insight of ethno-cultural perspectives when developing community recreation opportunities.

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A Holistic Approach to Recreation
Draw from the traditional values and culture in Indigenous communities to address the goals of the Framework.

Gender Equity
Design strategies and policies that encourage women and girls to be active participants and leaders in recreation.

Safe and Welcoming Environment for LGBTQ2S
Provide quality recreation experiences, free of harassment, judgement, and discrimination.

Equitable Recreation for All Abilities
Work with persons with disabilities to create barrier-free recreation opportunities and spaces.

Address the Unique Challenges and Capacities in Rural and Remote Communities
Identify the limitations existing in some rural and remote communities and create recreation opportunities through collaboration.

Goal 3: Connecting People and Nature
Help people connect to nature through recreation.

Summary of Priorities:
Natural Spaces and Places
Provide natural spaces and places in neighborhoods and communities by developing or adding natural areas, forests, parks, trails and/or recreational waters.

Comprehensive System of Parks
Create and maintain a system of parks that allow year-round access to nature.

Public Awareness and Education
Inform the public of the importance of nature to wellbeing and child development, and the role recreation plays in connecting people to nature.

Minimize Negative Impacts
Ensure policies and practices in parks and recreation minimize negative impacts on the natural environment.

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> ### Goal 4: Supportive Environments
> Ensure the provision of supportive physical and social environments that encourage participation in recreation and help to build strong, caring communities.

Summary of Priorities:

Provide Essential Spaces and Places
Provide recreation facilities and outdoor spaces in under-resourced communities based on needs and resources.

Use Existing Structures and Spaces for Multiple Purposes
Work with partners to increase the use of existing spaces for multiple purposes.

Renew Infrastructure
Renew recreation facilities and meet the need for green spaces by securing funding, investing in aging facilities and developing renewal strategies.

Active Transportation
Encourage the development and maintenance of active transportation routes. Support the planning and design of communities to make active transportation easier to use.

Partnerships in Social Environment
Strengthen partnerships with schools, social service groups, arts community, law enforcement, transportation and urban planners, community organizations and the private sector.

Recreation Education
Increase the public's knowledge about how recreation contributes to quality of life and help people get the skills they need to make recreation a part of their lives.

Assessment Tools
Develop a common understanding of community wellbeing through the development of standardized assessment tools and guides to help communities measure their status on community wellbeing.

Align Community Initiatives
Collaborate with other community initiatives such as Age-Friendly Communities, Healthy Cities/Communities or Community Food Centres.

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Goal 5: Recreation Capacity
Ensure continued growth and sustainability of the recreation field.

Summary of Priorities:

Collaborative System

Increase collaborative efforts to support and nurture a recreation system that achieves the vision and goals of this Framework.

Career Development

Carry out strategies to attract and educate new recreation leaders.

Advanced Education

Support advanced education in recreation by using studies to inform curriculum development and capture the supply and demand needs of the recreation sector.

Capacity Development

Develop and offer education and training programs to increase the ability of volunteers and professionals working in the recreation sector, mostly in under-resourced rural and remote areas.

Community Leadership

Create a strategy to enhance community leadership in recreation.

Volunteers

Update volunteer strategies to better reflect the community. Recruit and support volunteers with a focus on populations and groups that face barriers to participate.

Knowledge Development

Support a comprehensive strategy that increases support for recreation research and data collection, a national recreation information system and collaboration.