



## Frequently Asked Questions – SPRA Member Initiative Grants

### 1. Who can apply for an SPRA Member Initiative Grant?

*Member Initiative Grants are only available to 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. To find out who the Active SPRA members are in your community, contact our Membership Coordinator, Tracy at 1-306-782-1072 or by email at [tmalayney@spra.sk.ca](mailto:tmalayney@spra.sk.ca) or our office email at [office@spra.sk.ca](mailto:office@spra.sk.ca)*

### 2. How many SPRA Member Initiative Grants are there and when do they become available?

*There are seven Member Initiative Grants available, including: the Forever...in motion Grant, the First Nation Recreation Development Grant, Community Cultural Diversity Inclusion Grant, Métis Recreation Development Grant, Leadership Development Grant, Parks for All Action Grant, and the Framework in Action Grant. Our Grants open in mid-September and run until the following April.*

*Each Grant focuses on specific criteria, guidelines and outcomes. Visit the [Our Grants](#) page on the SPRA website to see the complete listing of release and application deadline dates, along with brochures for all Member Initiative Grants.*

### 3. How would I know if my program would be eligible for a Member Initiative Grant?

*Be sure to read and understand the Eligibility Criteria, Available Assistance, Ineligible Expenditures and Application Process featured within each Member Initiative Grant brochure. Please keep in mind that projects will not be funded retroactively, meaning any project that has begun prior to the application deadline date will not be considered.*

### 4. Where can Grant applications be submitted?

*All Member Initiative Grant applications can be found on the [SPRA Online Grant Platform](#). Only electronic applications will be accepted up to the end of day when each Grant closes.*

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

### 5. How much information about my program should be included in my Grant application?

*The more information, the better! Please include specific information that pertains to your program, such as a detailed description, how the need for your program was determined, outcomes you hope to achieve, an action plan and possible ways your program will be evaluated and measured for success.*



## 6. What is a balanced budget and what does it look like?

A balanced budget is where your program revenues and expenses are equal once your program concludes. When submitting a Grant application, be sure to always forward a balanced budget. During this process, be sure to also review the listing of Ineligible Expenditures found within each Grant brochure. Any expense listed within your budget that is considered ineligible (such as capital expenses or costs related to food) will need to be covered by your self-help funds and not by the Grant.

For example, below is what a balanced budget could look like:

### Revenue:

SPRA Member Initiative Grant - \$2,000  
 Self-Help Funds (Donations, sponsorships) - \$500  
 Community Contribution - \$1,000

Total: \$3,500

### Expenses:

Trainer/Facilitator - \$2,000  
 Facility Rental - \$500  
 Equipment - \$500  
 Advertising/Promotion - \$500

Total: \$3,500

## 7. If approved for a Grant, when would the funds be issued and how will we find out?

Applications will be reviewed approximately three weeks after the deadline date and applicants will be notified the outcome of their application approximately four weeks after the deadline date. The initial 75% of the Grant will be issued to the Active member listed on the application and sent out with an approval letter, while the remaining 25% will be sent out upon receipt and acceptance of the Follow-up Report.

## 8. If approved, when does the Grant need to be used by?

If approved for a Grant, all funds must be used within 10 months of the application deadline date. Within this timeframe, your program must be completed and the Follow-up Report submitted for review.

## 9. What happens if applicants are unable to conduct their program or if training opportunities are cancelled?

SPRA Grants and Funding Consultant as soon as you find out your initial plans to utilize the Grant need to change. Grant funds are not transferrable and SPRA must approve in writing any significant change in the use of the funds.

## 10. What happens if a member's previous Grant remains open? Can they submit new Grant applications?

Grant payments or new applications will not be made, reviewed or accepted if an applicant has any previous outstanding Grant Follow-up Reports with the Sask Lotteries Community Grant Program, SPRA or the Sask Lotteries Trust Fund. We encourage all Grant recipients to ensure their programs are completed on time as stated within their original application and complete all follow-up requirements to ensure no issues impact their status moving forward.