



2023-2024 Take the Lead!® Training Assistance Program Application Package

Take the Lead!® provides youth with an opportunity to take responsibility for making positive contributions in their schools and communities.

Saskatchewan Parks and Recreation Association
#100-1445 Park Street
Regina, Saskatchewan
S4N 4C5

September 2023

Funded by





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Association

Training Assistance Program

1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) is dedicated to increasing active play and youth leadership opportunities throughout the province of Saskatchewan via education, promotion and coordination of resources.

The Take the Lead!® Training Assistance Program is financially supported through the 2010 Saskatchewan Legacy Fund. Please note that the availability of the Take the Lead!® Training Assistance Program is not guaranteed for future years.

It is understood that activities offered through programs funded by the Take the Lead!® Training Assistance Program grant must adhere to all Government of Saskatchewan Public Health Orders (if in effect at the time of activity) and that activities are expected to provide a safe environment for those involved.

2. Purpose

The purpose of the Training Assistance Program is to support schools and community organizations in the province, who are interested in implementing Take the Lead!® in order to:

- Increase physical activity opportunities for youth.
- Reduce instances of negative behaviours in youth during play time.
- Increase youth leadership by providing opportunities for youth to take responsibility for planning and implementing play activities for their peers.

3. Background

Take the Lead!® is a program focused on leadership skill development and increased physical activity in youth aged 11-14. The purpose of Take the Lead!® is to train and mentor young people so they can lead active play opportunities throughout the day (i.e., at noon hour, recess time and after-school time), with a positive behaviour and attitude. Youth aged 11-14 are taught leadership skills and games. They utilize this knowledge to provide active and safe play opportunities for their peers. Community or school volunteers are trained as Leadership Coaches and mentor the youth through the planning and implementation process. **Leadership Coaches must have attended or will attend Take the Lead!® Leadership Coach training and be willing to spend time assisting youth with the program throughout the year.**

Take the Lead!® Outcomes:

- Youth leaders demonstrate leadership qualities and self-confidence.
- Youth are physically active for a minimum of 30 minutes per day in the school environment, to help achieve the goal of 60-90 minutes of physical activity per day.
- There are safe active play areas for youth.
- Time dedicated to active, fun play during school recess, noon hour and after school is increased.
- Capacity of schools and communities to support physical activities for youth is strengthened.



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4. Eligibility

The Take the Lead!® Training Assistance Program is available to any school, group or community organization in Saskatchewan that is dedicated to implementing Take the Lead!®, and supporting individuals interested in becoming trained or maintaining their work as a Take the Lead!® Leadership Coach.

5. Available Assistance

Funds will be administered up to a maximum of \$500 per applicant and are to be **used to implement Take the Lead!® in your school or community**. Priority for funds will be given to applicants who will be implementing Take the Lead!® for the first time, or who will be hosting or completing a Youth Leader or Leadership Coach workshop.

Eligible expenses include:

- Hosting a Take the Lead!® Youth Leader Workshop (minimum five participants):
 - Facilitator fee: \$340 (if no Take the Lead!® Leadership Coach is available).
 - Facilitator expenses including mileage as per Government of Saskatchewan Travel Allowance.
 - Take the Lead!® Youth Leader manuals: \$0 (no cost).
 - Facility rental, substitute teacher costs and transportation, if required.
- Hosting a Take the Lead!® Leadership Coach Workshop (minimum five participants):
 - Facilitator fee: \$340
 - Facilitator expenses including accommodation and mileage as per Government of Saskatchewan Travel Allowance.
 - Take the Lead!® Leadership Coach manuals: \$0 (no cost).
 - Facility rental, substitute teacher costs and transportation, if required.
- Supporting individuals to attend a Take the Lead!® Leadership Coach training:
 - Participant accommodation and mileage as per Government of Saskatchewan Travel Allowance.
 - Substitute teacher costs, if required.
- Purchasing physical activity equipment that will be used to support delivery of the program.
- Registering for the Take the Lead!® Leadership Coach Virtual, On-Demand Training
 - Registration fee: \$35
- Food related expenses (participant meals, snacks, celebrations, etc.):
 - Eligible up to a maximum total of \$100.

Ineligible expenses include:

- Electronic equipment such as televisions, CD players, DVD players or purchase of CD/DVDs.
- Cash prizes, including gift cards.



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6. Application Process

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

The Take the Lead!® Training Assistance Program opens for applications on September 5, 2023 and closes on January 31, 2024. However, the funding is capped and once the funds are allocated, the Training Assistance Program will be considered closed. This may occur before the closing date.

Applications will be processed on a first come, first served basis and will be reviewed upon submission. All applicants will be notified of the status of their application. All funding decisions are final and will not be revisited or subject to appeal.

100% of the total amount granted will be sent to the recipient upon submission and acceptance of the completed Follow-up Report, with copies of the expense receipts. Funds granted through the Take the Lead!® Training Assistance Program may only be used for the purpose stated in the application. Funds are not transferable.

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.

7. Follow-up Requirements

Successful applicants are required to complete the Take the Lead!® Follow-up Report and provide proof of expenses by **June 7, 2024**. The Follow-up Report template will be made available via email to successful applicants by May 1, 2024.

The data from this Follow-up Report is used by SPRA to further develop the program. SPRA is dedicated to providing training opportunities that are relevant to the sector, and feedback from your school or organization will provide us with ample opportunity to do so.

In addition to the Follow-up Report, SPRA requires the following financial accountability for the complete funding amount: photocopies of actual receipts, cancelled cheques or a schedule from the audited financial statement of the school or community organization that verifies expenditures. **Funds will not be allocated retroactively, and any expenses incurred prior to approval will not be considered.**

SPRA wants to showcase the impact this funding has in your school or community. Please consider sending us pictures, videos and written testimonials.

SPRA will only use your photos and videos when a release form has been signed by the participants or their legal representative. If the school and/or community organization 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 online by [clicking here](#).

SPRA reserves the right to request a refund of the approved amount from those that do not submit the follow-up requirements.



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8. Submitting Your Application

Contact SPRA at (306) 780-9219 for more information or with any questions pertaining to Take the Lead!® Training Assistance Program. We welcome your feedback on this, and other SPRA programs and services.

Submit your completed application form to:

Kelsey Michaluk

Consultant – Youth Engagement

Saskatchewan Parks and Recreation Association

#100 - 1445 Park Street

Regina, Saskatchewan S4N 4C5

Phone: (306) 780-9219

Fax: (306) 780-9257

Toll Free: 1-800-563-2555

Email: kmichaluk@spra.sk.ca



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Application Form School or Organization Information				
School or Organization Name:				
School Principal (if applicable):				
Please indicate if you are new to Take the Lead!®				<input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address:				
City:		Postal Code:		
Estimated # of Leadership Coaches to be Trained			Estimated # of Youth Leaders to be Trained	
Funding amount requested (up to a maximum of \$500):				\$
Primary Contact Information				
Name:				
Position (i.e., Teacher, Volunteer):				
Phone Number:				
Email:				
Please indicate the best form of contact:		<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Both		
Leadership Coach(es) Information (if different from above) Indicate who is or will become trained				
Name:				
Position (i.e., Teacher, Volunteer):				
Phone Number:				
Email:				
Please indicate the best form of contact:		<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Both		



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Program Information

Why does your school or community organization want to participate in Take the Lead!®?

Please provide a short paragraph on how the Take the Lead!® program will benefit your school or community organization.

Demonstration of Need

Why is your school or community organization seeking financial assistance to implement Take the Lead!®?

Please provide a short paragraph on what your school or organization intends to do with the funds.

Estimated Expenses

**Estimated expenses, finalized spending and receipts are to be submitted with the Final Report.*

Expenses	\$
Total:	\$



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Implementation Plan

Please indicate approximate dates for the following:

Actions	Date
Take the Lead!® Leadership Coach(es) is/are trained	
Take the Lead!® Youth Leaders are trained	
Take the Lead!® is implemented The program will run _____ days/week The program will run for _____ weeks	
Take the Lead!® (mid-term) Follow-up Workshop *Optional	
Submit Final Report	

Understanding the Agreement:

The above mentioned applicant, Leadership Coach(es) and staff are in support of the Take the Lead!® program by:

- Committing to the components of the program (training).
- Supporting the trained Leadership Coach(es) and Youth Leaders in their Take the Lead!® goals.
- Working with SPRA.
- Completing the follow-up requirements by June 7, 2024.

The above-mentioned applicant will commit to the program for the duration of the program. It is understood that this application will be reviewed and, if approved, all parties accept participation in Take the Lead!®.

We agree to commit to the training components of the program and understand that a failure to do so will be considered in the selection of the school or community organization in future applications. We will be responsible to ensure that the grant deliverables are met. If the deliverables are not met, we will be responsible for informing SPRA and understand the granted funds will not be sent.

Signature of **Primary Contact**

Date

Signature of **Leadership Coach**

Date

Signature of **School Principal** or
Organization Representative

Date

**If applying on behalf of a school, the Principal's signature is
required for the application to be considered for funding.*