



Saskatchewan
Parks and Recreation
Association

COMMUNITY CULTURAL DIVERSITY INCLUSION GRANT

Grant Deadline: January 15, 2021

The SPRA Community Cultural Diversity Inclusion Grant assists SPRA Active members in developing new recreation programs, events, or enhancing existing recreation opportunities to target the diverse population within the members' community.

Funded by :





SPRA Community Cultural Diversity Inclusion Grant

1. Introduction

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

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 community.

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 projects are not limited to the following:

- Activity days in different languages.
- Recreation/sports 'Blast Day' with cricket, rugby, soccer, basketball, cultural recreation games.
- Creation of marketing materials that include photographs of people from diverse backgrounds on posters, forms, websites, etc.
- Development of posters (or other communications) in different languages, so that the identified diverse population feels welcome to join a recreation program.
- Recreation events or activities that share cultural exchanges.
- Cultural day events or programming.
- Newcomer swim program that teaches water safety and basic swim strokes.

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



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Please note that:

- The contact name on the application must match the contact name on the SPRA membership.
- Communities that have not fulfilled the requirements of SPRA Member's Grants from the previous three (3) 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 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. Applicants can only receive one (1) SPRA Members Initiative Grant per initiative per year.

To maximize the benefits of the SPRA Community Cultural Diversity Inclusion Grant, communities that apply for more than one (1) opportunity are requested to prioritize their applications (i.e. Priority 1, 2 or 3). A maximum of three (3) opportunities will be accepted from one (1) 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. 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.
- Off continent 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 twenty-five percent (25%) of the total Grant for each program, up to a maximum of \$500 per program.



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6. Application Process

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

All applications must be received by the SPRA office or be postmarked on or before **January 15, 2021**.

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 (MIG) 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 (3) weeks after the deadline and applicants should know the outcome approximately four (4) weeks following the deadline date.

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

Late applications will not be considered.

7. Funding Obligations

All funds must be used within twelve (12) months of the application deadline date.

Communities receiving grants must publicly acknowledge Sask Lotteries and SPRA. 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.**

It is important to recognize if your program is funded through the SPRA Community Cultural Diversity Inclusions Grant, that it must adhere to the COVID-19 restrictions, guidelines and protocols the Provincial Government has applied on public gatherings and programming. Your initiative must also follow public health recommendations set in place by the Saskatchewan Health Authority (SHA).

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.



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8. Follow-up Requirements

Successful applicants will submit a Follow-up Report within thirty (30) days of the program completion. Follow-up Report forms will be forwarded to successful applicants.

The Follow-up Report must include evidence of how the program has had an effect on your 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 release form can be used and submitted with your Follow-up Report.

SPRA's Photo Release Form can be accessed at:

<https://www.spra.sk.ca/resources-and-advocacy/photo-release/>

In addition to the completed Follow-up Report, successful applicants will provide: photocopies of actual receipts, cancelled cheques or a schedule from the community's audited financial statement that verifies 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.

9. Application Requirements

The following information must be included in the application. 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, recreational opportunity, amount of funding requested and program start and completion date(s).

b) Proposal

A detailed description of the program or event, identify if it is a new program or an enhancement of an existing program.

Include a brief description on how the need for the recreational program or event was identified.

c) Community Recreation Development

The application must outline how the program will promote the continued development of recreation within the community.



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d) Outcomes

Identify the impact of the program. What is the program hoping to achieve?

e) Evaluation

Outline how the program will be evaluated. The evaluation needs to measure how the program achieved the anticipated results.

f) Budget

Complete a proposed budget using the following outline:

- List of revenue (including SPRA 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).

g) Action Plan

Include a Project Action Plan with proposed timelines.

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 programs.

Please submit all Grant applications and supporting documentation by mail or email prior to the end of January 15, 2021 to:

Saskatchewan Parks and Recreation Association (SPRA)
Consultant – Grants and Funding
100 - 1445 Park Street
Regina Saskatchewan S4N 4C5
Email: grants@spra.sk.ca
Toll free: 1-800-563-2555

Contact SPRA for further information or for clarification pertaining to this Grant program. We welcome your feedback on this and on other SPRA programs and services.



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Please review the following checklist to ensure that all required information has been included in your Community Cultural Diversity Inclusion Grant application.

- ✓ Your SPRA membership is Active*.
- ✓ All of your expenditures are eligible.
- ✓ Completion of a balanced budget.
- ✓ Completion of **all** sections of the application.
- ✓ Sign 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 member is in your community or if you are eligible to become an Active member. 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/>.