

# 2023/2024 First Nation Recreation Development Grant

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## 1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) First Nation Recreation Development Grant is supported by the Recreation Section of Sask Lotteries and is managed and administered by SPRA.

***The amount of funding available for the First Nation Recreation Development 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.***

**First Nation Recreation Development Grant application deadline is November 15, 2023.**

## 2. Purpose

The First Nation Recreation Development Grant aims to support SPRA members to develop new recreation opportunities or initiatives in their communities for First Nations people while also encouraging engagement and support of local First Nations in the development of the recreational opportunities.

The First Nation Recreation Development Grant is available to fund a one-time only recreation program. Successful applicants must outline how the grant will promote inclusion of First Nations people in the continued development of recreation in their communities.

### Examples of Recreational Opportunities

The following are examples of recreation opportunities that would complement the grant guidelines. This list provides examples, but eligible programs are not limited to the following:

- Land-based learning activities.
- Learn to skate program.
- Traditional bow shooting.
- Try it activity days.
- Traditional arts and crafts.
- Fitness and physical activity development.
- Dance classes.
- Swimming program.
- Intergenerational recreation programs.

## 3. Eligibility

The SPRA First Nation Recreation Development Grant is available to eligible **Active members** of SPRA.

Eligible Active members include First Nations Communities, Métis Regions, Tribal Councils, Cities, Towns, Villages, Rural Municipalities, Provincial Recreation Associations, Sport, Culture and Recreation Districts, and Regional/Urban Park



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Authorities. **SPRA membership must be current.**

**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 \$2,500. Preference may be given to applications that show self-help, i.e., identify partnerships, generate other sources of revenue.

Applicants can only receive one SPRA Member's Initiative Grant per program per year.

To maximize the benefits of the SPRA First Nation Recreation Development Grant, communities that apply for more than one opportunity are requested to prioritize their applications (i.e., Priority 1, 2 or 3). A maximum of three opportunities will be accepted from one SPRA Active member.

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. 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 – participants meals or snacks, banquets, dinners, fundraising and celebrations.
- Subsidization of wages for employees (additional staff hired to implement the program is eligible)
- Property taxes and insurance.
- Alcoholic beverages.
- Cash prizes including gift cards.
- Out of country travel.
- Uniforms, 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.

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## 6. Application Process

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

**All applications must be submitted on the SPRA's online grant platform on or before November 15, 2023.**

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 MIG Adjudication Committee evaluates the applications against set objectives and criteria through a weighted scoring system.

Funding decisions of the MIG Adjudication Committee are final, will not be revisited and are not subject to appeal.

Applications will be reviewed approximately three weeks after the deadline date and applicants should know the outcome approximately four weeks following the deadline date.

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

Late applications will not be considered. Projects will not be funded retroactively. Any project that has begun prior to the application deadline will not be considered.

## 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, program name, amount of funding requested, program start and completion date(s).

### b) Proposal

A detailed description of the program, target group and how the need for the program was determined. The application must also outline how the program will promote the continued development of recreation within the community.

### c) Community Recreation Development

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

### d) Outcomes

Outline the program's outcomes and include indicators on how these outcomes will be evaluated or measured for success.

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## 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 revenues (including First Nation Recreation Development Grant request, partnerships, other grants, fees, and all self-help funds).
- List of expenses (including promotion, materials, registration, equipment, transportation, and all other eligible expenditures).
- The application must have a balanced budget (revenues and expenses are equal).

## g) 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, 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 by November 15, 2024.

It is understood that activities offered through programs funded by the SPRA First Nation Recreation Development 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.

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 First Nation Recreation Development Grant 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.

Failure to meet the above funding obligations to the satisfaction of SPRA will be grounds to withhold final payment and restrict access to future funding.

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## 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 evidence of 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 programs.

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 First Nation Recreation Development 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 our Active Members are. 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->

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