

2016



Application deadline: November 15, 2016



Saskatchewan
Parks and Recreation
Association

Forever...



Forever...in *motion* Grant

Supporting Increased Participation in Physical
Activity Programs for Older Adults

Supported by:





SPRA Forever...in *motion* Grant

*Supporting communities in implementing a **Forever...in motion** program.*

1. Introduction

Forever...in motion is a program intended to improve and/or maintain the health of older adults living in the community through physical activity and education. Physical activity opportunities are an integral part of the health and quality of life of Saskatchewan's residents. Due to the increasing population of older adults and their health concerns, there is a need for targeted and effective strategies to develop and increase participation in physical activity programs geared specifically to older adults. The Saskatchewan Parks and Recreation Association's (SPRA's) **Forever...in motion** program meets this need.

2. Purpose

The purpose of the **Forever...in motion** Grant is to support communities in implementing a **Forever...in motion** program. **Forever...in motion** is a Saskatchewan based program that helps older adults become physically active through volunteer, peer or staff led physical activity groups.

Forever...in motion groups are led by peer volunteer leaders or staff who have taken the **Forever...in motion** Leader training. This training includes: information on how to lead safe exercise programs for older adults, chronic conditions and preventing falls as well as lots of practical hands-on experience. **Forever...in motion** Leaders are required to participate in a 20-hour **Forever...in motion** Leader training.

Forever...in motion programs:

- Are **only** delivered by trained **Forever...in motion** Leaders who have learned how to facilitate the pre-designed program.
- Improve and/or maintain the health of older adults living in the community through physical activity.
- Are located primarily in senior's housing, churches, condominiums, senior or community centres and leisure centres.
- Improve endurance, strength, balance and flexibility, as well as encourage a healthy lifestyle.

3. Eligibility

SPRA is very pleased to have the opportunity to offer financial assistance to communities that are Active Members of SPRA and who wish to implement a **Forever...in motion** program. Funding will only be distributed to the Active Member. Payment **will not** be issued to individuals.

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. 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.



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Active Members that have not completed filing a previous follow-up report for other SPRA grants are not eligible to apply. Please contact SPRA to fulfill any outstanding follow-up requirements to become eligible in the future.

Partnerships with other community agencies (i.e. local health regions, senior organizations, etc.) are encouraged.

Please note that the contact name on the application must match the name on the SPRA membership and ensure that SPRA membership is current before making an application.

4. Available Assistance

Up to a maximum of \$2,000 per SPRA Active member to support the implementation of a **Forever...in motion** program is available. Preference will be given to applicants that show self-help.

Funds for retroactive expenses will not be approved.

Examples of eligible activities and related possible expenditures are listed below. Other activities may be eligible through this grant. Please contact SPRA prior to submitting your application to discuss the proposed idea.

- Hosting a **Forever...in motion** Leader training workshop (minimum 5 participants)
 - Mandatory
 - Facilitator Fee – minimum \$900
 - Facilitator expenses including mileage calculated at \$0.4006/km (\$0.3815 plus GST) and accommodation
 - **Forever...in motion** Leader Manual – \$25 each, one per participant
 - Optional
 - Facility rental fees
 - Participants mileage to attend the training calculated at \$0.4006/km (\$0.3815 plus GST)
 - Participant accommodation
 - **Forever...in motion** Circuit Manual
 - Advertisement
- Supporting individuals to attend a **Forever...in motion** Leader training workshop
 - Registration fee
 - Participants mileage to attend the training calculated at \$0.4006/km (\$0.3815 plus GST)
 - Participant accommodation to attend the training
 - Advertisement
- Hosting a **Forever...in motion** Leader refresher workshop (minimum 5 participants). A 4-6 hour practical training session for all current leaders to review the **Forever...in motion** program.
 - Facilitator fees
 - Facilitator expenses including mileage calculated at \$0.4006/km (\$0.3815 plus GST) and accommodation



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- Purchasing equipment to support a **Forever...in *motion*** program (up to a maximum of \$500)
 - Equipment can include:
 - Weights
 - Exercise resistance bands and/or tubing
 - Please contact a SPRA representative to ensure your equipment purchase is eligible
 - Electronic equipment such as televisions, CD players or DVD players are not eligible.
 - Equipment must be used to directly support exercises described in the Forever...in motion Leader manual

5. Ineligible Expenses

- Capital expenditures
- Alcoholic beverages
- Cash prizes
- Participant meal expenditures
- Out-of-province travel
- Payroll expenses

6. Application Process

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

All applications must be received at the SPRA office, or be postmarked on or prior to the deadline date of **November 15, 2016**.

SPRA will review the applications to confirm that basic eligibility requirements have been met. The SPRA Member's Initiative Grant (MIG) Adjudication Committee reviews eligible applications for funding consideration. This committee evaluates the applications against the program objectives and criteria through a weighted scoring method.

Applications will be reviewed and approximately four (4) weeks after the deadline the applicants will be advised of the outcome. The MIG Adjudication Committee is guided by a terms of reference that supports the policy direction approved by the SPRA Board of Directors. Funding decisions for the MIG Adjudication Committee are final and will not be revisited or be subject to appeal.

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

Seventy-five percent (75%) of the total amount granted to a project will be forwarded with confirmation of the grant approval. The remaining twenty-five percent (25%) of the grant will be sent to the organization upon receipt and acceptance of the follow-up report.

Late applications will not be processed.



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7. Funding Obligations

All funds must be used within six (6) months of the approval date.

Where possible, groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the Saskatchewan Parks and Recreation Association within their events.

Funds granted through the SPRA **Forever...in *motion*** Grant may only be used for the purpose(s) stated in the application. Funds are not transferable and SPRA must approve, in writing, any significant change in the use of funds. **Unused funds, or funds that were spent incorrectly will not be reimbursed by SPRA.**

Grants will not be approved if an applicant has any outstanding grant follow-ups with the Saskatchewan Lotteries Community Grant Program, SPRA or the Saskatchewan Lotteries Trust Fund.

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

8. Follow-up Requirements

Successful applicants will be required to submit a follow-up report by June 30, 2017. Follow-up report forms will be forwarded to successful applicants.

In addition to the completed follow-up report form, SPRA requires the following financial accountability for the complete grant amount: photocopies of actual receipts, payroll records/cancelled cheques or a schedule from the audited financial statement of the organization that verifies project expenditures.

The follow-up report must include an outline on how the training has been 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. In order for SPRA to demonstrate how your community has benefited from this funding, please send us photos, videos and written testimonials. SPRA is more likely to use your photos and videos when a release form has been signed by the participants or their legal representative. If the community 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 photos release form can be accessed at:

<http://www.spra.sk.ca/resources-and-advocacy/advocacy/photography/>

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 attached application form must be completed in full. Incomplete applications will not be considered.



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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 collects, uses and discloses funding information in order to adjudicate this grant. SPRA reserves the right to promote and advertise the grant recipients and projects.

For more information or to apply for the **Forever...in *motion* grant**, please mail or email a complete copy of the grant application to:

Attention: Andrew Millard, Assistant Consultant – Grants and Funding
SPRA
100 – 1445 Park Street
Regina, SK S4N 4C5
Email: amillard@spra.sk.ca
Phone: Toll free 1-800-563-2555 or 306-780-9471



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Application Form

SPRA Active Member Information

SPRA Active Member:

Mailing Address:

City:

Postal Code:

Primary Contact Information

Name:

Phone Number:

Email:

Indicate the best form of contact:

☐ Email

☐ Phone

☐ Both

Program Opportunity

Name of Program:

Program Start Date:

Program End Date:

Amount of Funding Requested:

Targeting the Older Adult Population:

Estimate % of Older Adult Population in the Community:

_____ %

How will you target this population?



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Program Proposal

Clearly describe the need your program will meet in your community by receiving these funds.

Question for consideration:

- Why do you want to implement a **Forever...in *motion*** program?
- How did you identify the need in your community?

Program Outcomes and Evaluation

Please describe the impact, changed state or benefit that is achieved in the lives of the participants. Include measureable numbers such as improved participation rates, more days and more minutes active, etc.

Consider what change the funds will cause on your current **Forever...in *motion*** program or on your community as a result utilizing a **Forever...in *motion*** program?



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Clearly describe how the program will be evaluated or measured for success. For example, how will you determine if the outcomes are achieved?

Budget

Complete a proposed budget using the following outline. Be sure to include **all** revenues and expenses.

Examples of Potential Revenues:

Anticipated amount from **Forever...in *motion*** grant

In-kind donation(s)

Participant fees

Etc.

Examples of Potential Expenses:

Promotion

Equipment

Mileage

More examples above in (4) Available Assistance

Budget

Revenues	Expenses
Total Revenue: \$	Total Expenses: \$

[illegible]



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Statement of Understanding

I, _____ (primary contact – please print), will be responsible to ensure that the above-mentioned program will be offered on the outlined dates. If the program is not offered, I will be responsible for informing SPRA.

SPRA Active Member: _____
(Name Printed)

Date: _____

SPRA Active Member: _____
(Signature)

Primary Contact: _____
(Name Printed)

Date: _____

Primary Contact: _____
(Signature)

Review the following checklist to ensure that all of the required information has been included in your **Forever...in *motion*** application.

- ✓ Your SPRA membership is Active*
- ✓ **All** of your expenditures are eligible
- ✓ Completion of a balanced budget
- ✓ Completion of **all** sections of the application
- ✓ Signatures of **both** SPRA Active Member and Primary Contact

* 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. 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/>