

2019



Application deadline: November 15, 2019



Saskatchewan
Parks and Recreation
Association

First Nation Member's Recreation Grant

The SPRA First Nation Member's Recreation Grant assists First Nation members to develop recreation opportunities in the First Nation communities within Saskatchewan.

Supported by:



1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) First Nation Member's Recreation Grant is provided through the Recreation Section of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation. It is managed and administered by the Saskatchewan Parks and Recreation Association.

The amount of funding available for the First Nation Member's Recreation 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 purpose of the SPRA First Nation Member's Recreation Grant is to assist First Nation members in developing recreation opportunities in First Nation communities within Saskatchewan. This Grant focuses solely on the development of recreation opportunities for First Nation people of Saskatchewan. The Grant can create and be used to support partnerships with other sectors within the community. Recreation plays a key role in promoting healthy lifestyle choices and should be available to all Saskatchewan residents.

The SPRA First Nation Member's Recreation 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.

3. Eligibility

The SPRA First Nation Member's Recreation Grant is available to First Nation communities who are **Active members** of SPRA.

Please note that:

- The contact name on the Application must be the same contact name on the SPRA membership.
- Tribal Councils are not eligible for funding.
- Communities that have not fulfilled the requirements of SPRA Member's 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.

4. Available Assistance

A maximum of \$2,000 is available. Preference may be given to Applications that show self-help (i.e. identify partnerships, generate other sources of revenue).

To maximize the benefits of the SPRA First Nation Member's Recreation 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 community.



SPRA First Nation Member's Recreation Grant

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.

Examples of Recreational Opportunities

The following are examples of recreation programs that would be in the spirit of the Grant guidelines:

- Learning how to skate
- Traditional bow shooting
- Baseball basics
- Traditional arts and crafts
- Exercise programs
- Dance classes
- Swimming programs

Programs will not be funded retroactively and any program beginning prior to the Application deadline will not be considered.

5. Expenditures

All grants provided through the Saskatchewan Lotteries Trust Fund identify the following as ineligible expenses:

- a) Capital expenses, assistance for the construction, renovation, or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- b) Food related expenses – banquets, dinners, fundraisers and celebrations
- c) Subsidization of wages for full-time employees (additional staff hired to implement the program is eligible)
- d) Property taxes, insurance
- e) Alcoholic beverages
- f) Cash prizes
- g) Off continent travel
- h) 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.

6. Application Process

Applicants are encouraged to contact the SPRA Consultant – Grants and Funding prior to completing the Application.

All Applications must be received by SPRA, or be postmarked on or before **November 15, 2019**.



SPRA First Nation Member's Recreation Grant

SPRA will review Applications to confirm that basic eligibility requirements have been met before the SPRA Members Initiative Grant (MIG) Adjudication Committee reviews for funding consideration. The MIG Adjudication Committee evaluates Applications against set objectives and criteria through a weighted scoring method.

The MIG Adjudication Committee is guided by the Terms of Reference that support the Policy Direction approved by the SPRA Board of Directors. 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 (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 six (6) months of the approval date.

Communities receiving grants must publicly acknowledge the Saskatchewan Lotteries and SPRA. Promotional materials will be made available to successful applicants.

Funds granted through the SPRA First Nation Member's Recreation 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.**

Grant payments will not be made if an applicant has any outstanding grant Follow-up Reports 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 final payment and restrict access to future funding.

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 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



SPRA First Nation Member's Recreation Grant

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.

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 of 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) Opportunity Proposal

- A detailed description of the program, target group and how the need for the program was determined

c) Community Recreation Development

- The Application must outline how the program will promote the continued development of recreation within the community

d) Anticipated Results

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

e) Budget

- Complete a proposed budget using the following outline:
 - List of revenues (including SPRA First Nation Member's Recreation Grant request, partnerships, other grants, fees and all self-help funds)
 - List of expenses (including promotion, registration, equipment, transportation)

Note: The Application must have a balanced budget (revenues and expenses are equal)

f) Action Plan

- A projected Action Plan, with proposed timelines

g) Evaluation

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



SPRA First Nation Member's Recreation Grant

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 four (4) copies of all grant applications and supporting documentation by mail or email prior to the November 15, 2019 deadline to:

Consultant – Grants and Funding
SPRA
100 - 1445 Park Street
Regina, SK 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.

Please review the following checklist to ensure that all required information has been included in your First Nation Member's Recreation 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
- ✓ Signatures of **both** SPRA Active member and Primary Contact
- ✓ 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/>.



SPRA First Nation Member's Recreation Grant

Application Form

This Application Form is to be used as the format required for the Grant. If there is not enough room for information, attachments will be accepted. If the applicant is going to use this template for the application process, please print clearly. Illegible Applications cannot be processed.

SPRA Active member: _____
(Community)

Contact Information:

Name: _____

Position: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Program Name: _____

Amount of Funding Requested: \$ _____

Program Start Date: _____

Program Completion Date: _____

Opportunity Proposal

Program Description:



SPRA First Nation Member's Recreation Grant

Focus Group: (i.e. youth, seniors, inactive, etc.)

How was the need for the program determined?

Community Recreation Development

How will this program support continued development of recreation within the community?

Anticipated Results: (The impact of the program. What is the program hoping to achieve?)

Action Plan (Proposed timeline for planning and implementation of the program)



SPRA First Nation Member's Recreation Grant

Evaluation (How will you determine if the program is successful?)

I, _____ (SPRA Active member – please print), will be responsible to ensure that the above-mentioned event will be offered on the outlined date. If the event is not offered, I will be responsible for informing SPRA.

Signed: _____

Date: _____