

2023/2024 Leadership Development Grant

1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) Leadership 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 Leadership 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.

The Leadership Development Grant application deadline is February 14, 2024.

2. Purpose

The Leadership Development Grant aims to support SPRA members in developing recreation opportunities within Saskatchewan and the community, by increasing the skill level of volunteers and recreational staff.

Through this program, SPRA is developing community capacity to ensure recreation leaders are available to deliver quality recreational programs. The Leadership Development Grant will fund a one-time only, skill development opportunity. Part of the application process is to outline how the learned leadership skill will enhance recreational opportunities within the community.

Examples of Training Opportunities

The following are organizations that offer training opportunities. This list provides examples that would be in the spirit of the grant guidelines, but eligible opportunities are not limited to the following:

- Saskatchewan Parks and Recreation Association (www.spra.sk.ca)
- Canadian Parks and Recreation Association Professional Development Certification (<http://cprapdc.ca/>)
- Saskatchewan Association of Recreation Professionals (www.sarponline.ca)
- Volunteer Regina – United Way (www.unitedwayregina.ca)
- Volunteer Saskatoon – United Way (www.unitedwaysaskatoon.ca)
- Saskatchewan Polytechnic (www.saskpolytech.ca)
- University of Saskatchewan (www.usask.ca)
- University of Regina (www.uregina.ca)
- Conferences or professional gatherings where recreation relates.

3. Eligibility

The SPRA Leadership Development Grant is available to eligible **Active members** of SPRA.

Eligible Active members include Cities, Towns, Villages, Rural Municipalities, First Nations 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:

- Communities 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 \$2,000. Preference may be given to applications that show self-help, i.e., identify partnerships and/or generate other sources of revenue.

A maximum of one application for a single learning opportunity will be accepted from an Active SPRA member. Applicants can only receive one SPRA Member's Initiative Grant per program per year.

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.

Eligible initiatives will be divided into three categories:

I. Organization Specific

Examples of eligible initiatives include, but are not limited to, the following:

- Board Development (i.e., how to run a meeting, the role of the Board, employee/Board relationships).
- Board Governance Workshops.
- Strategic Planning Sessions.
- Policy Development Seminars.

II. Volunteer or Community Capacity Building

Examples of eligible initiatives include, but are not limited to, the following:

- Playground Safety Workshop.
- Fitness Leadership.
- Lifeguard Certification.
- HIGH FIVE®.

III. Direct Delivery

Examples of eligible initiatives include, but are not limited to, the following:

- Program Coordination and Delivery Education.
 - Facility Maintenance and Management Workshops.
 - Park Maintenance and Management Workshops.
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5. Ineligible Expenditures

The following items are considered ineligible:

- Capital expenses, assistance for the construction, renovation, or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- There will be no duplication of funding for opportunities currently funded through Sask Lotteries Trust Fund.
- Food related expenses – participant meals or snacks, banquets, dinners, fundraising, and celebrations
- Subsidization of wages for full-time employees (additional staff hired to implement the program is eligible).
- National Coaching Certifications and Officials Training.
- EMS, athletic training, CPR and First Aid Training.
- 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: Rental costs of facilities that are directly related to the opportunity are eligible to receive up to 25% of the total grant for each program, up to a maximum of \$500 per program.

6. Application Process

All applications must be submitted on the SPRA's online grant platform on or before February 14, 2024.

SPRA will review the 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 reviews eligible applications for funding 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 of their application approximately four weeks following the deadline date.

75% of the total amount granted will be forwarded 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.



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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, initiative/training opportunity name, amount of funding requested, start and completion date(s).

b) Proposal

A detailed description of the training opportunity, how a need for this training was determined, participant's name(s) and how the community will benefit. Outline how the training opportunity will improve recreation in the community, and the commitment back to the community.

c) Outcomes

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

d) Budget

Complete a proposed budget using the following outline:

- List of revenues (including Leadership Development Grant request, partnerships, other grants, fees, and all self-help funds).
- List of expenses (including registration, transportation/mileage, professional fees, promotion, materials, and all other expenditures).
- The application must have a balanced budget (revenues and expenditures are equal).

e) Action Plan

Include a projected 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 February 14, 2024.

[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 February 14, 2025.

It is understood that activities offered through programs funded by the SPRA Leadership Development Grant must adhere to all government of Saskatchewan



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Public Health Orders (if in effect at the time of activity) and that activities are expected to provide a safe, welcoming, and respectful environment for all those involved.

Where possible, groups receiving grants must publicly acknowledge Sask Lotteries and SPRA within their activities. Logos of each organization will be made available to successful applicants upon request.

Funds granted through the SPRA Leadership Development Grant may only be used for the purpose stated in the application and funds are not transferable. SPRA must approve, in writing, any significant change in the use of the funds. Unused funds, or funds that were spent incorrectly, must be returned to SPRA.

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.

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 an outline on how the program/learning opportunity had an effect on your community.

SPRA would like to showcase the impact of this funding. 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 community's Audited Financial Statement 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.



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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 Leadership 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-of-membership/>.
