



Saskatchewan
Parks and Recreation
Association

LEADERSHIP DEVELOPMENT GRANT

Grant Deadline: March 1, 2021

The SPRA Leadership Development Grant assists Active members of SPRA in developing recreation opportunities within the member's community by increasing the skill level of the community's volunteers and recreational staff.

Funded by :

 **SASK LOTTERIES**





SPRA Leadership Development Grant

1. Introduction

The Saskatchewan Parks and Recreation Association's (SPRA) Leadership Development Grant is specific to the Recreation Section of Sask Lotteries and is managed and administered by the Saskatchewan Parks and Recreation Association.

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.

2. Purpose

Recreation plays a key role in the lives of every Saskatchewan resident. The quality of leadership is vital to a positive recreation experience for participants. The Leadership Development Grant aims to assist Active members of SPRA 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 to 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:

- The Saskatchewan Parks and Recreation Association (www.spra.sk.ca)
 - Play Leadership Certificate of Participation
 - HIGH FIVE®
 - Take the Lead!®
 - Arena Operator Level 1
 - Arena Operator Level 2
 - Pool Operator Level 1
 - 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 (formerly known as SIAST) (www.saskpolytech.ca)
 - University of Saskatchewan (www.usask.ca)
 - University of Regina (www.uregina.ca)
-



SPRA Leadership Development Grant

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.

Please note that:

- The contact name on the application must be the same 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 \$2,000. 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. A maximum of one (1) application will be accepted from an Active SPRA member. Applicants can only receive one (1) SPRA Member's Initiative Grant per initiative 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 expenditures will be divided into three (3) categories:

I. Organization Specific

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

- Pilates or Yoga Delivery Training
- Playground Safety Workshop
- Fitness Leadership
- Lifeguard Certification
- CPRA Professional Development Certification
- HIGH FIVE[®]



SPRA Leadership Development Grant

III. Direct Delivery

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

- Program Coordination and Delivery Education
- Facility Maintenance and Management Workshops
- Park Maintenance and Management Workshops

5. 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 – banquets, dinners, fundraisers and celebrations
- Subsidization of wages for full-time employees (additional staff hired to implement the program is eligible)
- National Coaching Certifications
- EMS, athletic training, CPR and First Aid Training
- Property taxes, insurance
- Alcoholic beverages
- Cash prizes including gift cards
- Conferences (excluding SaskFit)
- In person travel and training opportunities outside of Saskatchewan

Note: Operating costs of facilities that are directly related to the 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. There will be no duplication of funding for opportunities currently funded through Sask Lotteries Trust Fund.

6. Application Process

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

All applications must be submitted before the end of day **March 1, 2021**.

SPRA will review the applications to confirm the basic eligibility requirements have been met before determining if applications will be provided to the SPRA Member's Initiative Grant (MIG) Adjudication Committee. The Committee evaluates the application 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 of their application approximately four (4) weeks following the deadline date.



SPRA Leadership Development Grant

Seventy-five percent (75%) of the total amount granted will be forwarded 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.

Members 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 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.**

It is important to recognize if your program is funded through the SPRA Leadership Development 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.

8. Follow-up Requirements

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

The Follow-up Report must include evidence of how the learning opportunities 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 at:

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



SPRA Leadership Development Grant

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 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.

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, initiative 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.

c) Commitment Back to the Community

The participants commitment back to the community

d) Outcomes

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

e) Budget

Complete a proposed budget using the following outline:

- List of revenue (including SPRA 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).

f) Action Plan

A projected Action Plan, with proposed timelines.



SPRA Leadership Development 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 projects.

Please submit all grant applications and supporting documentation on [Foundant](#) prior to the end of March 1, 2021 to: <https://www.grantinterface.ca/Home/Logon?urlkey=spra>

Contact SPRA for further information or for clarification pertaining to this Grant. 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 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 members are 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/>.