2017-18

Application deadline: April 1, 2018

Saskatchewan
Parks and Recreation
Association

Métis Recreation Development Grant

The SPRA Métis Recreation Development Grant assists SPRA Active members to develop recreation opportunities for Métis people in Saskatchewan.

Supported by:
Saskatchewan LOTTERIES

SPRA Métis Recreation Development Grant

1. Introduction

The Saskatchewan Parks and Recreation Association Métis Recreation Development Grant is specific to 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 (SPRA).

The amount of funding available for Métis Recreation Development Grant projects, 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 Métis Recreation Development Grant Program is to assist Active members of SPRA to develop recreation programs in their communities. This grant will focus on the development of new recreation opportunities or initiatives for Métis people in Saskatchewan. Recreation plays a key role in the lives of every Saskatchewan resident and should be available to all.

Through this program, SPRA is ensuring that funding is available to continue the development of recreational opportunities within Métis communities in Saskatchewan. The Métis Recreation Development Grant will fund a one-time only new recreation program. The successful applicants will have outlined how this program will promote the continued development of recreation in their community.

3. Eligibility

The SPRA Métis Recreation Development Grant is available to **Active members** of SPRA. Municipalities are encouraged to partner with Métis Regions, locals or groups to apply for the grant. Priority will be given to Métis Regions and grants will only be made available to organizations that are incorporated. Operating costs of facilities that are directly related to the recreation program opportunity cannot exceed 25% of the total grant for each program, up to a maximum of $500 per program.

Eligible Active members include Cities, Towns, Villages, Rural Municipalities, First Nations, Sport, Culture and Recreation Districts, Provincial Recreation Associations, Tribal Councils, Métis Regions and Regional/Urban Park Authorities. SPRA Membership must be current prior to application being made.

Please note that the contact name on the application must match the contact name on the SPRA membership.

4. Ineligible Expenditures

Criteria established by the Saskatchewan Lotteries Trust Fund state that the following areas are not eligible for support from Lottery Funding:

a) Capital expenditures, 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 expenditures – food expenses for banquets, dinners, fundraising and celebrations
c) Subsidization of wages for full-time employees (additional staff hired to implement the program will be 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

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5. Available Assistance

Up to a maximum of $2,000 is available to Active members of SPRA. Preference may be given to applications that show self-help.

Allocation amounts will be determined, to maximize the benefits of the SPRA Métis Recreation Development Grant program in a fair and equitable manner.

6. Application Process

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

All applications must be received at the SPRA office by the deadline date of **April 1, 2018**.

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.

The MIG Adjudication Committee evaluates the application against the program objectives and criteria through a weighted scoring method.

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.

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

Projects will not be funded retroactively and project beginning prior to the application deadline will not be considered.

75% of the total amount granted to a project will be forwarded with confirmation of the program approval. The remaining 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.

7. Funding Obligations

All funds must be used within twelve (12) months of the approval date.

Where possible, groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the Saskatchewan Parks and Recreation Association within their activities. Promotional materials will be made available to successful applicants.

Funds granted through the SPRA Métis Recreation Development Grant program 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 funds. **Unused funds, or funds that were spent incorrectly, must be returned to SPRA.**

Grant payments will not be made 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 the final payment and restrict access to future funding.

8. 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.

9. Follow-up Requirements

Successful applicants will be required to submit a follow-up report within 45 days of the program completion. Follow-up report forms will be forwarded to successful applicants.

The follow-up report must include evidence on how the program had an 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 pictures, 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 photo release form can be accessed at:
http://www.spra.sk.ca/resources-and-advocacy/advocacy/photography/

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.

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. Application Template

The following information is a template on the information that must be included in the application. Approval of applications will be based on all areas listed below being included in the application submission.

a) Contact Information

- Include the name of the Active member, contact person, telephone number, address, email address, program name, amount of funding requested and program start and completion date(s).

b) Opportunity Proposal

- Include a detailed description of the program and how the need for the program was determined.

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c) Targeting the Métis Population

- Include estimated percentage of Métis population within the community, and how this population will be targeted.

d) Community Recreation Development

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

e) Program Outcomes

- Identify the impact, improved state or benefit that will be achieved in the lives of people as a result of their participation in the program.

f) Budget

- Complete a proposed budget using the following outline:
  - List of revenue (including SPRA Métis Recreation Development Grant request, partnerships, other grants, fees and all self-help funds)
  - List of expense (including promotion, registration, instruction, equipment and all expenditures)

Note: The application must have a balanced budget (revenues and expenditures are equal)

g) Action Plan

- Include a project Action Plan, with proposed timelines.

h) Evaluation

- Outline how the program will be evaluated.
- The evaluation needs to measure how the program achieved the stated outcomes.

11. Privacy

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Contact SPRA at 1-800-563-2555 for further information, or for clarification of any information pertaining to this grant program. We welcome your feedback on this and other SPRA programs and services.

Please include four (4) copies of all grant applications and supporting documentation prior to the April 1, 2018 deadline.

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Mail four (4) complete copies of the grant application to:

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

Review the following checklist to ensure that all required information has been included in your Metis Recreation Development 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. 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/.

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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 Member Name: _____
(Community/Organization)

Contact Information:
Name:_____ Position: _____
Address:_____
City/Town:_____ Province: _____ Postal Code:_____
Phone: _____Fax: _____ Email: _____
Program Name: _____
Amount of Funding Requested: $_____
Program Starting Date: _____ Program Completion Date:_____

Opportunity Proposal:
Program Description: _____

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How was the need for the program determined? _____

Community Recreation Development:
How will this program promote the development of recreation within the Métis community? _____

Targeting the Métis Population:
Estimated Métis population within the community: _____ %
How will this population be targeted? _____

Program Outcomes: (The impact, changed state or benefit that is achieved in the lives of the participants)

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Budget:

Revenue		**Expenses**	
1. SPRA Grant	$	1.	$
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
Total Revenue:	**$**	**Total Expenses:**	**$**

Action Plan: (Proposed timeline for activities)

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Evaluation: (How will you determine if the outcomes are achieved?)

_____

_____

_____

_____

_____

I, _____ (contact individual – 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: _____