

2019



Application deadline: February 1, 2019



Saskatchewan
Parks and Recreation
Association

Leadership Development Grant

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.

Supported by:





SPRA Leadership Development Grant

1. Introduction

The Saskatchewan Parks and Recreation Association's Leadership 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 Leadership projects, 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 2019 Leadership Development Grant encourages members to develop human resources needed to continue building community capacity that will advance recreational opportunities.

2. Purpose

The purpose of the SPRA Leadership Development Grant is to assist 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. 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. A community's recreation programs can only be as strong as its leaders.

The focus of the 2019 grant will be to fund Leadership Development opportunities to build effective leadership skills in relation to all levels of recreation service delivery. Through this program, SPRA is developing community capacity by facilitating leadership opportunities, to ensure recreation leaders are available to deliver quality recreational programs in the community. The Leadership Development Grant will fund a one-time only, in-province, skill development opportunity. Part of the application process is to outline how to apply the learned leadership skills, to enhance recreational opportunities within the community.

3. Eligibility

The SPRA Leadership Development Grant is available to eligible **Active members** of SPRA. Grants will only be made available to organizations that are incorporated. Facility rental expenses that are directly related to the training 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 Communities, Provincial Recreation Associations, Sport, Culture and Recreation Districts, 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.



SPRA Leadership Development Grant

4. Eligible Expenditures

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[®]

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. Ineligible Expenditures

Criteria established by the Saskatchewan Lotteries Trust Fund and SPRA states 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) There will be no duplication of funding for opportunities currently funded through the Saskatchewan Lotteries Trust Fund
- c) Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations
- d) Subsidization of wages for employees
- e) National Coaching Certification for Level 2 or 3
- f) EMS, athletic training, CPR or First Aid training
- g) Property taxes, insurance
- h) Alcoholic beverages
- i) Cash prizes
- j) Uniforms, or personal items such as hats or sweatbands
- k) Conferences
- l) Training opportunities outside of Saskatchewan



SPRA Leadership Development Grant

6. Available Assistance

Up to a maximum of \$2,000 per training opportunity 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 Leadership Development Grant program in a fair and equitable manner.

7. 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 **February 1, 2019**.

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. Any 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.



SPRA Leadership Development Grant

8. Funding Obligations

All funds must be used within 12 months of the application deadline.

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 Leadership 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.

9. Follow-up Requirements

Successful applicants will be required to submit a follow-up report within 30 days of the training opportunity completion. 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 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/photo-release/>

SPRA reserves the right to request a refund of the grant amount from members that do not submit the required follow-up report information.



SPRA Leadership Development Grant

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) Application Cover Sheet

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

b) Opportunity Proposal

- Include 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 application must include the participant's commitment back to the community.

d) Opportunity Outcomes

- Outline the training opportunity 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 promotion, registration, mileage, honorarium, professional fees and all expenditures)

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

f) Action Plan

- Include a project Action Plan with proposed timelines.

g) Evaluation

- Outline how the program will be evaluated.
- The evaluation must be related to the outcome indicators.

11. 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 Leadership Development Grant

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.

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 submit four (4) copies of all grant applications and supporting documentation by mail or email prior to the February 1, 2019 deadline to:

Andrew Millard, Consultant – Grants and Funding
100 - 1445 Park Street
Regina, SK S4N 4C5
Email: amillard@spra.sk.ca
Phone: Toll free 1-800-563-2555 or 306-780-9261

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 of a balanced budget
- ✓ Completion of **all** sections of the template
- ✓ 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/>.

Examples of Training Opportunities

The following are organizations that offer training opportunities. This list provides examples and training opportunities but is not limited to the following:

- 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)



SPRA Leadership Development Grant

- 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)