



Saskatchewan
Parks and Recreation
Association

2026

Request for Proposals

Review and Update of the
Provincial Recreation
Association Annual Funding

Issue Date: July 6, 2026

Proposal Deadline: August 10, 2026

FUNDED BY



SASK LOTTERIES

WHO WE ARE

Saskatchewan Parks and Recreation Association (SPRA) is a provincial non-profit dedicated to connecting, educating, and inspiring recreation and parks providers.

We envision a Saskatchewan where all people experience a better quality of life through parks and recreation. Our job is to build a Saskatchewan that improves access for all, connects health and wellbeing, and one that not only values, but invests in parks and recreation.

SUPPORTED BY

Sask Lotteries is the main fundraiser for more than 12,000 sport, culture and recreation groups across the province.

Proceeds from every ticket sold in Saskatchewan – such as LOTTO 649, WESTERN 649, LOTTO MAX, Sport Select and Scratch’n Win go into the Sask Lotteries Trust Fund to support volunteer sport, culture and recreation activities throughout the province.

SPRA is grateful to be one of the 1,200 organizations that receive direct funding support through Sask Lotteries, and to be a partner that helps oversee the distribution of these funds to our members, communities and organizations across our province.

INTRODUCTION

The Saskatchewan Parks and Recreation Association (SPRA) is seeking proposals from qualified consultants or consulting firms to conduct a comprehensive review of the Provincial Recreation Association (PRA) Annual Funding Model. The accepted proposal must demonstrate expertise in funding model design, grant allocation frameworks, and funding system modernization.

The review will examine the current funding model, assess its effectiveness, identify opportunities for improvement, and develop funding model options that align with SPRA's strategic direction, Sask Lotteries Trust requirements and principles of equity, accountability, and sustainability.

The chosen consultants will facilitate engagement, conduct research and analysis, develop funding model options, and provide recommendations, tools, and implementation supports that will guide SPRA's funding into the future.

BACKGROUND

SPRA administers annual funding to 32 Provincial Recreation Associations (PRAs) that deliver accessible, community-level recreation opportunities throughout Saskatchewan. Their services are essential to the long-term growth, vibrancy, and sustainability of the recreation and parks industry. During the review, we are open to exploring what the future of this funding could be.

The current funding model was introduced in 2016 and has operated through multiple three-year funding cycles. While it has provided stability to PRAs and supported organizational planning, SPRA has consistently identified opportunities to adjust our practices to strengthen strategic alignment, improve administrative efficiency, modernize assessment processes, and enhance the equity of funding practices.

PROJECT OBJECTIVE

The consultant will:

- Review and assess the current PRA Funding Model.
- Evaluate and propose alignment with SPRA's Strategic Direction.
- Review and identify funding allocation practices and assessment processes.
- Identify opportunities to improve equity, transparency, accountability and administrative efficiency.
- Develop evidence-informed funding model options and recommendations.
- Facilitate engagement of providers throughout the review process.
- Design practical tools, processes and implementation supports.
- Provide an implementation roadmap.

SCOPE OF WORK

Work is anticipated to begin in **September 2026** depending on the selection process. The desired completion of the work is prior to **November 2027**.

Phase 1: Environmental Scan and Discovery

The consultant will:

- Review relevant documents and background materials.
- Examine current funding processes, assessment practices, and reporting requirements.
- Identify comparable funding models.
- Assess best practices in grant-making and outcome-based funding.
- Engage key stakeholders, including:
 - Provincial Recreation Associations
 - Recreation Section Review Committee members
 - SPRA staff and leadership
 - Other stakeholders identified during the project

Deliverable:

Environmental Scan and Discovery Report.

Phase 2: Findings and Funding Model Options

The consultant will:

- Analyze information gathered during Phase 1.
- Develop two to three funding model options.
- Identify implications of each option, including:
 - Strategic alignment
 - Equity considerations
 - Administrative impacts
 - Funding allocation approaches
 - Accountability mechanisms

Deliverable:

Funding Model Options Report and Presentation.

Phase 3: Engagement Sessions

The consultant will:

- Facilitate engagement sessions with PRAs and other providers.
- Present findings and funding model options.
- Gather and synthesize feedback.

- Refine recommended approaches.

Deliverable:

Stakeholder Engagement Summary Report.

Phase 4: Final Recommendations and Funding Model Development

The consultant will:

- Develop a recommended funding model.
- Create draft funding priorities and outcome statements.
- Design application and follow-up reporting processes.
- Develop assessment and evaluation tools.
- Develop guidelines to support funding decisions, including:
 - New organizations
 - Funding increases
 - Funding decreases
 - Implementation recommendations.

Deliverables:

- Final Funding Review Report
- Recommended Funding Model
- Application Templates
- Reporting Templates
- Assessment Tools
- Implementation Roadmap

PROJECT OVERSIGHT

The successful consultant will work closely with SPRA staff throughout the project. The Grants and Funding Coordinator and Training and Funding Manager will serve as the primary project contacts and provide project oversight, stakeholder coordination, and support throughout all phases of the review.

KEY FUNDING REVIEW QUESTIONS

The consultant's methodology should demonstrate how the following questions will be explored and addressed throughout the review:

- What funding model(s) best supports SPRA's strategic direction, Sask Lotteries funding requirements, and the current and future needs of the recreation and parks sector?
- What should the PRA Funding Program be trying to achieve, and what outcomes should it support?
- What approach should be used to determine funding allocations among eligible organizations?
- What accountability, reporting, and performance measurement requirements are necessary to demonstrate the effective use and impact of funding while minimizing administrative burden?
- What application, review, and decision-making processes best support transparent, fair, and evidence-informed funding decisions?
- How can the relationship between SPRA and funded organizations be strengthened to support collaboration, trust, and shared outcomes?
- What transition considerations and implementation supports will be required to successfully move from the current funding model to a new funding model?

Consultants are not expected to provide answers to these questions within their proposal. Rather, proposals should clearly describe the methodology, engagement approach, analytical framework, and expertise that will be used to explore these questions and develop recommendations.

CONSULTANT QUALIFICATIONS

The successful consultant should demonstrate:

- Experience designing, reviewing, or restructuring grant funding programs or intermediary funding models
- Expertise in grant-making strategy, funding allocation models, and outcome-based funding models
- Experience working with intermediary funders or multi-organization funding programs.
- Experience developing performance measurement frameworks, evaluation systems, and reporting structures that balance accountability and administrative burden.
- Strong facilitation skills with experience engaging multiple stakeholders in complex funding environments.
- Knowledge of public sector, non-profit, or trust-based funding systems.
- Experience producing strategic recommendations that translate into implementable funding models and operational tools (guides, applications, scoring tools, templates).

Preference will be given to consultants who have designed funding programs of similar scale and complexity involving multiple funded organizations and annual allocation processes.

PROPOSAL REQUIREMENTS

Proposals must include:

- Executive Summary
- Understanding of the Project
- Proposed Methodology
- Work Plan and Timeline
- Examples of funding models or grant frameworks previously developed (samples or descriptions of tools)
- Any Additional Value-Added Services

BUDGET

Proposals are requested to provide a detailed project budget, including professional fees, travel, facilitation expenses, and any additional costs. Applicants are encouraged to break down their deliverables so that items may be included or omitted

SPRA reserves the right to negotiate project scope and budget with the preferred proponent.

EVALUATION CRITERIA

Proposals will be evaluated based on:

- Understanding of funding system design challenges and project scope
- Methodology and approach
- Relevant experience and qualifications
- Team Capacity, structure and delivery feasibility

- Cost and overall value

SPRA may request a meeting with a Consultant prior to awarding the contract to clarify details such as the scope, expected results, roles and responsibilities of the consultant, project deliverables and the anticipated timelines for completion.

WORKING AGREEMENT

The successful applicant will enter a Professional Services Agreement with SPRA, based on the information contained in this RFP and SPRA or the successful applicant's submission and any required modifications.

SPRA shall hold copyright to, and total ownership of, all information resulting from the Professional Service Agreement.

ALL RIGHTS RESERVED

SPRA reserves the right to cancel this RFP for any reason, without any liability to any Agency, or to waive irregularities at its own discretion. The lowest price proposal may not necessarily be accepted.

Proposals shall be irrevocable until SPRA awards this Professional Services Agreement, cancels this RFP, or a period of ninety days has elapsed following the submission deadline.

All prices are to be in Canadian funds.

All proposals will remain confidential.

We thank all parties for their submission; however, only shortlisted proposals will be contacted.

RFP Release Date: July 6, 2026

Email proposals by **5:00 p.m. on Monday, August 10, 2026**, to:

Kacie Loshka, Grants and Funding Coordinator
Email: kloshka@spra.sk.ca