



Training Grant 2024/2025

1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) Training Grant is supported by the Recreation Section of Sask Lotteries and is managed and administered by SPRA.

The amount of funding available for the Training 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 Training Grant opens October 1, 2024 and closes June 1, 2025.

2. Purpose

The Training Grant aims to enhance local skills and qualifications by supporting recreation and parks volunteers, and staff in accessing training.

This grant provides funding for skill development in areas critical to the effective management or delivery of services, programs and facilities. Eligible training may include certifications or courses related to facility operations, program development, safety standards, evaluation practices, resource management, or facilitation.

This grant is a one-time funding opportunity designed to support professional development that strengthens the delivery and management of recreation and parks services.

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)

3. Eligibility

The SPRA Training Grant is available to eligible **Active and Associate members** of SPRA. Associate members must be a registered non profit, registered charitable organization or a school. **SPRA membership must be current.**

For more information on the SPRA membership categories visit our [website](http://www.spra.sk.ca)



Please note:

- Members 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.

There is no deadline for this grant, applications will be received between October 1, 2024 and June 1, 2025 with a funding cap every three months to ensure funds are distributed throughout the year.

A maximum of one application for a single learning opportunity will be accepted from an SPRA member per year. Applicants can only receive one SPRA Member's Initiative Grant per program per year. Funds for this grant cannot go into a general professional development fund to support multiple opportunities.

New initiatives are encouraged as the grant is not able to provide sustainable delivery funds.

5. Ineligible Expenditures

The following items are considered ineligible:

- Capital expenses, assistance for construction, renovation, or repair.
- Food related expenses – participant meals and snacks, banquets, dinners, fundraising and celebrations.
- Subsidization of wages for existing employees (additional staff hired to implement the program is eligible).
- Property taxes and insurance.
- Alcoholic beverages.
- Prizes.
- Out of country travel.
- Uniforms or personal items such as hats, sweatbands or t-shirts.
- Coaches, officials and athletic certifications.
- EMS, CPR and First Aid Training.
- Serve it Right and Food Safe Handling training.
- Electronic devices (TVs, radio, computer, etc.).
- Operational costs to run a facility (water, power, energy, etc.).
- Facility rental.
- Other expenses that may be deemed inappropriate.



Note: The learning event registration fee, manuals, or material expenses are prioritized along with any other training resources. Travel and accommodation expenses up to 50% will be supported to a maximum of \$1,000.

6. Application Process

All applications must be submitted on SPRA's online grant platform prior to the training opportunity.

SPRA will review all applications to ensure that eligibility requirements have been met. Funding decisions are final, non-negotiable, and not subject to appeal.

Applications will be reviewed approximately three weeks after submission, and applicants will be notified of the outcome within four weeks of submission.

Upon approval, 75% of the total grant amount will be disbursed. The remaining 25% will be released upon receipt and approval of the Follow-up Report.

Projects will not be funded retroactively. Any training that begins prior to the submission of your application will not be considered.

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 or Associate member**, contact person, telephone number, address, email address, 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.

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 Training Grant request, partnerships, other grants, fees, and all self-help funds).
- List of expenses (including registration, transportation/mileage, materials, and all other expenditures).



- The application must have a balanced budget (revenues and expenditures are equal).

Please submit your grant application and supporting documentation through the SPRA Online Grant Platform.

[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 within 12 months of the application submission date.

It is understood that activities offered through programs funded by the SPRA Training Grant must adhere to all government of Saskatchewan 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. Logos of each organization will be made available to successful applicants upon request.

Funds granted through the SPRA Training 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 training. 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.

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 Training 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 member, please contact us to find out who the eligible Members are in your community. To find out more about SPRA and becoming a member, please visit our website by clicking [here](#).