



Saskatchewan  
Parks and Recreation  
Association

# Métis Recreation Development Grant

**Application deadline: April 1, 2011**



## 1. Introduction

The Saskatchewan Parks and Recreation Association Métis Recreation Development Grant 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 recreation opportunities for Métis people in Saskatchewan. Recreation can play a key role in the lives of every Saskatchewan resident and should be available to all residents.

Through this program, SPRA is ensuring that funding is available to continue the development of recreation within Métis communities in Saskatchewan. The Métis Recreation Development Grant will fund a one-time only recreation program. The successful applicants will have outlined how this program will promote the continued development of recreation in the 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. 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 twenty-five percent (25%) of the total grant for each program, up to a maximum of \$500.00 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. Please ensure membership is current before application is made.



#### 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

#### 5. Available Assistance

Up to a maximum of \$2,000.00 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 making the application.

All applications must be received at the SPRA office or be postmarked, on or prior to, the deadline date of April 1, 2011.

The Grants and Funding Consultant reviews 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 to five (3-5) weeks after the deadline and applicants should know the outcome of their application approximately seven (7) 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 subject to appeal.

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

Seventy-five percent (75%) of the total amount granted to a project will be forwarded with confirmation of the program approval. The remaining twenty-five percent (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. 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 forty-five (45) days of the completion of the program. 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.

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

## 10. Application Requirements

Please include all the following information in your application. Approval of applications will be based on all the areas listed below being completed 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, target group and how the need for the program was determined
- c) Community recreation development
  - The application must outline how the program will promote the development of recreation within the Métis community
- d) Program outcomes
  - Identify what the impact, improved state or benefit that will be achieved in the lives of people as a result of their participation in the program
- e) 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 other 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 needs to measure how the program achieved the stated outcomes





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

**Please mail four (4) copies of all grant applications and supporting documentation prior to the April 1, 2011 deadline to:**

**Métis Recreation Development Grant  
Saskatchewan Parks and Recreation Association  
100 - 1445 Park Street  
Regina, Saskatchewan  
S4N 4C5**

SUPPORTED BY:





# Métis Recreation Development Grant - Application Form

This application form is to be used as the format needed for the grant. If there is not enough room for information, please include attachments. If the applicant is going to use this template for the application process, please print clearly. Illegible applications will not be processed.

SPRA Member Name: \_\_\_\_\_  
(Community)

## Contact Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street/Box #) (City/Town) (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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Target Group (examples youth, seniors, inactive, etc.): \_\_\_\_\_

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How was the need for the program determined? \_\_\_\_\_

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### Community Recreation Development

How will this program promote continued development of recreation within the Métis community?

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### 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.
<b>Total Revenue: \$</b>	<b>Total Expenses: \$</b>

### Action Plan (proposed timeline for planning and implementing the program)

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### Evaluation (how will you determine if the outcomes are achieved?)

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