



Saskatchewan  
Parks and Recreation  
Association

# Member's Initiative Grant

## Volunteer Leadership Training and Development

*A funding opportunity from the Recreation  
Section of the Saskatchewan Lotteries Trust  
Fund for Sport, Culture and Recreation*



**Application Deadline: March 1, 2011**



# SPRA Member's Initiative Grant

## *Volunteer Leadership Training and Development*

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### 1. Introduction

The Saskatchewan Parks and Recreation Association Member's Initiative 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 Member Initiative projects, like any of the SPRA grants in any given year, depends upon the availability of Lottery Funds in the Recreation Section for that specific year.**

The 2010-11 Member's Initiative Grant encourages members to develop human resources needed to develop or continue programs within their community.

### 2. Purpose

The purpose of the SPRA Member's Initiative Grant is to assist Active Members of SPRA in developing recreation within the member's community by increasing the skill level of the community's volunteers. 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 2010-11 grant will be to fund *Volunteer Leadership Training and Development* opportunities to build effective leadership skills. Through this program, SPRA is developing community capacity by facilitating leadership opportunities to ensure Volunteer Leaders are available to deliver recreational programs in the community. The Member's Initiative Grant will fund a one-time only, in Province, volunteer skill development opportunity. After taking part in the training, the Volunteer must make the commitment to apply the learned leadership skills to enhance recreational opportunities within the community.

### 3. Eligibility

The SPRA Member's Initiative Grant is available to eligible **Active Members** of SPRA. Grants will only be made available to organizations that are incorporated. Operating costs of facilities that are directly related to the training 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, Provincial Recreation Associations, Sport, Culture and Recreation Districts, Tribal Councils, Métis Regions and Regional/Urban Park Authorities. Please ensure membership is current before application is made.

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#### 4. Eligible Expenditures

Eligible expenditures will be divided into two (2) categories.

##### ***I. Organization Specific***

Examples of eligible expenditures include, but are not limited to, the following:

- Board development (e.g. 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:

- Play Leadership
- Pilates or yoga delivery training

Examples of eligible expenditures continued:

- Playground safety workshop
- Fitness Leadership
- Everybody gets to play™ training
- HIGH FIVE®

#### 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 1st 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
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#### **6. Available Assistance**

Up to a maximum of \$3,000 per opportunity is available to Active Members of SPRA. Preference may be given to applications that show self-help.

Mileage, if required, may be reimbursed up to .3799 cents per km (including GST).

#### **7. 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 dates are **October 1, 2010 and March 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 four to six (4-6) weeks after the deadline and applicants should know the outcome of their application approximately eight (8) weeks following the deadline dates.

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.*

#### **8. Funding Obligations**

All funds must be used within six 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.

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Funds granted through the SPRA Member's Initiative 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.

#### **9. Follow-up Requirements**

Successful applicants will be required to submit a follow-up report within thirty (30) days of the completion of the training opportunity. 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 must include an outline on how the training has been implemented at the community level.

**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 areas listed below being included in the application submission.

##### **a) Application Cover Sheet**

- Include the name of 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
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#### **d) Opportunity Outcomes**

- Outline the training opportunity outcomes. 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 Member's Initiative 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 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 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 October 1, 2010 and March 1, 2011 deadline.**

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

SPRA Member's Initiative Grant  
Saskatchewan Parks and Recreation Association  
#100-1445 Park Street  
Regina, Saskatchewan  
S4N 4C5

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#### **Examples of Training Opportunities**

The following are organizations that offer training opportunities. This list is to be used as examples and is not limited to the following:

Saskatchewan Parks and Recreation Association ([www.spra.sk.ca](http://www.spra.sk.ca))

- Fitness Leadership Certification
- Play Leadership Certificate of Participation
- Everybody gets to play™
- HIGH FIVE®
- Aboriginal Summer Program for Youth in Recreation (ASPYP)

Saskatchewan Association of Recreation Professionals ([www.sarp-online.ca](http://www.sarp-online.ca))

Volunteer Regina – United Way ([www.unitedwayregina.ca](http://www.unitedwayregina.ca))

Volunteer Saskatoon ([www.volunteersaskatoon.com](http://www.volunteersaskatoon.com))

Saskatchewan Institute of Applied Science and Technology ([www.siastr.sk.ca](http://www.siastr.sk.ca))

Saskatchewan Regional Colleges ([www.uregina.ca/cce/offcampus/regcoll.html](http://www.uregina.ca/cce/offcampus/regcoll.html))

University of Saskatchewan ([www.usask.ca](http://www.usask.ca))

University of Regina ([www.uregina.ca](http://www.uregina.ca))

