



*"Together...building healthy communities through
SPORT, CULTURE and RECREATION"*

Sport, Culture & Recreation Outreach Grant Guidelines & Application

*Please thoroughly read this document before filling out the application to ensure your project & expenses are eligible for this grant.

Deadlines: April 15, June 15, September 15, November 15

Purpose

This grant assists communities and organizations with funding for projects that meet the needs of their citizens through the benefits of sport, culture and recreation. This program strives to create opportunities for citizens to engage in:

1. Recreational experiences for well-being,
2. Cultural and/or creative inquiry projects,
3. Sport development projects, and
4. Healthy active living and/or physical activity initiatives.

Eligibility

1. Organizations eligible to apply include recreation boards, municipalities, First Nations and registered non-profit organizations with a focus on sport, culture, and recreation. (These organizations assume the liability of the project and own any equipment purchased through the grant.)
2. Organizations applying must exist within the Parkland Valley District boundaries.
3. Organizations that have overdue follow-up reports within the lottery funded system are ineligible to apply.

Available Assistance

1. Organizations can apply for up to \$1,000 of funding. The amount of funding available is dependent on the number of applications received at the deadline date and eligible expenditures within individual applications.
2. Applicants can only submit one application per deadline.
3. If you currently have an active grant, you need to follow-up before you apply for a new one as you cannot have two active grants out at one time.
4. There is no retroactive funding given. Projects must end before March 31, 2018.

Application Process

1. Applications must be typed. Please go to <http://parklandvalley.ca/grants-funding/parkland-valley-funding/> to access the form. Submissions must be postmarked on the deadline, accepted electronically or by fax by midnight of the deadline date. Late applications will not be accepted.
2. Applicants will know the result of their application within 3 weeks of the deadline date.
3. All applications will be reviewed by an Adjudication Committee. Decisions will be based on set criteria for: the purpose of the grant, general merit of the project and available funds. Grants are made on a one-time basis with no guarantee of similar funding in the future.

4. Fifty percent (50%) of the total amount approved will be forwarded with the approval letter. The remaining fifty percent (50%) of the grant will be sent upon acceptance of the follow-up report form with the necessary proof of purchases.
5. Priority will be given to communities that have not received funding previously.

Budget

1. A budget table is included in the application. This area **MUST** be completed **IN DETAIL** so that the Adjudication Committee will know how the grant money is being spent. (ie: Please be specific about the items that will be purchased: ie: Supplies-paint, paint brushes, canvas.)
2. In-kind items are products/services that you receive for free. The dollar value of these must appear in both the income and the expenditures sections of budget table.
3. It is required that the application show another source of revenue. This can be another grant, sponsorship, registration fee or in-kind product/service.

Examples of **eligible** expenditures include:

- Contracted instructors, presenters, performers, etc.
- Supplies (specific itemized supplies in the budget expense table) for the program
- Advertising/promotion costs
- 25% of facility rental costs directly related to the project

Examples of **ineligible** expenditures include:

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| <ul style="list-style-type: none"> ➤ Prizes/trophies/medals/honorariums ➤ Uniforms ➤ Personal Equipment/Items ➤ League fees ➤ Food and food supplies for catering ➤ Liquor and liquor related expenses ➤ Property taxes, insurance, utilities ➤ Expendable equipment such as fireworks ➤ Subsidization of wages & honorariums for employees or staff | <ul style="list-style-type: none"> ➤ Per Diems ➤ Out of province activities & travel ➤ Donations ➤ Capital expenditures, assistance for the construction, renovation or repair of capital facility projects such as arenas, pool, parks, athletic fields, trails, buildings, grounds, etc. ➤ Activities based at school that occur during regular school hours ➤ Competition events |
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Funding Follow-up Obligations & Requirements

1. Successful applicants will be required to submit a follow-up report within thirty (30) days of the completion of their project. Follow-up forms will be forwarded to successful applicants.
2. Unused grant money, or grant money that is spent incorrectly, must be returned to Parkland Valley Sport, Culture & Recreation District.
3. A detailed listing of actual expenses is a requirement in the follow-up report. Receipts of payment must be included for eligible expenses to cover the total grant amount approved.

Please contact us at (306) 786-6585 if you have any questions about this application.

Please send the completed application form to:
 Parkland Valley Sport, Culture & Recreation District
 Box 263, Yorkton SK S3N 2V7
 Email: esobkow@parklandvalley.ca
 Fax: (306) 782-0474

