



Activity Lending Library

Winter Leisure Edition - Guidelines

****Please read this document before filling out the application to ensure you are adhering to the guidelines in place****

Purpose:

The Activity Lending Library focuses on leisure, recreation, and outdoor family activity items. The goal of the Activity Lending Library is to allow residents to try a new recreation activity or practice an old favourite.

It will also:

1. Connect families and residents with nature.
2. Make recreation more accessible for everyone.
3. Keep families active and entertained during the prairie winter months.
4. Build community in your neighbourhood.

Eligibility:

- 1) Those eligible to apply include:
 - Municipalities
 - First Nation Communities
 - Libraries
 - Regional Parks
 - Welcome Centres and Tourism Centres
- 2) Eligible organizations must exist within the Parkland Valley District boundaries.
- 3) Daycare, schools, and clubs are ineligible.
- 4) Kits and items **MUST** remain the property of the applicant and **MUST** be clearly marked.
- 5) The kits/items **MUST** be made available to everyone.
- 6) Those applying **MUST** have amenities/facilities to use the kits/items.
- 7) Applicants **MUST** have space to store kits/items.
- 8) Applicants **MUST** track items and who is checking them out. (See Sample Sign Out Sheet)

Application Process:

1. Applications must be submitted by midnight on the deadline date and will only be accepted electronically. **Late applications will not be accepted.**
2. Applicants will know the result of their application within two weeks following the deadline date.
3. Items will be delivered to applicants within three weeks following the deadline date.
4. All applications will be reviewed internally. Decisions will be based on set criteria for: amenities/facilities available, community need, and Activity Lending Library dollars available.
5. All decisions made regarding the Activity Lending Library are final.

Examples of eligible items include:

- Snowshoes
- Toboggans and crazy carpets
- Snow toy kits
- Kids workout kits
- Hockey sticks & pucks

Examples of ineligible items include:

- Food and food supplies.
- Liquor or liquor related expenses.
- Expendable equipment such as fireworks or bouncy houses.
- Capital expenditures.
- Costumes.

Follow-Up Obligations & Requirements:

1. Successful applicants will be required to submit a follow-up report by March 15. Follow-up forms will be forwarded to successful applicants.
2. Recognize your funder through social media, on tracking sheets, posters, website, etc. (Logos, example tracking sheets, and a write-up about the Activity Lending Library will be provided to successful applicants).
3. Please send pictures of your kits, items, and users of the Activity Lending Library with the follow-up report.

Please contact Wendy McLeod at (306) 786-6585 or wmcLeod@parklandvalley.ca for questions about this application.