



## Sport, Culture & Recreation Outreach Application 2024 – 2025

Month Applying For: \_\_\_\_\_ 15<sup>th</sup>.

**Organization Eligibility: (please check one)**

Municipality/Recreation Board/First Nation

Registered Non-Profit Organization – Non-Profit Number: \_\_\_\_\_

Unregistered Community Organization (Please complete both sections below; the Applicant & the Accountable Partner Applicant).

### Applicant Information

NOTE: Registered non-profit organizations are eligible to apply for the Sport, Culture & Recreation Outreach Grant. If the applicant is an unregistered non-profit community group, they must find an accountable partner with a municipality/recreation board or an eligible registered non-profit organization. The Accountable Partner will need to sign off on the grant application, which shows they are aware of the partnership and are assuming responsibility for the project. The Accountable Partner will receive the funding on behalf of the Applicant.

#### APPLICANT

Name of Organization/Community:	
Mailing Address:	
City:	Postal Code:
Contact Person:	Title:
Phone Number:	Fax Number:
Email Address:	
Alternate Contact Person:	Title:
Phone Number:	Fax Number:
Email Address:	

#### ACCOUNTABLE PARTNER APPLICANT - (If approved, the cheque will be payable to this group).

Name of Organization:	Non-Profit Number:
Mailing Address:	
City:	Postal Code:
Contact Person:	Title:
Phone Number:	Fax Number:
Email Address:	

## Accountable Partner Letter of Support

**NOTE:** Only complete this section if the Accountable Partner Section was filled out on page 1. If you did not complete the Accountable Partner Section on page one, please skip to **PROJECT DETAILS**.

\_\_\_\_\_  
(Date)

Parkland Valley Sport, Culture and Recreation District  
Box 263  
Yorkton, SK  
S3N 2V7

Parkland Valley Sport, Culture and Recreation District,

I \_\_\_\_\_ on behalf of \_\_\_\_\_ am aware and support  
(Accountable Partner Contact Person) (Accountable Partner Organization)

the following \_\_\_\_\_ project submitted by \_\_\_\_\_.  
(Project Name) (Applicant Organization)

\_\_\_\_\_ is aware that if the project is awarded funding, our organization:  
(Accountable Partner Organization)

1. will receive the funding cheque to be distributed to \_\_\_\_\_.  
(Applicant Organization)
2. takes full responsibility to ensure that the project is followed through as described in the project details section.
3. takes full responsibility to ensure that if awarded, allocated funds are spent in accordance with the budget provided and that any equipment that is purchased will become the property of \_\_\_\_\_.  
(Applicant Organization)
4. will ensure the Follow Up (including: the report, photos, evaluations, and copies of receipts) is submitted within 30 days of completion of the of the project to Parkland Valley Sport, Culture and Recreation District.

Sincerely,

\_\_\_\_\_  
(Accountable Partner Contact Person Signature)

\_\_\_\_\_  
(Accountable Partner Contact Printed)

\_\_\_\_\_  
(Date)

## PROJECT DETAILS

1. Project Name:		
2. Target Group (age category, gender, all citizens):		3. Expected # of <b>Participants</b> :
		4. Expected # of <b>Volunteers</b> :
5. Start Date:	6. End Date:	7. Number of Sessions:
8. Is the project new or existing? (please check one) <input type="checkbox"/> New <input type="checkbox"/> Existing		
9. Provide a full description of your project. (What, When, Where and include schedule, location, program details, and materials that will be used.)		
10. Does your program require an instructor/entertainer/performer?		
11. What is the instructor/entertainer/performer's name?		12. Is your instructor certified? <input type="checkbox"/> Yes  <input type="checkbox"/> No
13. Why is this project a need for this target group?		
14. Please describe what the expected outcome(s) will be for this target group? (Benefits of project: personal, social, mental, environmental, economical)		
15. How do you classify this project? (Check one) <input type="checkbox"/> Recreational <input type="checkbox"/> Cultural <input type="checkbox"/> Sport <input type="checkbox"/> Active living Why did you classify your project this way?		

## PROPOSED PROJECT BUDGET

Please refer to the **Grant Guidelines** to complete this page. Your grant application should have a Balanced Budget. The Total Income “blue” cell and the Total Expenditures “blue” cell should each total the same amount.

**Income Note:** Please make sure you identify the dollar amount you are requesting from the SCR Outreach Grant (yellow cell).

For grant approval, it is required that there be another source of income towards the project. This can be another grant, sponsorship, registration fee or in-kind contribution. In-kind products/services are items that are given instead of money. The dollar value of these must appear in the income and expenses sections. (e.g., \$50 worth of snacks will be donated to the project and shown as income. “Snacks - \$50” should also appear in the expenses section).

<b>INCOME</b> - identify in-kind income with an asterisk *	<b>Budget</b>
<b>Parkland Valley Grant Request (up to \$1500)</b>	
Registration/Admission Fee (\$ _____ x _____ people)	
<b>Total Income</b>	

**Expenses Note:** Review ineligible expenses list in the **Grant Guidelines**. Then list purchases for the project below and be very specific (e.g. “Supplies - paint, paint brushes, canvas” instead of just “Supplies”).

<b>EXPENSES</b> - identify in-kind expenses with an asterisk*	<b>Budget</b>
Total Facility Rental ( _____ hours @ \$ _____ /hour) <i>*Reminder - Parkland Valley only covers 25% of Total Facility Rental*</i>	
Advertising	
Instructor/Facilitator/Performer ( _____ hours @ \$ _____ /hour)	
Instructor/Facilitator/Performer Mileage ( _____ km @ \$ _____ /km)	
Supplies/Equipment - _____ ( _____ @ \$ _____ /item)	
Supplies/Equipment - _____ ( _____ @ \$ _____ /item)	
Supplies/Equipment - _____ ( _____ @ \$ _____ /item)	
Other -	
Other -	
Other -	
<b>Total Expenditures</b>	

**If successful, what are you hoping the funding from the Parkland Valley SCR Outreach Grant will cover?**

**Have you applied for any other grants for this specific project? (Check if yes)**

- Sask Lotteries Community Grant Program
- Community Initiatives Fund
- Painted Hand Community Development Fund
- Other: \_\_\_\_\_

**Privacy Notice (Check if agree)**

Parkland Valley District collects, uses, and distributes funding information to adjudicate this funding. By signing this application, you authorize Parkland Valley to publish your organization's name, location, and funding amounts, as well any anecdotal information for promotional and advocacy purposes.

**Information Certification & Signature (Check if agree)**

**Signature:** Please check this box in lieu of a signature. I hereby certify that the information contained in this application is accurate and complete, and if approved for funding, I will complete the required follow-up report. I am an authorized signatory of the applicant organization.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title of Applicant:** \_\_\_\_\_

**How would you prefer to receive the participant evaluations if approved? (Please check one)**

Paper (The applicant hands out, collects, and sends in with follow-up).

Google Form (A link will be sent through email to the applicant. The applicant sends link to participants email and results come directly to PV District Staff). Something to think about: Will you have access to your participants email addresses?

**Please send completed application to:**

*Wendy McLeod, Community Consultant*

*Parkland Valley, Sport, Culture & Recreation District*

*Box 263*

*Yorkton, SK S3N 2V7*

*Phone: (306) 786-6585 Fax: (306) 782-0474*

*Email: [wmcleod@parklandvalley.ca](mailto:wmcleod@parklandvalley.ca) \*\*Email Preferred. Parkland Valley is going paperless. \*\**

