



Sport, Culture & Recreation Outreach Grant Guidelines

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

Deadline: April 15, June 15, September 15 & November 15

Purpose

This grant provides support to communities and sport, culture, and recreation non-profit organizations to host sport, culture and recreation projects that meet the needs of their target group. This funding strives to create opportunities for people 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 (or registered co-operatives that function as a non-profit) 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. If an organization is not a registered non-profit sport, culture, and recreation organization they may partner with an eligible organization (see above) as the Accountable Partner. The Accountable Partner will need to provide a signed letter of support, accept the funds (if successful) on the applicant's behalf and is ultimately responsible to ensure that funds are spent correctly, and the grant follow up is completed on time.
3. Programs/events that take place at a school during school hours are ineligible for funding.
4. School and home school programs/events/activities that take place during typical school hours (8:30am – 3:30pm) are ineligible for funding.
5. Daycares are ineligible for funding.
6. Organizations applying must exist within the Parkland Valley District boundaries.
7. Organizations that have overdue follow-up reports within the lottery funded system are ineligible to apply.
8. Applicants cannot apply for the same project more than once per fiscal year.
9. Fundraising events are ineligible.

Available Assistance

1. Organizations can apply for up to \$1,500. 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. Applicants can have two active grants open at one time.
4. There is no retroactive funding given.

Projects must be completed between the application deadline date used and Parkland Valley's fiscal year end of March 31. Follow-ups must be completed within 30 days of the end date of the project or March 31, whichever is sooner.

Application Process

1. **Applications must be typed.** Please go to [our website](#) to access the application 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. **All decisions made by the Adjudication Committee are final.**
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 (receipts).
5. If an Accountable Partner is listed in the grant application, and the project is successful in receiving funds, funds will be sent to the Accountable Partner as they assume responsibility for the project.
6. Priority will be given to communities/eligible organizations that have not previously received funding.

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 will be spent. (Please be specific about the items that will be purchased - ex. Supplies-paint, paint brushes, canvas.)
2. In-kind items are products/services that you receive for free and are required for your project. The dollar value of these must appear in both the income and the expenditures sections of budget.
3. The budget should include at least one other revenue source besides the SCR Outreach Grant. This can be another grant, sponsorship, registration fee or in-kind product/service.
4. All grant applications should have a balanced budget, meaning the total amounts in the “blue” cells should add up to the same amount.
5. Call us to help you fill in the budget to ensure it is completed correctly.

Example:

Learn to Play Pickleball!

INCOME - identify in-kind income with an asterisk **	Budget
Parkland Valley Grant Request (Amount to balance not to exceed \$1,500)	\$1,000.00
Recreation Board	\$280.00
Registration Fee/Admission (\$20 x 15 people)	\$300.00
**Local Grocery Store	\$200.00
Total Income	\$1,780.00

EXPENSES - identify in-kind expenses with an asterisk **	Budget
Total Facility Rental (6 hours @ \$30/Hour=\$180)	\$180.00
<i>*Reminder: SCR Outreach Grant only cover 25% of total facility rental*</i>	
Supplies/Equipment – Pickleballs (5 Penn26 Indoor Pickleballs 3 pack @ \$10/package)	\$50.00
Supplies/Equipment – Pickleball Paddles (6 paddles at \$50/Paddle)	\$300.00
Supplies/Equipment – Portable Pickleball Net (1 net @ \$250/Net)	\$250.00
Advertising	\$100.00
2 Pickleball Instructors (6 hours @ \$50/hour each)	\$600.00

Instructor Mileage (200km @ \$0.50/km)	\$100.00
**Water & Snacks	\$200.00
Total Expenditures	\$1,780.00

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:

- Prizes, trophies, medals
- 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 or bouncy houses
- Subsidization of wages & honorariums for employees or staff & Per diems
- Out of province activities & travel
- Donations
- Costumes
- Capital expenditures, assistance for construction, renovation, or repair of capital facility projects such as arenas, pool, parks, athletic fields, trails, buildings, grounds, etc.
- School activities
- Expendable Equipment – Examples: stages or sound equipment rentals.
- DJ's or emcee's (master of ceremonies)
- Amusements – Examples: GymKanna, petting zoos, blow-up games, etc.
- Admission Fees
- Competition events/tournaments

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. Recognize your funder through social media, word of mouth, poster, etc.
3. If any part of your program/event changes, the applicant **MUST** contact Parkland Valley to ensure the changes still meet the grant guidelines.
4. Unused grant money, or grant money that is spent incorrectly, must be returned to Parkland Valley Sport, Culture & Recreation District.
5. 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.
6. Receipts should include date of purchase, amount of purchase, where it was purchased and who received payment.
7. Participant evaluations are provided by Parkland Valley Sport, Culture & Recreation District. They must be completed by participants and returned to Parkland Valley with the Follow-Up Report.
8. Please send pictures of your event along with the Follow-Up report.

Please contact Wendy McLeod at (306) 786-6585 for questions about this application.

Please send the completed application form to:

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

Email: wmcleod@parklandvalley.ca Fax: (306) 782-0474

PVSCRD is going paperless. Email applications/follow-ups preferred.

