



# Volunteer Enhancement *Grant Guidelines*

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

**Deadline:** Open until funding is exhausted. Applications accepted from April 1 – January 31. Training must take place between April 1 – March 1.

**Purpose:**

Parkland Valley Sport, Culture, and Recreation District's Volunteer Enhancement Grant was created to help volunteers in local organizations and clubs to help offset costs for specific training and workshops they need to deliver community-based sport, culture and recreation services and increase their skills. The funding will assist volunteers in gaining increased knowledge, strengthen community organizations and empower those in the sport, culture and recreation sectors.

**How it Works:**

Applications will be accepted between April 1 - January 31, or when the grant funds have been fully allocated. **Funds will be distributed on a first come first serve basis. Funding is limited.**

Organizations **must** apply on behalf of their volunteers and can access up to \$500.00.

Training **must** take place between April 1 – March 1. No retroactive funding will be given – training **must** take place after the grant submission.

Each applicant/organization can apply for up to \$500 in total for this grant cycle.

**Eligibility:**

Sport, culture and recreation organizations are eligible to apply for funding on behalf of their volunteers. Training could be for a specific volunteer or your organizations board.

Each participant of the training must be a volunteer of the applicant organization.

**Follow Up Requirements:**

Successful applicants **must** complete the Follow Up Report **within 30 days following training** or as indicated in the approval letter. **All training must be completed prior to March 1.**

The Follow Up Report must include:

- Follow Up Form
- Photocopies of certifications received or verification of participation in training
- Copies of eligible receipts or cleared cheques

### **Examples of Eligible Training:**

- Board Training (ex. Robert's Rules)
- National Coaching Certification programs (ex: Make Ethical Decisions module)
- 4 Seasons of Reconciliation
- INVOLVE Training

**Note:** *Please check with us to ensure the topic you are applying for is eligible. Funding can ONLY be used to support and enhance sport, culture and recreation for volunteers actively involved with your club or program. Funding will not cover training or workshops for members.*

### **Eligible Expenses:**

- Registration Fees
- Facilitator Fees & Mileage
- Books or workbooks listed as a requirement for the training

### **Ineligible Training:**

- CPR, First Aid, Food Safe, Serving it Right, Babysitting Course
- Capital expenditures of any kind
- Alcoholic beverages
- Travel or accommodation expenses
- Food expenses
- Any other expenses the Adjudication Committee deems ineligible

**Note:** *Organizations or municipalities that have overdue Follow Up Reports with the Saskatchewan Lotteries funding system are ineligible.*

### **If Approved:**

Successful applicants will receive an email stating terms and conditions of the Volunteer Enhancement Grant. Funds can **ONLY** be used for eligible training as outlined in the application.

A cheque for 75% of the training expenses will be mailed to the organization applying. The second half of the grant payment, or 25%, will be issued upon successful completion of the Follow Up Report.

### **Questions:**

Please contact Wendy McLeod, Community Consultant, at (306) 786-6585 for questions about this funding program.

### **Please send completed applications to:**

Parkland Valley Sport, Culture and Recreation District  
Box 263, Yorkton, SK S3N 2V7  
Email: [wmcleod@parklandvalley.ca](mailto:wmcleod@parklandvalley.ca)

