



Active Communities Grant Guidelines

Please thoroughly read this document before filling out the application to ensure your project and expenses are eligible through this grant.

Deadlines: April 15, August 15, November 15

Purpose:

This grant assists communities and non-profit organizations within the Parkland Valley District in three different ways:

- Bring new sport, culture and recreation ideas to fruition.
- Enhance current sport, culture and recreation programming.
- Offsets costs related to training volunteers.

The Active Communities Grant turns your ideas into programs, projects and events. It works to reduce financial barriers for volunteers to access training. Parkland Valley wants to support your vision and improve access to sport, culture and recreation activities that enhance communities within the district.

Who Can Apply:

The following are eligible to apply for funding:

1. Urban or Rural Municipalities and First Nation Communities
2. Libraries, Recreation Boards and Museums
3. Registered sport, culture and recreation community non-profit organizations

Applicants **MUST** be in the Parkland Valley District to be eligible.

*If you are **not** a registered non-profit organization, you may partner with an eligible organization (see above) as the Accountable Partner. The Accountable Partner will need to provide a letter of support, provide non-profit number (if applicable), accept the funds (if successful) on the applicant's behalf and is ultimately responsible to ensure the funds are spent correctly and the grant follow up is completed on time.*

- Organizations applying and acting as the Accountable Partner must operate within the Parkland Valley District.
- Applicants cannot apply for the same project more than once per fiscal.
- Applicants can only apply for the same project for two consecutive fiscal years (unless making enhancements to the project).

Note: Applicants applying for summer play programs can **ONLY** apply for either the Active Communities Grant **OR** the Summer Play Program Grant. Applicants **CANNOT** apply for both.

Who is Ineligible:

- Organizations or municipalities that have overdue follow up reports within the Saskatchewan Lotteries funded system.
- Daycares, schools and home school programs.

- Long term care homes.
- Organizations outside of the Parkland Valley District and Provincial Organizations.

How it Works:

This is a micro-grant with a goal to get sport, culture and recreation programming created and sustained within the Parkland Valley District plus ensure volunteers have the training they need to be successful in developing programs in their local community.

Eligible organizations can apply for a minimum of **\$100 and up to \$1,000** to:

- Create new sport, culture or recreation programs, activities and events.
- Enhance current sport, culture or recreation programs, activities and events.
- Subsidize training costs for volunteers (example: board governance, coaching certificates, etc.).

Organizations can only apply for funding for the exact same project/program two consecutive years in a row. This grant is **NOT** meant to subsidize already established programs.

Available Assistance:

1. Organizations can apply for a minimum of **\$100 and up to \$1,000**. 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**. (Acting as an Accountable Partner counts as one application).
3. Applicants can have **TWO** active grants open at one time but must be for two different projects/programs.
4. There is no retroactive funding given. Receipts must be dated after the deadline being applied for.

*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 comes first.*

Application Process:

1. The application form can be accessed on our website. Submissions must be postmarked on the deadline or accepted electronically by midnight of the deadline date. Late applications will not be accepted.
2. Applicants will know the result of their application with two (2) weeks of the deadline date.
3. All applications will be reviewed and adjudicated. 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 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 purchase (receipts).

- 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.

Budget:

- A budget table is included in the application. This area **MUST** be completed **IN DETAIL**. (Please be specific about items that will be purchased. Example: Supplies – paint, paint brushes, canvas).
- 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 expenses sections of the budget.
- The budget should include at least one (1) other revenue besides the Active Communities Grant. This can include another grant, sponsorship, registration fee, etc.

****All grant applications should have a balanced budget, meaning the total income and total expenditures should add up to the same amount. ****

Budget Example:

Learn to Play Pickleball!

INCOME - identify in-kind income with an asterisk **	Budget
Parkland Valley Grant Request (Amount to balance not to exceed \$1,000) <i>*This section MUST be filled out with the dollar amount the applicant is applying for*</i>	\$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) <i>*Reminder: SCR Outreach Grant only cover 25% of total facility rental*</i>	\$180.00
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

Eligible/Ineligible Expenses:

Eligible Expenses:

- Saskatchewan based artists, presenters, performers, etc. fees and travel expenses.
 - Out of province artists, presenters, performers costs: Only the performance fee and related supplies are eligible. Travel and accommodation expenses for out of province presenters are ineligible.
- CARFAC Fees.
- Supplies for the project (art and craft supplies, small equipment needed for the program delivery).
- 25% of facility rental costs directly related to the project.
- The cost of tobacco if being used for an Elder offering.
- Program Equipment purchases (portable nets, curling brooms, balls, etc.).
- Promotional costs directly related to the program up to a maximum of \$100.
- Interactive and hands-on activities and learning experiences.
- Volunteer training (example: board governance, coaching certifications, etc.).

Ineligible Expenses:

- Fundraising activities of any kind.
- Contests, competitions, recitals, tournaments, field trips, tradeshow events, league fees and bonspiels.
- Prizes, trophies, medals, uniforms or personal equipment/items.
- Food and food supplies, liquor and liquor related expenses.
- Tobacco for non-Elder related offerings.
- Expendable equipment and amusements (example: bouncy houses, inflatable, fireworks, stages, sound equipment rentals, Gymkanna, petting zoos, etc.).
- Admission fees, donations, costumes, school activities.
- Subsidization of wages, honorariums for employees or staff and per diem, insurance and utilities.
- Capital expenditures, construction, renovations or repair of capital facilities, property taxes
- DJ's or emcee's (master of ceremonies).
- Any other expenses deemed to be ineligible.
- High performance skills development training (example: goalie camps).
- Mileage, subsistence, and hotel costs associated with traveling to take volunteer related training.

Note: Failure to fill out the application properly, without enough information or an unbalanced budget could result in your application being denied.

Funding Follow Up Obligations & Requirements:

1. Successful applicants will be required to submit a Follow Up Report within 30 days of the completion of their project. Follow up forms will be forwarded to successful applicant.
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 spent incorrectly, must be returned to Parkland Valley Sport, Culture and Recreation District.
5. A detailed listing of actual expenses is a requirement in the Follow Up Report. Copies of 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, what was purchased, where it was purchased and who received payment.
7. Participant Evaluations: A copy will be emailed/mailed to you from Parkland Valley District with your Follow Up forms. Successful applicants are to print/photocopy the original, have participants fill them out (max 20) and then return to Parkland Valley District with the Follow Up Report. If you selected an online evaluation on the application, the link will be sent to you. It is your responsibility to ensure participants complete the online evaluation.
8. Please send photos of your event with the Follow Up Report.

Note: *Follow Ups will not be accepted with missing information or documents. Late or unsatisfactory Follow Ups may impact future funding.*

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 & Recreation District

Box 263, Yorkton, SK S3N 2V7

Email: wmcleod@parklandvalley.ca