



Summer Play Program

Grant Guidelines

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

Deadline: May 15

Purpose:

This grant is designed to assist communities within the Parkland Valley District to deliver a Summer Play Program for children and youth. The Summer Play Program Grant will help to offset expenses related to running a successful and sustainable **FREE** play program that benefits the community during the summer months.

Who Can Apply:

- Urban and Rural Municipalities
- First Nation Communities
- Libraries, Recreation Boards and Museums
- Non-Profit Organizations who run a **FREE** summer play program

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

Who Is Ineligible:

- Daycares, schools and home school programs
- Organizations outside of the Parkland Valley District and Provincial Organizations
- Summer Play Programs with registration fees
- Organizations or municipalities with overdue Follow Up Reports within the Saskatchewan Lotteries funded system

How It Works:

Eligible organizations can apply for a maximum of \$500 per organization to help offset the cost of supplies or costs related to having a qualified sport, recreation or culture related instructor as a special guest. This micro-grant is only intended for summer play programs that are offered for **FREE** in Parkland Valley District communities.

Note: *Summer Play Programs **MUST** be held at least once per week through the summer months. Projects cannot be a 'one off' program or event.*

Available Assistance:

Organizations can apply for a minimum of \$100 to a maximum of \$500. There is no retroactive funding given. The Summer Play Program must take place during the months of July and August.

Application Process:

The application can be found on our website. Submissions must be postmarked on the deadline date or accepted electronically by midnight of the deadline date. Late applications will not be accepted.

1. Applicants will know the result of their application within two (2) weeks of the deadline date.
2. All applications will be reviewed by an Adjudication Committee. All decisions made by the Adjudication Committee are final.
3. Fifty percent (50%) of the total amount approved will be forward with the approval letter. The remaining fifty percent (50%) will be sent upon acceptance of the Follow Up Report with the necessary proof of purchase (receipts).

Budget:

The budget should include all revenue and expenses related to your program/project. **The budget is for project costs only.**

Regular operating expenses (example: staff wages, contributions of volunteer time or in-kind facility rentals) should **NOT** be included in the budget. **These costs are ineligible for funding through the Summer Play Program Grant.**

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

Budget Example:
Summer Play Program

INCOME	Budget
Parkland Valley Grant Request (Amount to balance not exceed (\$500.00) <i>*This section MUST be filled out with the dollar amount the applicant is applying for*</i>	\$500.00
Recreation Board	\$200.00
Total Income	\$700.00

EXPENSES	Budget
Supplies/Equipment – Parachute and Bean Bags	\$100.00
Supplies/Equipment – Craft Supplies including markers, construction paper, pompoms, scissors, crayons, stickers, pipe cleaners, paper plates, popsicle sticks.	\$400.00
Artist Fee (4 hours @ \$50/hour each)	\$200.00
Total Expenditures	\$700.00

Eligible/Ineligible Expenses:

Eligible Expenses:

- Instructor costs for qualified sport/recreation/cultural related instructors (**mileage is ineligible**, only the performance/instructor fee and related expenses are eligible items).
- Supplies to run the Summer Play Program such as craft supplies, parachutes, balls, hula hoops, bean bags, etc.

All equipment/supplies purchased **MUST remain the property of the Summer Play Program or applicant. Items cannot be given out to participants. **

Ineligible Expenses:

- Any activities that happen or expenses that are incurred before the grant deadline.
- Prizes, trophies, uniforms, medals, or personal equipment
- Food or food supplies
- Advertising expenses
- Field trips, recitals, vehicle/bus rentals
- Expendable Equipment (example: bouncy houses, inflatables, fireworks, stages, sound equipment, rentals)
- Amusements (examples: Gymkana, petting zoos)
- Admission Fees (examples: movie tickets, swimming pool)
- Wages, facility rental costs, capital expenditures, construction/renovations
- DJ's or emcee's
- Training Courses such as CPR/First Aid, babysitting courses
- Other expenses the Adjudication Committee deems to be ineligible

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

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 Summer Play Program. Follow Up forms will be forwarded to successful applicants.
2. 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.
3. Receipts should include date of purchase, amount of purchase, what was purchased, where it was purchased and who received payment.
4. Recognize your funder through social media, word of mouth, poster, etc.
5. Participant evaluations. A copy will be emailed/mailed to you from Parkland Valley Sport, Culture and Recreation District with your Follow Up forms. Successful applicants are to print/photocopy the original, have **at least 10 different participants** fill them out, and return to Parkland Valley with the Follow Up Report.
6. Unused grant money, or grant money that is spent incorrectly, must be returned to Parkland Valley Sport, Culture and Recreation District.

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

**Follow Ups must be completed within 30 days of the end date of the summer program. **

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

