



Saskatchewan
Parks and Recreation
Association

SPRA Active Family Grant

*Applications will be processed on a first
come first serve basis*





SPRA Active Family Grant

1. Introduction

With the fast pace of life today, we can sometimes forget the importance of family. Family gatherings and family events have built strong foundations for Saskatchewan communities. These strong foundations are indicators of the superior quality of life that living in Saskatchewan offers.

The Saskatchewan Parks and Recreation Association (SPRA) would like to support communities and organizations for their dedication to making Saskatchewan families more physically active. SPRA is offering financial assistance for programs or events that provide physical activity that is focused on families.

2. Funds Available

SPRA will enter into a contract agreement with SPRA Active Members to promote a community wide family activity. SPRA will contribute a maximum of \$750 per program or event. Only one grant per eligible applicant will be processed. Funds for retroactive events or programs will not be approved. Receipts that are submitted for events, other than the event outlined in the approved application, will not be reimbursed.

3. Eligibility

- Active members of SPRA are eligible to apply
- Applications must be from a contact person that is a representative on the local Recreation Board, Mayor of the community, or the representative of an eligible organization
- Communities that have not filed a follow-up report from other SPRA grants will not be eligible for funding
- Events and programs that run between November 1, 2010 and April 30, 2011 will qualify for funding

4. Funding Obligations

All funds must be used by May 1, 2011. All follow-up material must be submitted by June 1, 2011.

Where possible, groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the Saskatchewan Parks and Recreation Association within their activities.

Funds granted through the SPRA Active Family Grant program may only be used for the purpose stated in the application. Funds are not transferable. SPRA must approve, in writing, any significant change in the use of funds. **Funds that were spent incorrectly will not be reimbursed by SPRA.**

Grants will not be approved if an applicant has any outstanding grant follow-ups with the Saskatchewan Lotteries Community Grant Program, SPRA or the Saskatchewan Lotteries Trust Fund.

Failure to meet the above funding obligations to the satisfaction of SPRA will be grounds to withhold the final payment and restrict access to future funding.



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5. Application Process

Applications will be accepted from November 1, 2010 to March 31, 2011. Applications will be processed on a first come first serve basis. The grant funding is capped, and once the funding is allocated, the grant will be considered closed. This may occur before the March 31, 2011 deadline.

Approved applications will be notified that their event has been approved. Funding will be released when the follow-up reports and event receipts are submitted to SPRA.

6. Eligible Expenses

Includes expenses that are necessary to run the program or the event, including promotion and required equipment.

7. Ineligible Expenses

- Capital expenditures
- Alcoholic beverages
- Cash prizes
- Food expenditures
- Off continent travel
- Payroll expenses

8. Examples of Eligible Events

The following are examples of events (but not limited to):

- Outdoor Winter Carnival
- Family Curling Bonspiel
- Family Broomball Night
- Holiday Lights Tour (winter walking tour)
- Family Bowling Nights
- Family Day Carnival

9. Privacy

The protection of information is important to SPRA. We, as an organization, are committed to protecting the privacy of our members, volunteers, partners and employees. Our commitment is to maintain the confidentiality of your information and preserve your right to privacy.

SPRA collects, uses and discloses funding information in order to adjudicate this grant. SPRA reserves the right to promote and advertise the grant recipients and events.



SPRA Active Family Grant Application Form

Application Form

In order for the application to be reviewed, the application must contain all information and be signed.

Community/Organization Name: _____

Contact: _____ Position: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

Name of the Event: _____

Date of the Event: _____

Brief Description of the Event: Briefly outline the physical activity component of the event and how the event will promote family involvement.

Budget: Please indicate how the funding will be spent.

Revenue	Expenses
SPRA Active Family Grant =	
Total Revenue	Total Expenses

I _____ (contact individual – please print), will be responsible to ensure that the above-mentioned event will be offered on the outlined date. If the event is not offered, I will be responsible for informing SPRA.

Signed: _____ Date: _____



SPRA Active Family Grant Follow-up Form

Follow-up Form:

Each participant will be asked to sign this declaration of event completion. In addition to this completed form, SPRA requires photocopies of actual receipts or cancelled cheques that verify project expenditures.

The following documentation must be completed, signed and submitted to SPRA a maximum of three weeks after the completion of the event. Communities that do not complete this follow-up form will not be reimbursed for their event.

Community/Organization Name: _____

E-mail Address: _____

I declare that the _____ event has been completed.

Estimated number of participants: _____

The grant amount was spent in the following way:

Expense (item)	Amount Spent
Total Expenditures	

Signed: _____ Print Name: _____

Date: _____

Follow-up information can be submitted by mail or faxed to (306) 780-9257.

Active Family Grant
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