

Responses cannot be edited

Southeast Connection Sport, Culture & Recreation District

Applications will be accepted until midnight of the deadline date

Email address *

kregel@southeastconnection.ca

Activity Assistance Application - September 1, 2017 Deadline



Important Notes

Welcome to our new online application! We have recently switched over to an online version of our Activity Assistance application, where you will find advanced features as well as tips on how to complete the application. Paper copies, mailed, scanned or written applications will not be accepted.

Before you get started:

- 1.) Set aside 20-25 minutes to complete the application, which must be done all at once. You will not be able to exit the form and save it. Grab a notebook or piece of paper to take notes as needed.
- 2.) Upon completion of this form you will receive a confirmation email as well as a copy of all of the questions and your answers. Please make sure to check your junk email folder. If you do not receive a confirmation email within 24 hours, please contact us.
- 3.) Look for the SEC Tips along the way. These will help you fill out your application and provide you with further insight into what the adjudication committee is looking for.

Contact Us

If you have any questions or need further assistance with this form or anything in it please contact:

Kirsten Regel
Community Development Consultant
306.780.9814
kregel@southeastconnection.ca

The Purpose of Activity Assistance

Activity Assistance enables community organizations to deliver sport, culture and recreation programming that responds to needs of the community. We allocate seed money to help cover the deficit of programs and initiatives that meet at least one of the objectives listed below. The funding is to support initiatives that enhance opportunities for participation by increasing access to NEW or creating an ENHANCEMENT/EXPANSION to existing safe and quality programs.

Eligibility

- Eligible applicants include: an urban or rural municipality, First Nations band or registered non-profit organization located within the south east district geographic boundary.
- Organizations that have overdue follow-up reports within the lottery-funded system are ineligible.

Funding Level

Applicants can apply for up to \$500 per application and may only submit one application per deadline.

Application Process

Applications will be accepted until midnight of the deadline date. Late applications will not be accepted. Applications must be filled out electronically. Applicants will be notified of decision within two weeks of deadline date.

There are four (4) intakes per year:

- March 1 – for projects occurring between April 1 and June 30
- June 1 – for projects occurring between July 1 and September 30
- September 1 – for projects occurring between October 1 and December 31
- December 1 – for projects occurring between January 1 and March 31

*You may only apply for funding for one application per organization/community group per deadline.

Example; the local TOWNZ library cannot apply twice and receive funding for two of their own programs that they submitted separately in the December 1 deadline. They would only be eligible to receive funding for one.

Please ensure that the program you are applying for fits within the date timeframes listed above in the Application Process. If it does not, or it straddles a deadline, please contact Southeast Connection before applying.

*

Yes, I have reviewed and my application fits within the appropriate timeframe for the deadline

Activity Assistance deadline you are applying for (March 1, June 1, September 1 or December 1): *

SAMPLE APPLICATION

Activity Assistance

Applications will be accepted until Midnight of the deadline date

Assessment Criteria

Funding decisions are made through an internal assessment process based on:

- how well projects meet the program objectives,
- the general merit of the application
- if the project is new or an expansion of an existing program
- the availability of funds
- quality of the proposed activity
- the credibility of the application
- the realistic and responsible use of resources

Significant priority will be given to applications that:

- are new (i.e. never been offered in community before/serving a new need or gap)
- and/or an *enhancement/expansion of a program (rather than an ongoing existing program). (see below for further explanation of enhancement/expansion)

* Enhancement/Expansion defined as but not limited to:

- hosting program in a different facility so program is more accessible (might mean increase in facility rent)
- hosting the program twice per week instead of once per week (more opportunity to participate)
- changing the program content/skills that are learned to introduce new knowledge or skills (more instructors/different instructors)
- offering a new activity to increase engagement (i.e. brand new event in the community)
- example; first clinic was for learn to play (introduction to) soccer; so second clinic could be expansion to target more advanced play (target different age group)

Program Objectives

SEC Tip #1: Review these carefully, and take notes if you need to. You will be asked later on in this application in Question #4, how your program meets at least one of these objectives.

Activity Assistance objectives include:

- **SPORT/RECREATION DEVELOPMENT:** Support initiatives that re-energize, enhance, expand or develop existing or new sport and recreation opportunities (i.e. archery clinic, learn to curl program)
- **PHYSICAL ACTIVITY DEVELOPMENT:** Support opportunities aimed at encouraging individuals to be more active and/or allow opportunity for increased physical activity (i.e. yoga class, walking program, after school program)
- **CULTURE DEVELOPMENT:**
Support:
 - activities that integrate the arts into community life and facilitate lifelong learning among individuals, such as cultural workshops (i.e. hands-on learning and arts instruction in any artistic discipline - creative writing/photography).
 - community-engaged art/heritage projects led by artists involving community participation in the creative process (i.e. murals, yarn bomb project).
 - initiatives that enhance awareness of the community's heritage and history through interactive activities (i.e. language preservation, museum in a suitcase).

Southeast Connection does not support ongoing programming. Grants are made on a one-time basis, with no guarantee of similar funding in any future year. This grant program is a competitive process and not all applications will be recommended for funding.

Eligible Expenses

Examples of eligible expenses may include: artist fees/travel/accommodations, qualified sport or fitness instructor fees, workshop materials/supplies, facility costs, and promotion costs. Qualified instructors are those who possess an appropriate combination of experience and training in relation to the discipline and level of instruction being provided. A maximum of \$150 for facility and promotion costs are eligible under the grant.

- Projects will not be funded retroactively. All funds must be used within the appropriate grant intake period approved for (i.e. March 1 deadline: expenses must occur and be paid between April 1 and June 30).
- Project expenses must be directly related to the activity being applied for (operational costs such as printer ink, office rent, permanent staff are ineligible).

Ineligible Expenses/Activities



The following are examples of ineligible expenses:

- Capital expenditures
- Uniforms
- Babysitting courses
- Activities based at school/daycare that occur during regular school/daycare hours
- Recitals, concerts, festivals, exhibitions, showcases, performances
- CPR/First Aid courses
- Food/cash prizes/gifts/prizes
- Sport competitions, leagues, tournaments, bonspiels
- Operating costs, in-kind contributions, salaries and related expenses of existing staff
- Other expenses that Southeast Connection deem inappropriate

SEC Grant Tip #2: Ineligibility. Read these very carefully, if your proposal or project falls into one of these categories, they will not qualify. If you have any questions, please do not hesitate to contact us.

Funding Obligations



Funds may only be used for eligible activities outlined in your application. Successful applicants will be required to submit a follow-up report within 30 days of the completion of the project or by March 31 (which ever comes first). Copies of receipts/cleared cheques must be submitted with the report to show all approved eligible expenses that have been paid.

Approved applicants are required to recognize Southeast Connection and Saskatchewan Lotteries in their promotions whenever possible.

Before you continue, please ensure you have read and reviewed the **Guidelines and Eligibility** *

Yes, I have read all sections of the guidelines and eligibility

Contact Information

Name of Applicant Organization *

SAMPLE APPLICATION

Address *

SAMPLE APPLICATION

City *

SAMPLE APPLICATION

Province *

SAMPLE APPLICATION

Postal Code *

SAMPLE APPLICATION

Phone *

SAMPLE APPLICATION

Website

SAMPLE APPLICATION

Name and Title of Key Contact *

SAMPLE APPLICATION

Eligibility *

- The applicant is a registered non-profit organization
- The applicant is a Urban/Rural Municipality or First Nations Band

Program Title *

SAMPLE APPLICATION

Start Date of program *

MM DD YYYY

07 / 06 / 2017

End Date of Program *

MM DD YYYY

07 / 06 / 2017

Number of Participants *

SAMPLE APPLICATION

Number of Sessions *

SAMPLE APPLICATION

Program Description

1.) Provide a full description of your program, including what will take place, and other information that describes how and what will happen. Please explain how the activities will be interactive/hands-on. *

SAMPLE APPLICATION

2.) Please describe how your program is NEW or an ENHANCEMENT/EXPANSION of an existing program. *

SAMPLE APPLICATION

3.) Why is there a need for this type of initiative in your community? (SEC Tip #3: Selecting grant recipients from an outstanding and varied group of applicants is always a challenging task. Please provide as much detail as possible in your answer, so that the NEED is truly understood.) *

SAMPLE APPLICATION

4.) How does this program meet at least one of the Activity Assistance objectives listed in the guidelines? *

SAMPLE APPLICATION

5.) What outcomes or benefits will your program achieve? (SEC Tip #4: Some further questions that might help you with your answer - How will this benefit or what impacts will it have in the future for your community and/or the participants? What is the program trying to accomplish?) *

SAMPLE APPLICATION

6.) Is there any other information you would like us to know about your program and why it should be selected for funding? *

SAMPLE APPLICATION

Budget

Budget Notes

The budget should include all revenue and expenses related to your project. Expenses claimed must be to support eligible activity proposed in the application. The budget tool is for project costs. Regular operating expenses (i.e. staff wages, contributions of volunteer time or in kind facility rent) should not be included in the budget. These costs are ineligible for the program. Do not use them in your budget.

Only actual out-of-pocket expenses will be considered as eligible expenses.

Revenue 

1.) Activity Assistance Requested Amount: *

SAMPLE APPLICATION

2.) Registration Fees (if none, indicate not applicable) *

SAMPLE APPLICATION

3.) Self-Help (if none, indicate not applicable) *

SAMPLE APPLICATION

4.) Other Grants (specify amount and where it is from or not applicable) *

SAMPLE APPLICATION

TOTAL REVENUE (find this by adding up your answers to questions 1-4) *

SAMPLE APPLICATION

Expenses 

5.) Artist/Instructor Fee (provide breakdown of the fees (hourly/daily) or indicate if its not applicable) *

SAMPLE APPLICATION

6.) Number of instructors (or indicate if its not applicable) *

SAMPLE APPLICATION

7.) Artist/Instructor Accommodations (or indicate if its not applicable) *

SAMPLE APPLICATION

8.) Artist/Instructor Meals (or indicate if its not applicable) *

SAMPLE APPLICATION

9.) Artist/Instructor Travel (or indicate if its not applicable) *

SAMPLE APPLICATION

10.) Program Materials/Equipment: What are you purchasing? List here, along with the \$ amounts *

SAMPLE APPLICATION

11.) Facility Rental (\$150 max eligible under grant or indicate not applicable) *

SAMPLE APPLICATION

12.) Promotion Costs (\$150 max eligible under grant or indicate not applicable) *

SAMPLE APPLICATION

13.) Other (list items and \$ amounts) – do not include operational costs or in-kind contributions – only include actual out-of-pocket project expenses *

SAMPLE APPLICATION

TOTAL Expense *

SAMPLE APPLICATION

(total expenses and revenues should match)



Privacy Notice

Southeast Connection is committed to protecting the confidentiality and privacy of our applicants, members, volunteers, clients, partners, and employees. All information in this application will remain confidential. Southeast Connection collects, uses, and distributes funding information in order to adjudicate this funding. By signing this application, you authorize Southeast Connection to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.

Signature - Please check this box in lieu of signature *

I acknowledge that the information contained in this application is true and accurate, and that I am an authorized signatory of the applicant organization.

Name *

SAMPLE APPLICATION

Date *

MM DD YYYY

07 / 06 / 2017

What did you think about our new online application form? *



	0	1	2	3	4	5	
Very hard to use and difficult to understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Very easy to use and understand

Do you have any further comments about the online form? *

SAMPLE APPLICATION

Funding provided by: The Saskatchewan Lotteries Trust



Google Forms