



# Recreation Equipment Program Sample Application



### Purpose

The **Recreation Equipment Program** offers south east communities an opportunity to apply for funds to purchase recreation or physical activity equipment. The equipment must be used to promote healthy, active lifestyles and increase access to recreation and physical activity programs. The purpose of the program is to enhance the community's ability to provide safe and quality recreation and physical activity programming.

### 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.
- The equipment purchased must become the property of the organization.
- Equipment must be purchased **after the deadline date of the grant**. Successful applicants will not be funded retroactively.

### Funding Level

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

### Application Process

There are two deadlines per year: April 1 and October 1. Applications will be accepted until midnight of the deadline date. Late applications will not be accepted. Applications must be filled out online through our Google form. Applicants will be notified of decision within two weeks of deadline.

### Assessment Criteria

This grant program is a competitive process and not all applications will be recommended for funding. Applications are assessed based on the following criteria:

- *The equipment being purchased is for **recreational sport** (activities that focus on fundamental movement skills through active play and building motor skills) and/or **play/physical activity** purposes*
- *A large number of people benefit from the use of the equipment and/or targets a specific group in the community (i.e. seniors, youth, newcomers) to reduce barriers to participation*
- *Demonstrates shared use of equipment*
- *The equipment helps to improve access to recreation opportunities*
- *The equipment can be sustained for future years and community need is demonstrated*
- *The general merit of the application and realistic and responsible usage of resources*

**Note Ineligible Items:** Equipment purchased for programs targeting *competitive sport* activities will **not** be funded. Capital equipment, jerseys, apparel and large single user equipment are generally not considered under the program. School-based applications for equipment must clearly demonstrate that equipment will be used and accessible to the broader community. Grants are made on a one-time basis, with no guarantee of similar funding in any future year.

### Funding Obligations

Funds may only be used for eligible expenses outlined in your application. Successful applicants will be required to purchase the equipment and submit a follow-up report within 60 days, upon approval of application (the program the equipment is to be used for does not need to take place during this timeframe). Copies of **receipts/cleared cheques** in the name of the applicant for all expenses is required. Invoices alone *will not* be accepted and they must be accompanied by cleared cheques.



This is a sample application for you reference only. The only applications accepted will be those done through our Google form.

Elimination of Barriers – Recreation Equipment Program Application Form		
<b>Contact Information</b>		
Name of Applicant Organization:		
Address:		
City:	Province:	Postal Code:
Phone:	Website:	
Name and Title of Key Contact:		
Email:		
<p><b>Eligibility</b></p> <p><input type="checkbox"/> The applicant is a registered non-profit organization</p> <p><input type="checkbox"/> The applicant is a First Nations Band or Urban/Rural Municipality</p>		
<b>Application Information</b>		
1. On average, how often will the equipment be used on a monthly basis?		
2. Age range (s) targeted for use of the equipment:		
3. Explain the <b>need</b> for this equipment. What barriers will be removed?		
4. Describe how the equipment will be used to <b>increase participation</b> in recreation or physical activity in your community:		
5. Describe how the equipment will assist to <b>promote healthy lifestyles</b> and/or <b>develop fundamental skills</b> :		



6. Explain how your organization will sustain the equipment purchased for future use. How will the equipment be maintained, stored and made accessible to community members?		
7. Budget: <i>Equipment must be purchased after the deadline date of the grant</i>		
Equipment Program Description (i.e. Hoopa hoops)	Quantity	Amount (based on quote from equipment provider)
<b>Total expense:</b>		
<b>Other funding sources:</b>		
<b>Total request to Southeast Connection:</b>		
7. Privacy Notice <i>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.</i>		
8. 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 and Title: _____ Date: _____		

**For inquiries, contact Kirsten Regel, Community Development Consultant  
 at 306.780.9814.  
 Email: kregel@southeastconnection.ca**

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

