



**Saskatchewan
Culture, Youth
and Recreation** Community
Initiatives
Fund



Aboriginal Participation Initiative

Urban Aboriginal Community Grant Program

**Application Guide For:
2012-2013**





Application Guide for Community Organizations Urban Aboriginal Community Grant Program

Purpose

The purpose of the Urban Aboriginal Community Grant Program is to increase the participation and leadership of First Nations and Métis people in the development and delivery of culture, sport and recreation programs in urban centres. The Urban Aboriginal Community Grant Program encourages equitable distribution of funding locally among sport, culture and recreation activities in which a majority of participants are First Nations and Métis.

A component of each program that receives UACGP funding should show evidence of fostering and incorporating *leadership development* through project structure that allows young people to acquire skills and knowledge that will be useful to them in the future through:

- participation in formal leadership training opportunities;
- involvement in the planning and implementation of the activities;
- providing mentoring or volunteer opportunities in sport, culture and recreation activities or special events;
- promoting or developing role models;
- facilitating opportunities for meaningful civic engagement; and
- other leadership initiatives or activities.

In addition, activities should consider the following in project design and implementation:

- 1) Increasing the *physical activity levels* and fitness of First Nations and Métis people;
- 2) Encouraging project and planning linkages and *involvement with local schools*;
- 3) Helping overcome *barriers* (i.e.: registration fees or equipment cost, transportation, childcare expenses, low skill development) that may restrict participation;
- 4) Fostering *cultural awareness* and knowledge; and
- 5) Identifying how the activity could become *self-sustaining* in the future.

The UACGP is jointly funded and managed through the Community Initiatives Fund and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.



What is the Community Initiatives Fund?

The Community Initiative Fund (CIF) provides grants for community initiatives that enhance human development and community vitality, focusing on: a) Development opportunities for children, youth and families; b) Increased positive activities for young people at the local level, including physical activity and community arts and culture activity; c) Increased community leadership capacity, particularly leadership opportunities for youth; and, d) Inclusion of First Nations and Métis people as leaders in the delivery of community activities. The CIF offers two main Community grant programs: The Community Initiatives Grant Program, and the Urban Aboriginal Community Grant Program.

What is the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation?

The Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation (SLTF) was created in 1974. The Trust Fund receives its revenue through the sale of Saskatchewan Lotteries products throughout the province. Sask Sport Inc. manages and administers Saskatchewan Lotteries through a license agreement with the Government of Saskatchewan. The Saskatchewan Lotteries Trust Fund funds sport, culture and recreation initiatives in over 800 communities, and to more than 12,000 volunteer groups through the global organizations of Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc.

How much Urban Aboriginal Community Grant Program funding is available?

- The maximum funding levels for project is up to a maximum grant of \$12,000.00 per project per year.
- Organizations are permitted to apply for more than one project, however a separate application per project is recommended. If an organization is submitting more than one project proposal, they should be prioritized for the consideration of the Urban Aboriginal Adjudication Committee.

Who is eligible to apply for funding from the municipality?

- Organizations that provide services with First Nations and Métis people and are registered under the Saskatchewan Non-Profit Corporations Act are eligible to apply.
- Organizations must have been incorporated and in existence for a minimum of one year, and have appropriate levels of participants insurance covering projects, events and activities that fall under its sanction.



- Community groups and/or not-for-profit organizations that are not registered under the Saskatchewan Non-Profit Corporations Act may partner with eligible organizations to apply for support and deliver activities that meet the objectives of the project.
- Individuals and provincial organizations may not apply for funding assistance through this program.
- Organizations unable to comply with grant guidelines (i.e. late or incomplete applications or follow-up reports) will not be considered eligible for funding.

What is the application process?

- Community organizations will be eligible to apply for funding by the following application deadline(s): January 22, 2012 & June 30, 2012
- Organizations should **send completed application forms** to the following address:

Urban Aboriginal Community Grant Program
c/o City of Prince Albert
1211 1st Avenue West
Prince Albert, SK
S6V 4Y8
Attention: Curtis Olsen
Tel # 953-4812
Email colsen@citypa.com

What are the application criteria for community organizations?

- Only organizations meeting established eligibility criteria will be allowed to apply and receive funding;
- 2012-13 (Part A) program projects must occur between **April 1, 2012 and March 31, 2013.**
- 2012-13 (Part B) must occur between **September 1, 2012 and March 31, 2013.** All activities and eligible expenditures must be from within this fiscal period. Retroactive funding for past or existing programs is not permissible.
- **Eligible programs** must meet one or more of the following **objectives**:
 - Aim to increase the number of sustainable sport, culture and recreation projects involving First Nations and Métis people, with a priority on children and youth, and to decrease the barriers that prohibit participation.



- Barriers to participation include:
 - a) cost
 - b) transportation
 - c) not aware of activity
 - d) disability
 - e) access to facilities/equipment
 - f) lack of leaders and role models
 - g) health and nutrition issues
 - h) no one to go with
 - i) don't have necessary skills
 - j) lack of childcare support
 - k) lack of cultural sensitivity
- Strive for gender equity, youth participation, and volunteer and parental involvement in identifying local priorities as well as project design and development.
- Increase the number of First Nations and Métis people involved in leadership capacities for sport, culture and recreation initiatives.
- Assist in retaining Aboriginal youth in school and using school facilities as a center for program activities.
- Link project and leadership opportunities with provincial strategies such as found on pages 7 and 8.
- **Eligible programs** must demonstrate one or more of the following **planning initiatives**:
 - Focus on decreasing barriers to sport, culture and recreation activities and therefore improve the education, health and/or well-being of First Nations and Métis children, youth and families;
 - Where possible, actively involve those to whom the projects and activities are to be provided, in the development, management and delivery of the projects;
 - Address community-identified needs;
 - Demonstrate cultural sensitivity, reflecting input of the community; and,
 - Where appropriate, be integrated and coordinated with other community projects and activities of a similar nature.
- The majority of project participants must be of First Nations and Métis descent and directed at the residents of the municipality;
- **Eligible costs** include:
 - Direct program related costs, such as project materials, minor equipment, salaries for project personnel;
 - Rent and utilities specifically related to project delivery; and,
 - Any other project costs deemed appropriate by the CIF Board of Trustees and the Saskatchewan Lotteries Trust Fund.



- **Ineligible costs include:**
 - Projects that duplicate existing projects and activities;
 - Construction, renovation, retrofit and repairs to buildings/facilities (this includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
 - Property taxes;
 - General director's and officer's liability and participants insurance is ineligible, however, additional insurance coverage required for special events or activities associated with the grant request may be considered as eligible;
 - Alcoholic beverages;
 - Donations;
 - Food purchases that do not relate directly to a project, and food items for resale; (food purchases directly related to a activity are eligible to a limit of 20% of the total grant);
 - Cash prizes;
 - Out-of-province activities and travel;
 - Subsidization of wages for full-time employees. Note: Eligible employment expenditures are less than 35 hours a week for no more than 90 days in a grant period (or 455 hours in a grant period);
 - Personal items such as footwear, jackets and hats (uniforms are eligible if they remain the property of the organization);
 - Federal or provincial government-delivered programs and services; and,
 - Salaries or expenses for any federal, provincial or local government employees.
- The Community Initiatives Fund and Saskatchewan Lotteries must be publicly acknowledged in all communications, correspondence and promotions as the source of funds for the program.

How will the community applications be assessed?

- Applications will be reviewed by the municipal fund administrator to ensure completeness of all required information, and then sent for review to the Urban Aboriginal Adjudication Committee established within the community.
- The adjudication of community projects and leadership initiatives should strive for the following: equitable distribution of funding between culture, sport and recreation initiatives; a reasonable balance of opportunities for male and female participants; and, leadership opportunities, in particular aimed at youth.



- The following adjudication criteria will be used by the panel in assessing the applications:
 1. The ability of the activity or project is to address the objectives of the Urban Aboriginal Community Grant Program.
 2. The quality of the proposed activity or project.
 3. The impact and benefit to the target individuals, group and target community.
 4. The impact or benefit to the First Nations and Métis community in terms of developing leadership skills and opportunities.
 5. The ability of the organization to undertake, manage and complete the proposed activity, project or event.
 6. The sustainability of sport, culture and recreation participation opportunities developed and the potential for lasting impacts.
 7. Consideration to a balance of Metis and First Nations applications; sport, culture and recreation initiatives; opportunities for male and female participants; and, youth development.

What can be expected once a decision is reached?

- Each community organization will be notified, in writing, of the outcome of its request for funding.
- If approved, 75% of the funds will be forwarded to the eligible organization.
- Community organizations must implement the program and manage and monitor financial controls as per the approved project and budget.

What is expected once the program is completed?

- Community organizations must complete a Follow-up Report for each project within 60 days following project completion.
- The Follow-up Report must provide a statement of actual expenditures verified with receipts or an audited financial statement prepared by a registered Certified Accountant/Certified General Accountant/Certified Management Accountant.
- The Follow-up Report will require a summary of activities supported, statistics regarding project participants, project accomplishments, and final project costs.
- The remaining 25% of the grant will be paid to the community organization upon the successful review and approval of the Follow-up Report.
- Unused funds, or funds used for purposes other than what was approved, must be returned to the COMMUNITY INITIATIVES FUND.



Key strategies associated with Aboriginal Access to Sport, Culture and Recreation

1. Increased Well-being Through Participation and Physical Activity

To develop and implement new opportunities that increase physical activity levels of First Nations and Métis people, including youth, by providing access to sport, culture and recreation programming. Project strategies should also address barriers to access, such as limited project opportunities, lack of facility access and equipment, transportation issues, leadership and volunteer training, and cultural sensitivities in project design.

2. Community-School Enhancement

To facilitate project opportunities and partnerships that will link children and youth, as well as parents and other community members, to school settings. Through these efforts, youth will have greater access to school facilities, equipment and resources and be encouraged to spend more time on skill development and healthy lifestyle choices, such as physical activity opportunities and other community-based cultural, heritage, or recreation activities. Using school facilities as the center for project activities assists in retaining youth in the school system. Communities to designate themselves as In Motion communities and include daily physical activity to a level that achieves health benefits.

3. Primary Prevention of Diabetes

To provide a variety of opportunities in the area of physical activity; including sport and recreation, for the primary prevention of Type II Diabetes in the Aboriginal Community. Physical activity initiatives are particularly needed among children and youth, but strategies for inactive adults and older adults will also be encouraged.

4. Building Volunteer Capacity

To increase the number of First Nations and Métis people with the skills and training to work with and support sport, culture and recreation directed activities. Investment in volunteer development such as workshops, seminars and conferences will increase the level of voluntarism in Aboriginal communities and encourage involvement and commitment in other decision-making or advisory capacities beneficial to the community.

Organizational and leadership development strategies will assist volunteers to acquire skills needed to assess community needs, build community linkages, and effectively plan and implement projects and action plans, while understanding cultural needs and sensitivities.



5. Youth Leadership Development

To provide youth with opportunities to develop leadership skills and increase their sense of accomplishment, their capacity for teamwork, and their influence on healthy lifestyle choices.

6. Culture and Heritage

To provide the First Nations and Métis community with the opportunity to promote and protect cultural lifestyles and values. Culture is an important base for values and traditions within the Aboriginal community, as well as a respected healing and learning mechanism. Sport, culture and recreation activities are important vehicles to be used in the promotion of cultural awareness and understanding.