

Post-Secondary Partnership Operating Grant Program Guidelines

Recreation and
Physical Activity
Branch

Submission Date
May 15, 2019

active
ALBERTA



Alberta

Purpose of the Program

Alberta Culture and Tourism's Recreation and Physical Activity Division (RPAD) offers the Post-Secondary Partnership (PSP) Operating Grant program, which is integral to the development of an [active Alberta](#) where more Albertans are more active, more often.

This grant program ensures that Alberta communities, regardless of size and geographic location, have access to active recreation and physical activity programming informed by leading practice and instruction. PSP grants support post-secondary institutions in the provision of active recreation and physical activity programming that both aligns with desired post-secondary institution outcomes and forms part Alberta's active coordinated system of active recreation and physical activity.

2. Eligibility Criteria

2.1 To be eligible for this grant program, applicants must be a post-secondary institution receiving operating funding through Alberta Advanced Education; and/or

2.2 All applicant organizations must:

1. integrate active recreation and/or physical activity programming as either
 - the principal mandate as stated in the organization's incorporation documents and stated mandate ; or
 - an essential delivery strategy intended to meet the organizational mandate.
2. carry out recreation and/or physical activity-related activities or services associated with one or more of the following:
 - professional development associated with active recreation and/or physical activity;
 - integrated and collaborative approaches;
 - physical literacy;
 - active transportation;
 - active play; or
 - physical activity in the workplace.

2.3 Eligible organizations must demonstrate:

- the use of good governance principles, effective administration practices, and a commitment to fiscal responsibility;
- provincial scope of work (as demonstrated through reach of programming in Section 3.6);
- revenue derived from sources other than RPAD; and
- the following policies are in place:
 - Harassment and Abuse Policy
 - Dispute Resolution Appeal Policy/Mechanism/Process
 - Conflict of Interest Policy

2.4 Ineligible organizations are/have:

- for-profit organizations;
- municipalities;
- receive funding through other RPAD operating grant programs; and/or
- receive **operating** funding from Alberta Sport Connection.

3 . A p p l i c a t i o n R e q u i r e m e n t s

Applicants must submit a complete package containing the components identified below.

3.1 A completed Application Form, Application Checklist and signed Declaration Form (scanned or electronic signature is acceptable). The organization must designate one member who is the primary contact for all aspects of the grant.

3.2 A listing of all current staff (with organizational chart) and (where applicable) board members, including names and titles.

3.3 The organization's most recent approved annual financial statements with Balance Sheet, Statement of Revenues and Expenditures, and Statement of Cash Flows signed by the president or designate, and by one other board member other than the treasurer of the Recipient.

Note: Government of Alberta funding should be identified by department, agency, funding program and noted as operating/project grants and/or contracts.

3.5 A detailed description of the organization's mandate and planned activities for the next fiscal year.

3.6 Detailed budget indicating all projected revenue and expenditures for the next fiscal year.

3.7 A strategic plan setting out the applicant's ongoing planning and evaluation process, and including annual key performance indicators.

- 3.8** Completed Statistical Report forms A and B.
- 3.9** A completed Material Change Report form.
- 3.10** Copies of the requisite policies stated in Section 2.3.

Note: The personal information that is provided in this application is required for the administration of the Post-Secondary Partnership Operating Grant Program. It is collected under the authority of section 33(c) of the FOIP Act and is protected by the privacy provisions of the Act. If you have any questions about the collection of this information please contact Dean Kozak, Senior Physical Activity Advisor, at 780-415-0265.

4 . G r a n t C a l c u l a t i o n s a n d C o n d i t i o n s

- 4.1** The annual RPAD grant budget is based upon funds allocated in the annual Government of Alberta budget through Alberta Culture and Tourism.
- 4.2** Grants amounts are determined by Alberta Culture and Tourism.
- 4.3** The full grant amount is paid out in a single installment.
- 4.4** RPAD may cancel, suspend, reduce or reduce a grant prior to payment in circumstances where RPAD is concerned with the viability of an organization.
- 4.5** Any grant recipient that does not report as required will be ineligible for further funding from RPAD for a period of three (3) years from the time the delinquency is resolved.

5 . A s s e s s m e n t a n d N o t i f i c a t i o n

- 5.1** RPAD staff evaluates applications according to the grant program criteria and allocates funding based on the information provided in the application.
- 5.2** Applicants will be notified of application status within 60 days of the grant deadline.
- 5.3** All grant decisions are final.

6. Reporting

Interim and final reporting is due by **May 15 of each year of the three-year grant cycle** and must include all of the following:

- 6.1 Current, complete organization contact information.
- 6.2 Completed Statistical Reporting forms (A-B) reporting on the previous year's operations and programming.
- 6.3 A completed Material Change report form.
- 6.4 Copies of related promotional and publicity materials for the previous year, demonstrating compliance with stated recognition requirement.
- 6.5 The organization's most recent approved annual financial statements with Balance Sheet, Statement of Revenues and Expenditures, and Statement of Cash Flows signed by the president or designate, and by one other board member other than the treasurer of the Recipient.
- 6.6 The organization's most recent annual report.

7. Recognition Requirements

- 7.1 The Government of Alberta will be acknowledged for financial support in any publicity prepared in relation to the organization's activities, including electronic, print, or visual material through the display of the Government of Alberta logo.
- 7.2 It is the grant recipient's responsibility to provide evidence of compliance with the recognition requirements.
- 7.3 RPAD provides electronic versions of the Government of Alberta logo for use in meeting recognition requirements. Please contact the appropriate RPAD representative for the appropriate logo.
- 7.4 A minimum reduction of not less than 10% will be applied to future operating grants of any organization that does not satisfy recognition requirements.

8 . A p p l i c a t i o n S u b m i s s i o n

- 8.1** The deadline for application submissions and final reports is no later than 11:59 p.m. on **May 15**. If the application deadline falls on a statutory holiday or weekend it will be extended to the **next** working day.
- 8.2** RPAD does not accept late or incomplete applications or reports.
- 8.3** Applications and final reports must be submitted to Dean Kozak at dean.kozak@gov.ab.ca .
- 8.4** RPAD will retain all materials submitted with grant applications.