Recreation and Physical Activity Project Grant Program

2017/2018 Grant Guidelines

Recreation and Physical Activity Division

(780) 427-6549
RPAD@gov.ab.ca
Submission Deadline:
October 15, 2017
1. **Purpose**

The Recreation and Physical Activity Project Grant Program encourages a more active Alberta by supporting projects that foster collaborative and innovative programming and research in the recreation and physical activity sector.

The Recreation and Physical Activity Project Grant supports projects that are directly linked to the outcomes of an active Alberta and align to guiding national initiatives (i.e. Framework for Recreation in Canada).

**A MORE ACTIVE ALBERTA**

As we move towards an active Alberta we look to inspire Albertans to become more active every day, through sustainable, province-wide activities that generate awareness and motivate through collaboration. The policy strives to build:

An active Alberta also aligns with the Framework for Recreation in Canada.

**FRAMEWORK FOR RECREATION IN CANADA**

The Framework for Recreation in Canada describes five goals and priorities for action under each goal. The goals are:

1. Foster active, healthy living through recreation.
2. Increase inclusion and access to recreation for populations that face constraints to participation.
3. Help people connect to nature through recreation.
4. Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.
5. Ensure the continued growth and sustainability of the recreation field.

2. **Eligible Organizations**

2.1 To be eligible for this grant program, applicants must be one of the following:

- a nonprofit organization registered under one of the Societies Act or Agricultural Societies Act, having been in operation in Alberta for at least one year;
• extra-provincial organizations providing programming or services through an Alberta office;
• organizations affiliated with post-secondary institutions recognized by Alberta Advanced Education and Technology; or,
• any Alberta school or school jurisdiction recognized by Alberta Education that is operating on a full-time basis for students in kindergarten through Grade 12.

2.2 All applicant organizations must:
• demonstrate adherence to good governance principles, effective administration practices and a commitment to fiscal responsibility;
• carry out recreation and/or physical activity-related programming associated with:
  o improved access and reduced barriers to recreation and physical activity opportunities
  o innovative and collaborative approaches
  o leisure education and physical literacy
  o research, evaluation and knowledge translation
  o active transportation
  o active play
  o physical activity in the workplace
  o First Nations, Metis and Inuit communities

2.3 Ineligible applicant organizations are those that:
• have an outstanding RPAD project grant from a previous application cycle that has not been closed (final report received and accepted by RPAD staff);  
  Note: this includes partner organizations that are not lead applicants in the project submission – all organizations associated with the project submissions must have completed all required project reporting from previous project grants.
• are municipalities; or
• for profit (commercial) enterprises.

2.4 Partnership projects may take place between recreation/physical activity and non-recreation/physical activity organizations, providing the partnering organizations satisfy the eligibility criteria for organizations as outlined in section 2.2.

2.5 In the case of an application submitted by a multi – organizational partnership, organizations specified as “partners” are eligible to apply for one other R.P.A.D. project grant application either independently or as the lead in a different partnership project application.

2.6 An organization who applies for an RPAD project grant is also eligible to apply for the RPAD micro grant in the same year.
2.7 Previous project grant recipients are eligible if they have met all reporting requirements and do not have any outstanding projects.

3. Eligible Projects

3.1 Eligible projects may be in one of the following areas;
• publicly accessible recreation and physical activity programming;
• research, evaluation and knowledge translation;
• sector development and sharing of best practices;
• workplace physical activity program development; and/or
• programming that provides improved access to recreation and physical activity opportunities for specific populations including:
  o First Nations, Metis and Indigenous Communities
  o seniors
  o school-aged youth (Grades K-12)
  o disabled populations;
  o families;
  o new Canadians; and
  o girls and women

3.2 Ineligible projects include:
• ongoing programming that is a feature of regular business with no determined conclusion date (pilot projects will be considered only during trial phase);
• projects that have already commenced;
• those whose project budget includes over 20% of dollars allocated for the purchase of equipment; and
• sport or competition-based programming.

3.3 Partnership projects must demonstrate that:
• control and responsibilities in the partnership are shared equally amongst all partners;
• knowledge and practices will be shared and exchanged for the benefit of all project partners;
• the partnership results in activity that is beyond the normal programming of partnering organizations; and
• the project could not be otherwise completed without the existence of the partnership.
3.4 Ineligible project expenses include:
• activities eligible for funding through RPAD operational funding; and/or
• purchases such as buildings, property or capital development such as constructions or renovations.

3.5 Eligible projects may request a maximum of $25,000 per application.

4. Application Requirements

4.1 To better screen applications for eligibility please provide a pre-application one-page summary of the project including:

a) Project Title
b) Name and Contact Information of Applicant Organization(s)
c) Project Description

RPAD staff will screen pre-application submissions for eligibility. Once this screening is complete, organizations will be asked to submit the materials details in 4.2.

Note: organizations with pre-application submissions deemed to be ineligible will be informed by RPAD staff.

4.2 Eligible applicants will be asked to complete the following application package within a two-week period (six-page maximum excluding bullets f & g, which will not be considered part of the six-page submission) following notification from RPAD staff:

a) Project Title and Purpose
b) Organizational Structure
c) Project Description
d) Work Plan
e) Evaluation plan
f) Budget (identifying revenues, expenses, and in-kind support)
g) Partnership Agreement (where applicable)

4.3 Applicants must submit the organization’s most recent annual financial statements with Balance Sheet, Statement of Revenues and Expenditures, and Statement of Cash Flows as part of their complete application package.

4.4 All applications must include a completed Application Form, Application Checklist and signed Declaration Form (scanned or electronic signature acceptable). The organization must designate one member who is the primary contact for all requirements of the grant.
4.5 Applications for partnership projects must be submitted through one primary organization. The primary organization must: designate the main contact for all requirements of the grant; and provide a copy of the contract or letter of agreement that indicates the responsibilities of each partner, and the knowledge, resources, and experience that each will contribute.

5. Application Submissions

5.1 Application materials must be sent electronically to RPAD@gov.ab.ca and must be received on or before the deadline. Subject line must read: “Application - Recreation and Physical Activity Project Grant Program.”

5.2 RPAD does not accept faxed, late, incomplete or mailed applications.

5.3 Applicants may submit only one application per deadline.

5.4 The application deadline is 11:59 p.m., October 15, 2017

6. Grant Assessment

6.1 Eligible application will be assessed by an expert panel of sector peers selected by RPAD. The expert panel will exclude representatives from organizations that submit applications for the Recreation and Physical Activity Project Grant program.

6.2 Applications will be assessed both on its own terms and in relation to all other applications received for a given deadline. Assessment of a project is based on the following general criteria:

- organizational capacity: the ability of the applicant to carry out the proposed project; the performance and achievements of the applicant to date;
- project description: the displayed need and impact of the project;
- work plan: the applicant demonstrates an organized, systematic and realistic approach to project delivery;
- the long term impact (legacy) of the project once the project has been finished. An explicit explanation and outline of the benefits resulting from funding are strongly encouraged;
- the appropriateness of the project budget, including evidence of in-kind and/or financial contributions from the applicant. Contributions from applicant organizations are strongly encouraged; and
- the project’s relevance and alignment with relevant provincial and national policies.
6.3 All decisions are final. The evaluation results from individual applications are confidential and will not be shared.

7. Notification

7.1 Applicants will be notified in writing of the result of their application within 60 days of the application deadline.

8. Grant Conditions

8.1 Grants must be used for the purposes described in the application as approved by RPAD. If a grant is used for any other purpose, including changes in the outcome or in the location of the original program or project, RPAD will require the recipient to return all of the grant funds unless the change request is submitted in writing and approved by RPAD before the change is initiated.

8.2 RPAD, or its authorized representative, may examine a grant recipient's financial and other records to ensure that the grant is being, or was, used for its intended purpose.

8.3 If applicants do not receive the full grant amount requested, RPAD may require that a revised budget and proposal be submitted to ensure that the full project is still viable. The grant award will be considered conditional until this additional information is received.

8.4 If applicants require an extension to their final report due date (details in section 10.1), a request must be submitted in writing prior to the final report due date listed in the successful notification letter. RPAD may consider a single extension per grant.

8.5 Grant recipients must return unused portion of grant dollars to RPAD.

8.6 Grant recipients must return funds if reporting requirements are not met.
9. Recognition Requirements

9.1 Credit to the Government of Alberta for financial support will be acknowledged in any publicity prepared in relation to the project, including electronic, print, or visual material. Failure to satisfy the recognition requirement will result in the cancellation of the grant, the requirement to return all of the funding, and ineligibility for future grant streams for five years.

9.2 It is the grant recipient's responsibility to provide evidence of compliance with the recognition requirements.

9.3 RPAD provides electronic versions of the Government of Alberta’s logo for use in meeting recognition requirements. Please contact rpad@gov.ab.ca to receive the appropriate logo.

10. Reporting

10.1 Grant recipients must submit a report upon completion of the project that demonstrates that grant funds were spent on the activities described in the application. This report is due 60 days after the stated completion date (as stated in the grant agreement) of the final project, and must include all of the following:

- a complete and accurate financial accounting, authorized by a representative with legal and/or financial signing authority for the organization for those projects/programs carried out as shown on the work plan;
- a report describing the outcomes of projects/programs which were supported by RPAD funding (including potential legacy implications) and how they helped encourage a more active Alberta;
- where applicable, a completed statistical report for each project/program supported by RPAD funding detailing project participation and impact on Albertans. This report should include:
  - participants (number of participants, geographic reach of programming);
  - project volunteers;
  - temporary part and full-time employees; and
  - geographic scope (cities, towns, applicable postal codes where project takes place or has impact).
- copies of any products associated with the project. Examples include research reports, activity programs, surveys or multimedia products;
- where applicable, a copy of all promotional materials produced in conjunction with the projects/programs supported by RPAD funding. These materials must include acknowledged Government of Alberta support as indicated in Section 9; and
• where applicable, media articles in which a scheduled RPAD-funded project is mentioned.

10.2 Any grant recipient organization that has not met these reporting requirements will be ineligible for further funding from RPAD for a period of three years from the time the delinquency is resolved.