

# Leadership & Certification Operating Grant Program Guidelines

Recreation and  
Physical Activity  
Branch

Submission Date  
May 15, 2019

active  
ALBERTA



Alberta

## Purpose of the Program

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Alberta Culture and Tourism's Recreation and Physical Activity Branch (RPAB) offers the Leadership and Certification Operating (LCO) 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's active recreation and physical activity sector offers programs that are informed by leading practice and instruction, advanced through professional development and best practices, and supported by professional accreditation. LCO grants support the programming, administration, and financial capacity of eligible organizations by assisting with operating expenses while encouraging the development strategically coordinated recreation and physical activity sector.

The LCO grant program provides annual funding to organizations provincial in scope that support professional development, accreditation/certification services and sector-wide leadership in recreation and active living that encourage active lifestyles and professional excellence in program design and delivery.

## 2. Eligibility Criteria

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

- a non-profit organization registered under the *Societies Act* having been in operation in Alberta for at least three years;
- organizations affiliated with post-secondary institutions receiving operating funding through Alberta Advanced Education; and/or
- a chapter or affiliate of an extra-provincial non-profit corporation formed under Federal legislation.

**2.2** All applicant organizations must:

- integrate active recreation and/or physical activity programming as either
  - its principal mandate as stated in the organization's incorporation documents and stated mandate; or
  - an essential delivery strategy intended to meet the organizational mandate.
- demonstrate service provision to one or more demographics (e.g. children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, new immigrant/refugees).
- carry out recreation and/or physical activity-related activities or services at a provincial scope (as demonstrated through Section 3.6) 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 RPAB; 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 RPAB 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

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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, funding program and noted as operating/project grants and/or contracts.**

**3.4** A copy of their officially registered bylaws (where applicable).

**3.5** A copy of the organization's most recent return for Alberta Corporate Registry (where applicable).

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

- 3.7 Detailed budget indicating all projected revenue and expenditures for the next fiscal year.
- 3.8 A strategic plan setting out the applicant's ongoing planning and evaluation process, and including annual key performance indicators.
- 3.9 Completed Statistical Report forms A and B.
- 3.10 A completed Material Change Report form.
- 3.11 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 Leadership and Certification 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 Advisor, Physical Activity 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

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- 4.1 The annual RPAB grant budget is based upon funds allocated in the annual Government of Alberta budget through Alberta Culture and Tourism.
- 4.2 Grants are calculated based on information collected in the applicant's submitted financial statements and Statistical Report Forms A and B. Available funds are distributed to all eligible applicants according to a formula.
- 4.3 Grant amounts are calculated as follows:
  1. The basis is each organization's three-year average reported expenses adjusted to the following percentage tiers:
    - 50% of expenses for organizations with three-year average eligible expenses less than \$500,000;
    - 25% of expenses for organizations with three-year average eligible expenses of less than \$2.0 million and equal to or more than \$500,000; and
    - 5% of expenses for organizations with three-year average eligible expenses of more than \$2.0 million.
  2. Each organization's adjusted expenses is then divided by the sum of the adjusted eligible expenses for all organizations in this grant program and multiplied by the grant program's budget to determine the grant allocation. **This forms the base amount of the grant.**

3. Formula components are reported into the Statistical Reporting Form and are as follows:
  - Certification/recertification of sector professionals;
  - Professional development opportunities (course work, training, seminars) related to active recreation/physical activity;
  - Volunteer support as represented by volunteer opportunities provided for Albertans; and
  - Engagement with stakeholders.

The formula divides each organization's reported components by the sum of reported formula components for all organizations in this grant program; this number is then multiplied by the appropriate budget amount to determine the formula grant allocation.

**Note: No single organization will receive more than 20% of a formula component budget allocation.**

**The full grant is reflected through the addition of the base amount to the formula amount.**

**4.4** The full grant amount is paid out in a single installment.

**4.5** RPAB may cancel, suspend, reduce or reduce a grant prior to payment in circumstances where RPAB is concerned with the viability of an organization.

**4.6** Any grant recipient that does not provide the completed reporting requirements will be ineligible for further funding from RPAB 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**

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**5.1** RPAB staff evaluates applications according to the grant program criteria and applies formula 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

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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 annual financial statements including Balance Sheet, Statement of Revenues and Expenditures, and Statement of Cash Flows
  - up to \$25,000 requires a financial statement approved and signed by three board members, including the treasurer
  - \$25,001 to \$50,000 requires a Notice to Reader financial statement provided by an independent, professionally designated accountant
  - \$50,001 to \$100,000 requires a Review Engagement statement provided by an independent, professionally designated accountant
  - More than \$100,000 requires an Audited financial statement provided by an independent, professionally designated accountant
- 6.6** The organization's most recent annual report.

## 7. Recognition Requirements

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- 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** RPAB provides electronic versions of the Government of Alberta logo for use in meeting recognition requirements. Please contact the appropriate RPAB representative for the appropriate logo.

**7.4** A minimum reduction of not less than 10% may 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**

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**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** RPAB does not accept late or incomplete applications or reports.

**8.3** Applications and final reports must be submitted to Dean Kozak, Senior Advisor, Physical Activity at dean.kozak@gov.ab.ca.

**8.4** RPAB will retain all materials submitted with grant applications.