

Recreation and Physical Activity Project Micro Grant Program

2018/2019 Grant Guidelines

**Recreation and
Physical Activity
Division**

(780) 427-6549

RPAD@gov.ab.ca

Submission Deadline:

October 1, 2018

active
ALBERTA



Alberta

1 . Purpose

The Recreation and Physical Activity Micro-Grant Project 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 Micro-Grant Project 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 Common Vision for increasing physical activity and reducing sedentary living in Canada: Let's Get Moving).

The 2018-19 Micro-Grant celebrates the release of A Common Vision for increasing physical activity and reducing sedentary living in Canada: Let's Get Moving; the focus of the 2018-19 Micro Grant is the support of activities that either deliver or contribute to access to programming that gets Albertans moving by introducing Albertans to new active recreation and/or physical activity opportunities.

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:

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.

A COMMON VISION FOR INCREASING PHYSICAL ACTIVITY AND REDUCING SEDENTARY LIVING IN CANADA: LET'S GET MOVING

The Common Vision: Let's Get Moving envisions a Canada where all Canadians move more and sit less, more often. Five independent principles guide the Common Vision and are foundation to increasing physical activity and reducing sedentary living:

1. Physical Literacy
2. Life Course
3. Population Approach
4. Evidence-base and Emergent-focused
5. Motivations

2. Eligible Organizations

- 2.1** To be eligible for this grant program, applicants must be one of the following:
- a non-profit organization registered under appropriate Alberta legislation, having been in operation in Alberta for at least one year;
 - extra-provincial organizations providing programming or services through an Alberta office; or
 - organizations affiliated with post-secondary institutions recognized by Alberta Advanced Education and Technology.
- 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:
 - Improved access and reduced barriers to recreation and physical activity opportunities
 - Integrated and collaborative approaches
 - Leisure education and physical literacy
 - Foresight, innovation and emerging trends
 - Research, evaluation and knowledge translation
 - Active transportation
 - Active play
 - Physical activity in the workplace
 - Development of First Nations, Metis and Inuit communities
- 2.3** Ineligible applicant organizations are those that:
- have an outstanding Recreation and Physical Activity (RPA) project grant from a previous application cycle that has not been closed (final report received and accepted by Alberta Culture and Tourism 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 multi - organizational partnership, organizations specified as “partners” are eligible to apply for one other project grant

application either independently or as the lead in a different partnership project application.

- 2.6 An organization who applies for an RPA project grant is also eligible to apply for the RPA 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 are required to **focus on the support of activities that either deliver or contribute to access to programming that gets Albertans moving by introducing Albertans to new active recreation and/or physical activity opportunities..** This may include the following:
 - publicly accessible recreation and physical activity programming;
 - research, evaluation and knowledge translation;
 - sector development and sharing of best practices; and/or
 - workplace physical activity program development.
- 3.2 Ineligible projects include:
 - ongoing programming that is a feature of regular business with no determined conclusion date;
 - those whose project budget includes over 20% of dollars allocated for the purchase of equipment; and
 - competition-based sport 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 Alberta Culture and Tourism 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 **\$10,000** per application.

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

- 4.1** All applications must include a completed the Recreation and Physical Activity Project Grant Application Form 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.
- 4.2** The Recreation and Physical Activity Project Grant Application Form includes information pertaining to:
- 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) Acknowledgement Description
 - h) Partnership Agreement (where applicable)
- 4.3** Applicants must submit 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.
- 4.4** 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 Micro-Grant Project Program.**”
- 5.2 Alberta Culture and Tourism 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 at **11:59 p.m., on October 1, 2018.**

6 . Grant Assessment

- 6.1 Priority will be given to proposals that indicate that the project will:
 - Address the areas identified in the project guidelines;
 - Build on or incorporate research and/or best practices;
 - Commit to a reporting component which demonstrates the impact of project;
 - Communicate key learnings and outcomes of the project; and
 - Demonstrate, if relevant, a sustainability strategy.
- 6.2 Eligible application will be assessed by an expert panel of sector peers selected by Alberta Culture and Tourism staff. The expert panel will exclude representatives from organizations that submit applications for the Recreation and Physical Activity Micro-Grant Project program.

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:

- the impact of the project;
- 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;
- the ability of the applicant to carry out the proposed project; the performance and achievements of the applicant to date;
- the project’s relevance to the outcomes of a more active Alberta; and
- 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.

- 6.3** All decisions are final. The evaluation results from individual applications are confidential and will not be shared.

7 . N o t i f i c a t i o n

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

8 . G r a n t C o n d i t i o n s

- 8.1** Grants must be used for the purposes described in the application as approved by Alberta Culture and Tourism. If a grant is used for any other purpose, including changes in the outcome or in the location of the original program or project, Alberta Culture and Tourism will require the recipient to return all of the grant funds unless the change is submitted in writing and approved by Alberta Culture and Tourism before the change is made.
- 8.2** Alberta Culture and Tourism 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, Alberta Culture and Tourism 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. Alberta Culture and Tourism may consider a single extension per grant.
- 8.5** Grant recipients must return any unused portion of grant dollars to Alberta Culture and Tourism.
- 8.6** Grant recipients must return funds if reporting requirements are not met.

9 . R e c o g n i t i o n R e q u i r e m e n t s

- 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 and the requirement to return all of the funding.

- 9.2** It is the grant recipient's responsibility to provide evidence of compliance with the recognition requirements.
- 9.3** Alberta Culture and Tourism provides electronic versions of the Government of Alberta's logo for use in meeting recognition requirements. Please contact rpap@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 completed Recreation and Physical Activity Project Report Form.
 - a Recreation and Physical Activity Financial Report Form certified by the following:
 - For non-profit applicants, the organization's financial/signing authority and one other board member than the treasurer;
 - extra-provincial organizations providing programming or services through an Alberta office, the organization's financial/signing authority and one other board member than the treasurer; and,
 - organizations affiliated with post-secondary institutions recognized by Alberta Advanced Education and Technology, the organization's financial/signing authority.
 - 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 Alberta Culture and Tourism funding. These materials must include acknowledged Government of Alberta support as indicated in Section 9; and
 - where applicable, media articles in which a scheduled Alberta Culture and Tourism - funded project is mentioned.
- 10.2** Any grant recipient organization that has not met these reporting requirements will be ineligible for further funding from the Recreation and Physical Activity Branch of Alberta Culture and Tourism for a period of three years from the time the delinquency is resolved.