

Recreation and Physical Activity Project Micro Grant Program

2016/2017 Grant Guidelines

**Recreation and
Physical Activity
Division**

(780) 427-6549

RPAD@gov.ab.ca

Submission Deadline:

November 15, 2016

active
ALBERTA



Alberta

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 Micro Grant supports projects that are directly linked to the outcomes of an active Alberta and align to guiding national initiatives (Active Canada 20/20 and the Framework for Recreation in Canada). **This year's Micro Grant will focus on "Play" in conjunction with the upcoming 2017 International Play Association (IPA) Conference that will be held September 12-16, 2017 in Calgary.**

Play and recreation are essential to the health and well-being of children and promote the development of creativity, imagination, self-confidence, self-efficacy, as well as physical, social, cognitive and emotional strength and skills; they contribute to all aspects of learning; they are forms of participation in everyday life. Research evidence highlights that playing is also central to children's spontaneous drive for development, and that it performs a significant role in the development of the brain, particularly in the early years.

Play and recreation facilitate children's capacities to negotiate, regain emotional balance, resolve conflicts and make decisions. Through their involvement in play and recreation, children learn by doing; they explore and experience the world around them; experiment with new ideas, roles and experiences and in so doing, learn to understand and construct their social position within the world.

Article 31 of the United Nations Convention on the Rights of the Child:

"That every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts. That member governments shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity."

Keeping this in mind when completing your application be sure to include how your project will contribute to the aspects of "play and recreation" for children.

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:
 - 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
 - Connecting people to nature
 - Physical activity in the workplace, and
 - Development of 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);
- are municipalities; or
- for profit 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 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 and targeted towards Article 31 of the UN Convention on the Rights of the Child :

- Protect the right to Play
 - Preserve the right to Play
 - Promote the right to Play
-
- publicly accessible recreation and physical activity programming;
 - programming that provides improved access to recreation and physical opportunities for specific populations including:
 - school-aged youth (Grades K-12)
 - First Nations, Metis and Indigenous Communities
 - disabled populations;
 - families; and
 - girls and women
 - research, evaluation and knowledge translation;
 - sector development and sharing of best practices; and/or
 - workplace physical activity program development.

3.2 Ineligible projects include:

- those of an ongoing nature with no determined conclusion date; and
- 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 **\$10,000** per application. The total amount available to applicants through the Recreation and Physical Activity Project Micro Grant is **\$56,000**.

4 . Application Requirements

4.1 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.

4.2 With the application please ensure the following are addressed within a three page maximum package:

- project purpose
- project description
- impact
- evaluation plan (how will applicants evaluate the success of the project?)
- anticipated budget

4.3 Applicants must also 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 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 Complete applications 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 Micro Grant Program.

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

5.3 Applicants may submit only one application per deadline.

5.4 The application deadline is **November 15, 2016**

6 . G r a n t A s s e s s m e n t

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 RPAD. The expert panel will exclude representatives from organizations that submit applications for the Recreation and Physical Activity Project Micro-Grant program.

6.3 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. 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 is submitted in writing and approved by RPAD before the change is made.
- 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 any unused portion of grant dollars to RPAD.
- 8.6** Grant recipients must return funds if reporting requirements are not met.
- 8.7** Aspects of project application information may be shared with conference attendees at the 2017 International Play Association (IPA) Conference, September 12-16, 2017 in Calgary.

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 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** 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 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.