

## **Sport and Recreation Opportunities Program**

### **Grant Guidelines**

#### **Goal**

The Sport and Recreation Opportunities Fund provides one-time grants of up to \$5,000 to community organizations to purchase equipment for the implementation and delivery of community-based sport and recreation programs or for projects that will build the leadership capacity within community organizations to enhance recreation and sport programming.

#### **Objectives**

- Increase opportunities for Manitobans to participate in community-based sport and recreation activities.
- Build leadership capacity within community organizations to enhance sport and recreation programming in Manitoba communities.
- Increase involvement in sport and recreation activities in communities with underlying social and economic issues that may affect the availability, leadership and participation in community-based and recreation opportunities.

#### **Project Eligibility**

Eligible projects will benefit and support community-based sport and recreation programming, including:

**Non-expendable sport and recreation equipment purchases:** permanent equipment that is owned by the organization. This includes shared equipment that remains the property of the organization. The life expectancy of non-expendable equipment is typically 3 years+.

Example:

- basketball nets for community basketball courts
- portable sound system for a dance program
- skate aids/skates for a recreational skating program
- gym mats for gymnastics or judo programs
- adapted bicycles for an adapted recreation equipment loan program

**Expendable recreation equipment and program supplies:** equipment and supplies used during recreation programs that are owned by the organization and do not have a long life span. The life expectancy of expendable equipment/supplies is typically less than 2 years (maximum grant is \$2,500).

Example:

- bases, batting tees or balls for a youth baseball program
- nets, sticks and balls for participation in an after school program
- crazy carpets, skipping ropes or other materials for active outdoor programs
- paints, brushes and paper for a learn to paint program
- aquatic equipment such as pool noodles for aquatic recreation programs

**NOTE:** Personal equipment such as sport shoes, baseball gloves, knee pads are not eligible.

**Organizational capacity building:** activities that strengthen a community sport and recreation organization to help it better fulfill its mission through sound management and strong governance practices.

Example:

- costs related to strategic planning, technology upgrades, operational improvements, volunteer board of director development; including workshops/training resources such as books or training videos to support the organization's leadership development plan for sport and recreation leaders.

**Eligible projects will start after May 1, 2015 and will be completed by March 31, 2016.**

### **Priority**

- Priority is given to projects that increase children and youth involvement in sport and recreation activities in communities with underlying social and economic issues that may affect the availability, leadership and participation in community-based sport and recreation opportunities.

### **Organization Eligibility**

Non-profit community recreation and sport organizations including:

- Youth and senior/elder-serving agencies
- Community centres
- Recreation commissions
- Friendship centres that are current members of the Manitoba Association of Friendship Centres
- Local government recreation departments

### **Application Procedure**

- Applications will be accepted until September 18, 2015.
- The program consists of a one-time grant.
- Only one application per organization will be considered.

### **Application Review and Response Process**

- Applications will be reviewed by a panel.
- Projects may be approved for less than the maximum grant amount.
- Applications for funding are reviewed on the basis of written submissions on the submitted information.

**Recognition**

- The recipient is required to acknowledge the province of Manitoba's contribution to the project in communications and promotions (ex: local newspaper, brochures, programs, flyers).

**Grant Payment**

- An initial payment of up to 80 percent of the grant will be made on approval.
- A final payment of 20 percent of the grant will be made on submission of a final report.
- The report must be submitted within 60 days after completion of the project. The final report will include a financial statement, copies of receipts and a report identifying the project's outcomes on the Sport and Recreation Opportunities Fund objectives.
- Should this request be modified, written permission to re-allocate funding is required prior to project start.

Applications are available online at: [www.yearofsportmb.ca](http://www.yearofsportmb.ca) or at your nearest Sport Manitoba or Recreation and Regional services offices.

Applications are to be submitted to:

[srog@sportmanitoba.ca](mailto:srog@sportmanitoba.ca)

Or mailed to: Sport Manitoba  
Attention: Sport and Recreation Opportunities Program  
145 Pacific Avenue  
Winnipeg MB R3B 2Z6

**Application Form:**

Applications must be submitted or postmarked no later than September 18, 2015.

Applications are to be submitted to: [srog@sportmanitoba.ca](mailto:srog@sportmanitoba.ca) or mailed to:  
Sport Manitoba, Attention: Sport and Recreation Opportunities Program,  
145 Pacific Avenue, Winnipeg MB R3B 2Z6.

**Applicant Information**

Name of organization: (exact legal name is required) \_\_\_\_\_

\_\_\_\_\_

Organization's mailing address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Is your organization?**

incorporated

non-profit community group

formed through by-law of council

a committee formed for this project

Organizations may be asked to provide more information to support their application such as incorporation papers, audited or certified year-end financial statements, current operating budget, etc.

**Project Information:**

Name of project: \_\_\_\_\_

**Project description:** (provide a detailed description of your project) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use additional paper if necessary.

**Does your project help achieve the goals of the Sport and Recreation Opportunities Program? Check as many as applicable:**

- Increase children and youth involvement in sport and recreation activities in communities with underlying social and economic issues that may affect the availability, leadership and participation in community-based sports activities.
- Increase opportunities for children and youth to participate in community-based sport and recreation activity.
- Extend the life, or improve the conditions, of recreation facilities in Manitoba communities.
- Increase the capacity of, or improve the governance practices of community sport and recreation organizations.

**How will your project help meet this goal(s)?** \_\_\_\_\_

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Use additional paper if necessary.

**Target Population:**

**Please place a check (or X) by the appropriate group(s) that will benefit from your project. Check as many as applicable:**

- preschool children     aboriginal community     school-age children     girls and women
- youth     people with disabilities     adults     newcomers
- older adults     families     other (please specify) \_\_\_\_\_

**Name all group(s) or team(s) who will benefit from this project. Please describe these groups.**

<b>Name of Group</b>	<b>Age</b>	<b>Type of Group</b>	<b>Registration/ Attendance</b>
<b>Example: minor soccer</b>	<b>5 – 18 years</b>	<b>community sport group</b>	<b>350</b>

\*use additional paper if necessary

**For projects involving equipment purchases**

**This project is for** (check one):

- new equipment** (the organization/facility does not have this equipment). Please explain why this equipment is necessary to meet the goals of your project.
- equipment replacement/upgrade** (purchase will replace or upgrade existing equipment). Please explain why this equipment is necessary to meet the goals of your project.
- addition to current equipment inventory** (the organization has this equipment but wishes to purchase more). Please explain why this equipment is necessary to meet the goals of your project.

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**If your project is approved:**

- Who will own the equipment? \_\_\_\_\_
- Where will the equipment be stored? \_\_\_\_\_
- How will you ensure the equipment is used safely? \_\_\_\_\_

**For projects involving facility improvements**

**Location of project** (name and address of facility) if different than the organization’s mailing address: \_\_\_\_\_

**Anticipated project start date:** \_\_\_\_\_

**Anticipated project completion date:** \_\_\_\_\_

Eligible projects will start after May 1, 2015 and will be completed by March 31, 2016.

**Name and address of legal owner of the facility:** \_\_\_\_\_

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- Is a letter of support, council resolution or other documentation endorsing the project from the facility owner included with application?**

Organizations may be asked to provide more information to support their application which demonstrates how children, youth and the community use the facility (ex: current facility schedules, event calendars, program schedules).

If your project is approved, who will be responsible for ongoing maintenance and related operating costs? \_\_\_\_\_

**For projects involving organizational capacity building**

This project is for (check all that apply):

- Operational Improvements** (e.g. strategic planning, technology upgrades). Please explain how these improvements will strengthen your organization and enable it to increase its ability to provide quality sport and recreation opportunities.
- Volunteer Board of Directors Development** (e.g. workshops, training). Please explain how this training will help your organization better fulfill its mission.
- Resource Purchases** Please explain how you will use these resources to improve the management and governance practices of your organization.
- Training** (e.g. aquatics, fitness, coaching). Please explain why this training is needed and how it supports your organization's leadership development plan.

**Financial Information:**

**Have you, or will you, be applying for any funding for this project for which you have not heard a response back?**

Yes  No

If yes, please tell us the details and the amount requested. \_\_\_\_\_

**Please complete the following detailed budget.**

**Estimated Expenses** (Include a brief description of all costs.) **List items by priority.**

If approved, you will be required to submit copies of receipts and/or proof of payment for all expenses.

Expense	Preferred Supplier	Amount
<b>Example:</b> soccer goals with nets	Soccer Supply Ltd.	\$400
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Expenses</b>		\$

- **Project costs must be supported by a minimum of one quote/estimate.** Please submit all quotes with your application. Organizations are strongly encouraged to compare prices and obtain multiple quotes /estimates.
- Personal sporting equipment such as sport shoes, baseball gloves, knee pads and any travel, operating or coaching fees are not eligible for funding.

**Are all project quotes/estimates included with the application?**

**Estimated Revenues** (for projects over \$5,000 only)

List all funding sources, including partner contributions, fundraising and other grants and gifts-in-kind.

Source	Amount	Confirmed
<b>Example:</b> cash on hand	\$200	Yes
	\$	
	\$	
	\$	
	\$	
<b>Total Revenues</b>	\$	

Grants may be awarded for less than the maximum \$5,000.

Organizations should ensure, and may be asked to provide, documents confirming, they have the financial resources to complete the project. This may include bank statements, confirmation letters from other funders, or letters from a financial institution confirming a line of credit.



**Confidentiality**

The personal information collected using this form is required for the administration of the Sport and Recreation Opportunities Program. Sport Manitoba and/or Manitoba Children and Youth Opportunities will not share this information, except when it is necessary to share it with the program's technical advisors and any other government department(s)/agencies with interests in your project. The information will not be given to any other third parties except where it is allowed under the Freedom of Information and Privacy Protection Act.

**Funding Agreement**

I/we agree that if this project is approved for funding. I/we will comply with the Sport and Recreation Opportunities Program guidelines and policies and with the following requirements:

**Any funds awarded pursuant to this application are to be used solely for the purposes specified in this application unless written permission has been obtained from the Sport and Recreation Opportunities Program to vary these purposes.**

**Any funds not so used will be returned to the Sport and Recreation Opportunities Program within 60 days of the agreed on completion date of the project as a debt due and owing to Sport Manitoba.**

**A. Signatures**

We hereby certify that we are authorized signing officers for the organization. This application is made on behalf of the organizations with its full knowledge and consent and is accurate to the best of our knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Email: \_\_\_\_\_

**If completing application electronically, please complete the information below:**

I, the applicant for this Sport and Recreation Opportunities Program APPLICATION, warrant the truthfulness of the information provided in this application.

Electronic Signature:

Please type your First and Last Name:

Email: \_\_\_\_\_

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.