



COMMUNITY ENGAGEMENT AND DEVELOPMENT PROGRAM
CRITERIA

Purpose: To promote the capacity building benefits of sport, culture and recreation programs by providing financial support to organizations in communities within the Prairie Central District for Sport, Culture and Recreation (PCDSCR).

Eligibility: Municipal/First Nation Recreation Authorities (Community Recreation Board/Department/Director) or Non – profit volunteer community groups and schools. Community Group/organization must reside within the District boundaries.

Grant Amounts: \$100.00 – \$1,000.00

The budget portion of the grant must show a deficit in order to be eligible to receive funding. Communities can apply for more than one grant but will not be approved for more than \$1,000 in grants annually. All projects and related revenues and expenditures will conform to the PCDSCR fiscal year April 1st to March 31st.

Grant Deadlines:	For Projects
February 15 th 2019	April, May, and June 2019
May 15 th 2019	July, August and September 2019
August 15 th 2019	October, November and December 2019
November 15 th 2019	January, February and March 2020

Priority Areas (areas that the committee takes into consideration when adjudicating applications):

- Recreation – defined as a socially acceptable leisure time experience that gives immediate and inherent satisfaction to anyone who voluntarily participates. Recreation may include sport, culture or recreation experiences.
- Startup / new projects
- Learn to/skill development training initiatives
- Leadership training and development that addresses community needs
- Projects that promote and build community capacity and long term benefits
- Projects that demonstrate creativity
- Projects that address inclusivity and/or diversity – age, ethnicity, culture, etc.

Grant Criteria:

- Applications will be submitted on the “Community Engagement and Development Program” form and will be received by the PCDSR on or post marked for the appropriate deadline date.
- The applicant will advertise the project throughout the immediate area encouraging participation from surrounding communities.
- Successful grant recipients must include the PCDSR and Saskatchewan Lotteries logos on all promotional materials for the project. Copies of promotional material are to be submitted with follow up.
- The project will be based on and address the needs of the target population
- The application form will provide a list of desired project outcomes that will reflect sport, culture and/or recreation benefits. For more information on the benefits, refer to the Benefits Hub website www.benefitshub.ca.
- Examples of project outcomes:
 - Participants will adopt a more physically active lifestyle
 - Participants gain a stronger self-image
 - Participants will develop/gain new skills
- The application must have two different signatures. One signature of the project contact and another signature of the recreation authority (Recreation Director). In the absence of a Recreation Director it can be signed by the Town Administrator/Chief or Recreation Board. The recreation authority does not assume financial responsibility for the project; their signature ensures awareness of the project.
- Follow-up reports and support materials (including copies of receipts, promotional material and a report on how you evaluated your success) must be received by the PCDSR office within 30 days of project completion. Once the follow up reports have been submitted the funds will be released to the applying organization. Applicants must provide copies of promotional material with the Prairie Central District logo and the Sask Lotteries logo, failure to do so will result in NO funds being dispersed.
- Applications for repeat projects will not be accepted.
- Applications for performances will not be accepted.
- Applications for one-time events that do not provide learning opportunities, skill-development or promote continued community capacity building will not be accepted.

Tips for applying:

- Please remember that when applying for a grant that it is not always guaranteed that you will be a successful recipient. It is important to review the grant criteria prior to applying. If you are unsure about whether or not your program fits the criteria, be sure to contact the PCDSR Community Consultants and discuss your ideas.
- The program budget should balance.
- Provide thorough detail on your project/program or event.

Ineligible Expenses	Exceptions
Fundraisers, Performances, repeat projects, AV equipment, laptops, TV and stereos, etc	
Capital -construction, renovation, retro-fit and repairs to buildings/facilities	
regular maintenance and operation costs of facilities	Operation costs that are directly related to the project supported by this grant to a maximum of 15% of total grant allocation. Power/Heat/Water-Bills
retroactive projects – projects cannot start prior to application deadline	
property taxes or insurance	
alcoholic beverages	
food or food related costs (this includes catering supplies, coffee, coffee pots, etc.)	food related costs -Volunteer Recognition Events to maximum of 20% of total grant allocation
membership fees	
cash donations, prizes, awards, trophies, honorariums(cash gifts), etc.	Elder honorariums to a maximum of \$150.00/day Awards – Volunteer Recognition Events Volunteers travel specific to the project– at a rate of \$.30km
out-of-province activities and travel	
uniforms or personal items	
subsidization of wages for existing full-time employees	Subsidization of project staff – specific to the project.

Contact the Prairie Central District Community Consultants if you have questions:

Southey Office

Box 370, Southey, SK S0G 4P0

Phone: 306.726.2087

Ext 1 Aileen Martin

aileen.pcdscr@sasktel.net

Ext 2 Bonnie Wohlberg

bonnie.pcdscr@sasktel.net

MAT Leave Joaleen Unger

joaleen.pcdscr@sasktel.net