Prairie Central District for Sport, Culture and Recreation

Volunteer Recognition Program Guidelines & Criteria

Vision: to support communities in the recruitment and retention of volunteers by creating a climate where volunteers feel valued. Volunteers are acknowledged for their contributions and feel appreciated.

Program Purpose: to demonstrate the importance and value that volunteers provide in the areas of sport, culture and recreation through public recognition.

Grant Purpose: to provide the successful recipient with funds to be utilized in the area of that person's volunteering efforts (within sport, culture and recreation) while following the guidelines listed below: (ex: An individual who has been volunteering on a community Arts Council receives the award and uses the grant funds for an initiative such as art classes for seniors.)

Target Group: Sport, culture and recreation sector volunteers of all ages who reside within district boundaries.

Nomination Guidelines

Volunteer Recognition Award

1. Complete and submit the nomination form by one of the annual application due dates, **April 15th & September 15th.**
2. A committee of the Prairie Central District will adjudicate all nominations
3. The adjudication process will take into consideration, the number of volunteer initiatives and their collective impact on the community
4. One nominee individual or group (per deadline) will be selected as successful and will be recognized as part of a locally planned event in their community. This will be coordinated between the PCDSCR staff and the person submitting the nomination
5. The nominator is responsible for working with PCDCSR staff to coordinate the recognition. The PCDSCR is responsible for administering the award program, select the award recipients, provide the grant funds, develop promotional materials, and have a representative from the PCDSCR Board of Directors or Staff to attend the local recognition event.
6. The award recipient(s) will designate an organization or program to receive a grant of $1,000.
7. Submit the application form to Aileen Martin at aileen@prairiecentral.ca.

Grant Criteria

The following items are deemed as ineligible expenses for this particular grant:

- alcoholic beverages/tobacco products
- capital
- construction, renovation, retro-fit and repairs to buildings/facilities
- cash donations, prizes, awards, trophies, honorariums (cash gifts), etc.
- food or food related costs for an event (this includes catering supplies, coffee, coffee pots, etc.) (up to a maximum of 30% of total grant application)
- membership fees
- out-of-province activities and travel
- property taxes or insurance
- retroactive projects
- regular maintenance and operation costs of facilities
- subsidization of wages for existing full-time employees (exception: subsidization of project staff ex: fitness instructor)
- team uniforms or personal items

Grant Follow-up

The successful recipient will be required to complete the grant follow up form and return it to the Prairie Central District for Sport Culture and Recreation within 30 days after the project end date. Please note that the funds will be dispersed after the complete follow-up has been submitted. Please ensure that you keep all receipts for any items that were purchased as you will be required to submit them along with the follow-up form.

If you have any questions on what may be eligible or ineligible, or need assistance with the grant follow up, please contact Aileen Martin at aileen@prairiecentral.ca or phone 306.726.2087