

PROGRAM APPLICATION FORM 2011-12

<p>GRANT DEADLINE: April 28, 2011</p>	<p>PLEASE SUBMIT TO: Program Administrator Community Recreation Development Grants Recreation and Sport Division Department of Tourism, Culture and Recreation 2nd Floor, West Block Confederation Building P.O. Box 8700 St. John's, NL A1B 4J6 Fax: 709-729-5293 E-Mail: jenniferbourne@gov.nl.ca</p>	<p>OFFICE USE ONLY: TRIM: _____ Grant No: _____ Consultant: _____ Date Received: Y/____M/____D/____</p>
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Please Note: Applications received by mail will be accepted if postmarked by the application deadline. Applications will also be received by e-mail or faxed (the pages which require signatures must be faxed or e-mailed). Late, incomplete or partial applications including those sent by fax or e-mail, will not, without exception or under any circumstances, be accepted.

SECTION 1: GENERAL INFORMATION

Name of Town or Community:		Mailing Address:	
Postal Code:	Telephone:	E-Mail Address:	
Name of Town Clerk/Manager (if applicable):			

SECTION 2: APPLICANT INFORMATION

Recreation Committee Contact Name: All application correspondence will be directed to this person.		
Tel (Work):	Tel (Home):	E-Mail Address:

SECTION 2: APPLICANT INFORMATION CONTINUED

Did you apply for this grant in 2010-11? (please tick appropriate boxes)
 Yes No

Did you receive a grant? Yes No If yes, how much did you receive? \$ _____

Please indicate other funding amounts or in-kind contributions, if any, that you have applied for/received from other sources that will be used with this grant:

#	Source (Name of Organization/Fund)	Amount Requested (\$ or in-kind contribution)	Amount Received (\$ or in-kind contribution)
1			
2			
3			

Supporting Documentation:

Please submit with this application the following information:

1. Your community=s most recent financial statement
2. Names of your recreation committee members
3. Any printed materials to support programs offered (brochures, booklets, etc)
4. A completed budget form showing how the applicant is proposing to expend the requested funds (see below p. 6)
5. Append additional information on separate sheets if required.

Declaration:

On behalf of the Council / Local Service District / Recreation Committee, we the under-signed declare:

- X The information contained in this application and supporting documents is true and accurate and endorsed by the applicant organization and town council (if applicable).
- X A follow-up report form will be submitted to the Recreation and Sport Division, Department of Tourism, Culture and Recreation by January 31, 2012
- X Any grant awarded shall be used solely for the purposes stated within this application unless otherwise approved in writing by the Recreation and Sport Division.
- X The Department of Tourism, Culture and Recreation and the Government of Newfoundland and Labrador will be acknowledged as supporters of the Application initiatives and activities that successfully receive Community Recreation Development Grant funding.
- X All responsibilities and liabilities in connection with this grant, and the carrying out of the activities and initiatives detailed within the application shall be those of the Applicant. The Applicant indemnifies the Department of Tourism, Culture and Recreation and the Government of Newfoundland and Labrador and all its employees and agents from any and all liabilities arising in connection with this initiative.

Signature of Mayor , Local Service District Chair or Designated Alternative:	Date: Y/ _____ M/ _____ D/ _____
Signature Of Recreation Committee Representative or Designated Alternative:	Date: Y/ _____ M/ _____ D/ _____

SECTION 3: PROGRAMS AND SERVICES

Please indicate the program and services in which your community is *actively involved* and for which you intend to use the funding. Where possible, please provide information concerning the age groups associated

with each activity, for example Child (0-10 years), Youth (11-18 years), Adult (18+).

Category One – Part A: Sport* [*See Glossary]					
Tick Here	Sport	Estimate Numbers of Participants per Age Group			Please tick only those sport/physical activities in which your community is <i>actively involved</i> . Any additional comments, please use space below
		Child	Youth	Adult	
<input type="checkbox"/>	Softball				
<input type="checkbox"/>	Baseball				
<input type="checkbox"/>	Soccer				
<input type="checkbox"/>	Basketball				
<input type="checkbox"/>	Volleyball				
<input type="checkbox"/>	Table Tennis				
<input type="checkbox"/>	Tennis				
<input type="checkbox"/>	Badminton				
<input type="checkbox"/>	Ice Hockey				
<input type="checkbox"/>	Swimming				
<input type="checkbox"/>	Figure Skating				
<input type="checkbox"/>	Other (please specify):				

Category One – Part B: Recreation* and Physical Activity* Programs [*See Glossary]					
Tick Here	Programs	Estimate Numbers of Participants per Age Group			Please tick only those recreation programs in which your community is <i>actively involved</i> . Please briefly explain the Recreation Programs your community is offering.
		Child	Youth	Adult	
<input type="checkbox"/>	Physical Activity*				
<input type="checkbox"/>	Tiny Tots *				
<input type="checkbox"/>	Seniors'				
<input type="checkbox"/>	Summer				
<input type="checkbox"/>	Winter				
<input type="checkbox"/>	Other (please specify):				

Category Two – Under-Represented Groups*: [*See Glossary]		
Tick	Groups	Please tick those under-represented groups or other groups and individuals with other special needs that your community supports. Briefly explain how that support is provided.

<input type="checkbox"/>	Women/Girls	
<input type="checkbox"/>	Seniors	
<input type="checkbox"/>	Persons with disabilities	
<input type="checkbox"/>	Aboriginal Peoples*	
<input type="checkbox"/>	Other (please specify eg. youth-at- risk, low income):	
Category Three – *Special Events: [*See Glossary]		
Tick	Special Events	Please tick appropriate box that applies to your community. Briefly describe the Special Events that your community hosts. Include any additional information you think is relevant.
<input type="checkbox"/>	Regional Games*	
<input type="checkbox"/>	Physical Activity Themes eg. June is Recreation Month, Terry Fox Walk	
<input type="checkbox"/>	Sports Day	
<input type="checkbox"/>	Other (please specify):	
Category Four – Facilities* [Please note that these do not include *Regional Facilities. [*See Glossary]:		
Tick	Facilities Type	Please tick those facilities to be used actively in your programming and services. Please include any additional information you think relevant.
<input type="checkbox"/>	Multi-use gym/hall	
<input type="checkbox"/>	Indoor Pool	
<input type="checkbox"/>	Arena	
<input type="checkbox"/>	Softball Field	
<input type="checkbox"/>	Soccer Field	
<input type="checkbox"/>	Outdoor Rink	
<input type="checkbox"/>	Tennis Courts	
<input type="checkbox"/>	Walking Trails	
Category Four – Facilities continued		
Tick	Facilities Type	Please tick those facilities to be used actively in your programming and services. Please include any additional information you think is relevant.
<input type="checkbox"/>	Playground / Park	

<input type="checkbox"/>	Biking Trails	
<input type="checkbox"/>	Skate Board Park	
<input type="checkbox"/>	Multi-Purpose Outdoor Court	
<input type="checkbox"/>	Outdoor Pool (fenced, supervised)	
<input type="checkbox"/>	Other (please specify):	

Category Five – *Training / Professional Development: [*See Glossary]

Tick	Program or Activity	Please tick the Training/Professional Development Programs and Activities which individuals and groups in your community have attended or which you have hosted/offered. Please briefly explain these activities.
<input type="checkbox"/>	Coaching Programs	
<input type="checkbox"/>	Recreation Seminars	
<input type="checkbox"/>	Recreation Conferences	
<input type="checkbox"/>	Leadership Programs	
<input type="checkbox"/>	Youth Training	
<input type="checkbox"/>	HIGH FIVE® Training*	
<input type="checkbox"/>	Recreation NL* Member	
<input type="checkbox"/>	First Aid/CPR Training	
<input type="checkbox"/>	Other (please specify):	

Category Six – Leadership / New Initiatives*: [Please see *Glossary]

Tick	Initiative	Please tick and describe the position(s) and / or the facility that your community supports. Explain how your community is working to increase physical activity among its citizens and / or to implement any of the new initiatives listed.
<input type="checkbox"/>	Support for a Regional Recreation Facility* (for example, pool, arena or gym)	

Category Six – Leadership / New Initiatives continued

Tick	Initiative	Please tick and describe the position(s) and / or the facility that your community supports. Explain below how your community is working to increase physical activity among its citizens, and / or to implement any of the new initiatives listed.
<input type="checkbox"/>	Initiatives to increase Physical Activity* among community citizens (Other than	

	those listed in Category One)	
<input type="checkbox"/>	Healthy Eating Initiatives*	
<input type="checkbox"/>	Smoke-Free Outdoor Spaces	
<input type="checkbox"/>	Other (please specify):	

SECTION 4 – BUDGET

Use the Budget Form below or attach a separate sheet with your planned budget. Include all related expenses for your planned initiatives and activities. See Application Guidelines for more information on eligible and ineligible expenses

Budget Items	Estimated Budget Amount (\$s)	Comments/Notes
Materials		
Minor Equipment		
Wage supplement		
Building rental		
Equipment rental		
Other directly-related costs		
1.		
2.		
3.		
Total Expenditures (\$s)		

POINTS ALLOCATION GUIDE

The Department has developed a Points Allocation Guide to assist in the determination of the grant that a community should receive, contingent on the availability of funds. The Points Allocation Guide takes the following criteria of the community's recreational development into consideration when assessing the grant to be awarded.

Category	Component	Points (Pts abbreviation)
One	A) Sport/Physical Activity; B) Recreation	Parts A & B 2 pts for each box ticked

POINTS ALLOCATION GUIDE		
		Maximum 22 points
Two	Under-Represented Groups	5 pts for each box ticked Maximum 20 pts
Three	Special Events	2 pts for each box ticked Maximum 8 pts
Four	Facilities	2 points for each box ticked Maximum 20 pts
Five	Training / Professional Development	2 Points for each box ticked Maximum 10 pts
Six	Leadership / New Initiatives	5 points for each box ticked Maximum 20 pts
Total	All Components	100 Points

PLEASE MAIL, FAX OR EMAIL COPY OF THE COMPLETED APPLICATION FORM WITH ATTACHMENTS TO:

Project Administrator, Community Recreation Development Grants
 Dept. of Tourism, Culture & Recreation
 P.O. Box 8700
 St. John=s, NL
 A1B 4J6
 Tel: (709) 729-2829
 Fax: (709) 729-5293
 E-Mail: jenniferbourne@gov.nl.ca

FOR MORE INFORMATION ON THE COMMUNITY RECREATION DEVELOPMENT GRANT PROGRAM AND APPLICATION FORM, PLEASE CONTACT:

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ACCESS TO INFORMATION AND PROTECTION OF PRIVACY STATEMENT

The Organization acknowledges and agrees that this Application and information regarding it are subject to the *Access to Information and Protection of Privacy Act (ATIPPA)* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organization, as authorized under the *Act*.

Any information provided by you to the Department of Tourism, Culture and Recreation can be accessed by you during standard office hours and updated by writing to the Recreation and Sport Division through the Department of Tourism, Culture and Recreation's Key Contacts listed above on pp. 7-8 of the Community Recreation Development Grant Program Application Form, or calling the Department of Tourism, Culture and Recreation ATIPP Coordinator at (709) 729-6370.

All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorized departmental personnel and is subject to privacy restrictions. The Department of Tourism, Culture and Recreation may wish to provide certain information to the media for promotional purposes. The information will only include the organization's name, the grant amount and, if relevant, the programs, services and activities for which the grant will be used.

APPENDIX 1 – GLOSSARY OF TERMS

Aboriginal Peoples – are descendants of the original inhabitants of North America and who have unique heritages, languages, cultural practices and spiritual beliefs. The Government of Newfoundland and Labrador is currently involved with matters relating to the Miawpukek First Nation, the Innu and Inuit of Labrador, the Federation of Newfoundland Indians and the Labrador Metis.

Canadian Sport 4 Life (CS4L) – a movement to increase sport's contribution in Canadian society recognizing sport as an important part of everyone's life by promoting each child's healthy and logical development in a sport or physical activity. Incorporating CS4L principles into your program means that you are giving children the appropriate avenue to participate, learn new skills and have fun. The following is a list of examples of how you can incorporate CS4L principles into your program:

- Ensure that participants have an avenue for organized practice so that they learn and develop skills before trying them in a game setting.
- Group participants in activity by skill level so that each participant has the opportunity to participate and develop skill
- Have coaches and/or leaders in the community take part in training (examples include National Coaching Certificate Programs and HIGH FIVE® training)
- Modified games (when young children play modify game to their size such as using half the soccer field for a game)
- Encourage the process of activity such as skill development, participation and enjoyment over winning at all costs (example: When organizing sport for young children do not keep score)

For further information about the CS4L initiative contact: Project Leader- Canadian Sport 4 Life, Box 8700, St. John's, NL, A1B 4J6, (709) 576-4979; btaggart@sportnl.ca; www.canadiansportforlife.ca

Coach development – measures and support which allows coaches to reach their optimal coaching potential. In general, this means providing competency-based certification, training, clinics and education opportunities.

Community facilities. See Facilities, Recreation and Sport.

Community recreation – is the provision of recreation services in a variety of community settings. Examples include recreation centres, parks and other shared amenities, fun runs and charity walks, and other physical activity and wellness activities. See also Recreation.

Eligibility criteria – standards that will be met in order to qualify for specific programs such as funding.

Evaluation criteria – the components and measures, by which applications will be reviewed, assessed and decisions made whether or not to approve for funding and other available or required support.

Facilities, Recreation and Sport – A building or place within or near a community used to house and hold recreation, physical activity and sport programs and activities. This may include physical structures (enclosed and unenclosed), as well as trails, green spaces and other outdoor sites and spaces. A regional facility is one which serves an area larger than a single community.

Fitness. See Physical activity.

Inclusion – means that a person with a disability can participate as fully as he or she is wanting in any community recreation, sport or physical activity that is available to an able person of a similar age or interest. See also below Under-Represented Groups.

Healthy Eating – Eating Healthier in Newfoundland and Labrador, the provincial food and nutrition framework, supports programs and measures which allow individuals and communities to achieve nutritional support and well-being through the reinforcement and promotion of healthy eating practices and

physical activity. See the Department of health and Community services at <http://www.health.gov.nl.ca/health/wellnesshealthyliving/eatinghealthier.pdf>

HIGH FIVE ® - is Canada's only comprehensive quality assurance process for children's recreation and sport programs. Using a systematic approach to quality assurance, HIGH FIVE® is designed to promote the healthy development of children 6-12 years. Based upon principles of healthy child development, HIGH FIVE® combines training, assessment tools, resources, public education and collaboration to ensure children have the best possible sport and recreation experiences. For more information, see Recreation Newfoundland and Labrador website at <http://www.recreationnl.com/programs.php?atn=shw&pgmid=11> .

Infrastructure – facilities, resources or networks that form the underlying foundation or basic framework of a system such as recreation and sport.

Leadership development - measures and support which allows community leaders to reach their optimal leadership potential. In general, this means providing training, clinics and education opportunities.

Non profit – an incorporated organization which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs.

Participatory – description of activities which are generally non-competitive and encourage individuals to participate for health, social and/or personal benefits, as opposed to winning and losing.

Physical activity – any bodily movement produced by the contraction of the skeletal muscles that increases energy expenditure above a baseline level. Can also describe activities whereby physical exertion is required and does not necessarily include an activity which is considered a sport (e.g. walking, yoga, hiking, jogging, aerobics). May also include Physical fitness which is considered a measure of the body's ability to function efficiently and effectively in work and leisure activities, to be healthy, and to be better able to resist disease. Fitness programs can include Cardiovascular Fitness, Flexibility Training, Strength Training (weight training), Muscular Endurance and General Skill Training including activities that include agility, balance, coordination, power, reaction time and speed.

Recreation – structured and unstructured activities generally done during an individual's leisure time (outside of school and work) and for non-competitive, non compensatory reasons.

Recreationalist or recreational athlete – individuals who participate in sport events (10K runs, triathlons, baseball tournaments) which may require training or practice regimens and may have personal competitive goals, but are not considered amateur (training and competing full-time without being paid) or professional athletes.

Recreation Newfoundland and Labrador (RNL) – is a province wide, not for profit organization established in 1971 to promote the values and benefits of recreation. In partnership with volunteers and the professional recreation community, RNL has worked to improve the quality of recreation for Newfoundlanders and Labradorians for over 30 years. For more information, see <http://www.recreationnl.com/index.php>

Regional Games – The Regional Games Program of the Department of Tourism, Culture and Recreation is a program design to promote physical activity and grass roots sport development throughout Newfoundland and Labrador. Community host(s) can receive up to a maximum of \$10,000 to assist in the operation and hosting of a Regional Games.

The three main criteria to host a Regional Games and obtain approval for funding are:

- Include 7-10 communities
- Include a minimum of 150 youth between the ages of 11 and 18 years of age
- Include a minimum of 5 sports.

To obtain a copy of the Regional Games proposal and Regional Games Handbook, contact: Dave Feener, Regional Consultant, tel: (709) 729-6291 or E-mail dfeener@gov.nl.ca

Small Steps...Big Results – is a provincial physical activity campaign designed to motivate individuals to “start moving” towards a healthier and more active lifestyle and initiated in 2006 as a result of a joint federal-provincial initiative to increase physical activity throughout the country. To promote this physical activity initiative, Recreation Newfoundland and Labrador currently offers a variety of resources including: printed materials (posters, walking logs and handbooks, physical activity guides, etc), walking workshops, merchandise items (pedometers, reflectors, whistles) and an interactive physical activity website to help improve the activity levels of the people of Newfoundland and Labrador. For more information, see <http://www.recreationnl.com/smallstepsbigresults/>

Special event - A Special event is defined as: a preplanned single gathering, event or series of related consecutive daily gatherings or events, non-commercial and of a recreational or sporting nature. Examples of Special Events include: community events with a physical activity or wellness component, mass participation sports (such as, marathons and running events, bicycle races or tours, sports tournaments), other organized activity conducted for a common or collective use.

Sport – Sport is a physical activity involving large muscle groups, requiring strategic methods, physical training and mental preparation and whose outcome is determined, within a rules framework, by skill, not chance. Sport occurs in an organized, structured and competitive environment where a winner is declared. Unstructured sport encompasses activities that occur in a recreational setting (e.g. playground, school gym or schoolyard). These activities may have an outcome (win or loss), but don't lead to championships or tournaments and don't involve “teams” or “standings”.

Sport and physical activity system – this includes all participants and partners involved in sport or physical activity – including athletes, people who participate in sport or physical activity strictly for health or social benefits, coaches, officials, volunteers, administrators, groups and organizations, levels of government, public sector agencies (e.g. schools, universities, health groups) funders and program/service providers.

Tiny Tots – socialization and physical activity programs usually offered to young children under five (5) years. These programs usually take a developmental approach. They provide young children with the opportunity to interact cooperatively with other children and develop coordination and control of their bodies.

Under-Represented Groups – groups of individuals are marginalized by virtue of their gender, race, culture, colour, class, sexuality, ability and other grounds. This includes at-risk youth who are at risk because of their socio-economic status, environment, friends, family situation, behavioural problems, physical or mental health.