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## **PROGRAM INFORMATION AND GUIDELINES 2011-12**

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Please refer to the Glossary of Terms in Appendix 1.

### **PROGRAM DESCRIPTION**

The Community Recreation Development Grants assist communities to:

- Provide accessible, inclusive recreation and active living and leisure programs while promoting the benefits of a healthy, active lifestyle;
- Develop the capacity of communities, groups and organizations to plan and deliver these programs and services and make them part of health promotion and disease prevention.

### **PROGRAM GOALS**

The goals of the Community Recreation Development Grant Program are to:

- Better enable communities in the province with populations of 6,000 or less to be better served in physical activity, recreation and sport programs and activities;
- Increase opportunities and new initiatives for participation in structured and unstructured physical activity, recreation and sport;
- Increase use of community facilities;
- Promote inclusion of traditionally under-represented populations especially women and girls, seniors, Aboriginal people, low income persons and those with disabilities;
- Increase the skills and knowledge of volunteers and community leaders in physical activity, recreation and sport.

### **PRIORITY AREAS FOR FUNDING**

The Community Recreation Development Grant Program supports activities which fit the goals and priorities of communities, and the priority areas of Active, Healthy Newfoundland and Labrador, the provincial Recreation and Sport Strategy (2007). See

[http://www.tcr.gov.nl.ca/tcr/publications/2007/active\\_healthyNL.pdf](http://www.tcr.gov.nl.ca/tcr/publications/2007/active_healthyNL.pdf)

These priority areas include:

- Better enabling communities in the province where populations are 6,000 or less to be better served in physical activity, recreation and sport programs and activities;
  - Increasing participation, opportunities and new initiatives in physical activity, recreation, and sport;
  - Ensuring access regardless of age, gender, background, ethnicity, socio-economic circumstances, physical or mental abilities or place of residence;
  - Building community capacities;
  - Use of community facilities;
  - Promoting inclusion of traditionally under-represented populations, especially women and girls, seniors, Aboriginal people, low income persons and those with disabilities
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## PROGRAM ELIGIBILITY AND GUIDELINES 2011-12

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### ELIGIBLE APPLICANTS

To be eligible for the Community Recreation Development Grants, an applicant must be:

- Non-profit\* in nature;
- Designated as a recreation committee or a department of an incorporated community or local service district of a community with a population of 6,000 or less;
- An elected, incorporated recreation association or committee in a local service district or unincorporated community with a population of 6,000 or less.

### ELIGIBLE INITIATIVES AND ACTIVITIES

Funding may be used to offset the cost of providing, or assisting others to provide, recreation and sport/active living programs and leisure activities within the community. Projects may combine Community Recreation Development Grant funds with funds from other sources such as funds from town councils or federal/provincial agencies. Projects and activities must not duplicate other existing programs and services. Examples of eligible initiatives and activities include:

- Summer recreation programs
- After-school time activities

Initiatives and activities supported under the Community Recreation Development Grants must begin after the application deadline and will not be funded retroactively. Projects will be up to one fiscal year in duration (April 1 to March 31).

### ELIGIBLE EXPENSES

All expenses must be included in the Budget form provided in the program application. Expenses claimed must be directly related project costs. Directly related costs may include:

- Materials, supplies, equipment rental, postage costs and printing costs related to initiatives and activities;
- Costs for workshops, seminars and staff training related to delivery of initiatives and activities;
- Wage supplements for staff are eligible but must directly support delivery of activities and initiatives, and not replace general operating or core costs for the organization;
- Honoraria for workshop leaders and trainers;
- Facility rental specifically related to delivery of initiatives and activities;
- Purchase of printed and/or audio visual resources and materials;
- Any other directly related costs deemed appropriate by the Recreation and Sport Division.

### INELIGIBLE EXPENSES

The following restrictions apply on the use of the Community Recreation Development Grant funds:

- Retroactive expenses for costs incurred before the application deadline;
- Ongoing operational or administrative costs, except as incrementally required for the delivery of the activities or initiatives;
- Public awareness funds;
- Funds may not be used for the purchase of capital assets such as the purchase or repair of major equipment and office furniture or the purchase, construction or renovation of facilities (for example, buildings, land, houses, playgrounds);
  
- Donations of in-kind contributions and volunteer time may not be claimed as a cash expense;
- Salaries and expenses of municipal government employees are not eligible costs;
- Out-of-province travel;

- Other expenses as may be deemed inappropriate by the Recreation and Sport Division.
- Donations of in-kind contributions and volunteer time may not be claimed as a cash expense;
- Salaries and expenses of municipal government employees are not eligible costs;
- Out-of-province travel;
- Other expenses as may be deemed inappropriate by the Recreation and Sport Division.

### **GRANT APPLICATION PROCESS**

Applicants must use the attached form. Incomplete applications will not be considered. Signatures of all partners **MUST** be included. The Recreation and Sport Division of the Department of Tourism, Culture and Recreation may request additional information from any organization to assist in the review of the application.

### **GRANT APPLICATION DEADLINE**

The applicant must provide one (1) copy of this application form by mail or other delivery (see below Conditions of Submission) to the Program Administrator, Community Recreation Development Grant, Recreation and Sport Division, Department of Tourism, Culture and Recreation, 2<sup>nd</sup> Floor, West Block, Confederation Building, P.O. Box 8700, St. John's, NL, A1B 4J6. Fax: 729-5293; EMail: [jenniferbourne@gov.nl.ca](mailto:jenniferbourne@gov.nl.ca).

**The application deadline is April 28, 2011.**

### **GRANT APPLICATION CONDITIONS OF SUBMISSION**

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 emailed). **Late, incomplete or partial applications including those sent by fax or e-mail, will not, without exception or under any circumstances, be accepted.** The Recreation and Sport Division will ensure that all applications submitted before the deadline will remain sealed until the application review and assessment process begins.

Organizations applying for grants are encouraged to consult with the Recreation and Sport Consultants listed below before making their application. Application guidelines and forms are available by:

- Downloading a copy at <http://www.tcr.gov.nl.ca/tcr/>
- Contacting a Recreation and Sport Consultant (see contact information pp. 5-6 below).

### **GRANT APPLICATION REVIEW AND RESPONSE**

#### **Grant Assessment**

Applications will be assessed by Recreation and Sport Division staff based on these guidelines and using the following criteria:

- Meets program goals and responds to key priority areas. The proposed initiatives must meet the program objectives and advance at least some of the priority areas for funding identified on page 2 of these guidelines. These may include:
  - a recreation / sport program that incorporates Canadian Sport 4 Life (CS4L)\* principles;
  - Offer programs addressing Under-Represented Groups;
  - Offer indoor or outdoor activities;
  - Offer organized sports and games;
  - Offer recreation activities and special events that include a physical activity/wellness component;
- Demonstrates leadership and inclusion. Where possible, the projects and initiatives must demonstrate a philosophy of inclusion (integrating persons with disabilities and other special needs) and demonstrate involvement in leadership training;
- Utilizes recreation and sport facilities;

- Offers additional programs, activities and new initiatives (fitness, sport and social).

### **Points Allocation**

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

- Sports and recreation programs present in the community (maximum 22 points);
- Special events with a physical activity/active living /wellness component (maximum 8 points);
- Initiatives and activities for under-represented groups (maximum 20 points);
- Use of facilities (maximum 20 points);
- Training / Professional development of volunteers and coaches (maximum 10 points);
- Leadership / New initiatives including Healthy Eating, Smoke-Free Outdoor Spaces initiatives and activities (maximum 20 points).

### **Appeal Process**

Funding decisions may be reconsidered by submitting a written request to the Recreation and Sport Division through the address listed above. The applicant must indicate the grounds for reconsideration of the grant application. The Recreation and Sport Division will respond, in writing, within six (6) weeks of receiving the appeal.

### **NOTIFICATION**

Applicants will be notified of the status of the application within sixty (60) days of the application being received in the Recreation and Sport Division.

### **PAYMENT OF GRANTS**

Payment in full will be made following the award of grant. Continuing in 2011-2012, a report on the year's supported initiatives and activities will be required for consideration of funding applications for the following year (see below).

### **FUNDING OBLIGATIONS AND FOLLOW-UP REPORT**

Successful applicants must complete and submit one (1) copy of a completed follow-up report which is included with the application form. Successful applicants will be reminded of the need to complete this report and return it to the Department of Tourism, Culture and Recreation by **January 31, 2012**. Follow-up reports received by mail will be accepted if postmarked by the noted deadline. Reports will also be received by e-mail or faxed (the pages which require signatures must be faxed or e-mailed).

The Recreation and Sport Division staff will confirm whether the funding obligations have been met and will inform the organization in writing that the follow-up form has been accepted or if there are outstanding issues to address. Follow-up forms will be part of the basis for program review and evaluation. All successful grant recipients are asked to acknowledge the Department of Tourism, Recreation and Culture and the Government of Newfoundland and Labrador as supporters of their activities.

Successful grant recipients must submit a record of how the funding was spent including photocopies of receipts, payroll records or financial statements of the community showing the grant expenditure and signed by two members of the Recreation Committee including the Chair, and the Town Clerk, if applicable. These records must be attached to the Follow-Up Report. Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.

Unused funds, or funds used for purposes other than what was approved, must be returned to the Department of Tourism, Culture and Recreation. Grants must be used within the fiscal year awarded. Failure to meet the above funding obligations to the satisfaction of the Department of Tourism, Culture and Recreation is grounds to restrict access to future funding. Grants will not be approved if the applicant has any outstanding follow-up reports from previous Community Recreation Development Grants.

## **GRANT RECOGNITION**

Successful applicants who receive funding may be requested to work with the Recreation and Sport Division to publicize and recognize the funding contribution of the Government of Newfoundland and Labrador. This may include a public announcement of funding (for example, a news release) and other items which may also be considered in collaboration and agreement with the Recreation and Sport Division (See below concerning Access to Information and Protection of Privacy).

## **ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

The Application made by an Organization and information regarding it are subject to the Access to Information and Protection of Privacy Act (ATIPPA). 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 below on p. 5 of these Guidelines, or calling the 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.

## **FOR MORE INFORMATION PLEASE CONTACT A RECREATION AND SPORT CONSULTANT:**

### **David Doyle, Consultant**

Dept. of Tourism, Culture & Recreation  
P.O. Box 8700  
St John's, NL  
A1B 4J6  
Tel: (709) 729-5281  
Fax: (709) 729-5293  
E-Mail: [daviddoyle@gov.nl.ca](mailto:daviddoyle@gov.nl.ca)

### **Trevor Paine, Consultant**

Dept. of Tourism, Culture & Recreation  
P.O. Box 3014, Stn. "B"  
Happy Valley-Goose Bay, NL  
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Tel: (709) 896-7251  
Fax: (709) 896-0291  
Email: [tpaine@gov.nl.ca](mailto:tpaine@gov.nl.ca)

### **Dave Feener, Consultant**

Dept. of Tourism, Culture & Recreation  
P.O. Box 8700  
St. John's, NL  
A1B 4J6  
Tel: (709) 729-6291  
Fax: (709) 729-5293  
E-Mail: [dfeener@gov.nl.ca](mailto:dfeener@gov.nl.ca)

## **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](http://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 [dfeeper@gov.nl.ca](mailto:dfeeper@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 and behavioral problems, physical or mental health.