
CALL FOR PROPOSALS

ADMINISTRATION 2011-2013

APPLICATION PROCESS

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

GRANT APPLICATION CONDITIONS OF SUBMISSION

Applications received by mail will be accepted if postmarked by the application deadline. Applications received by e-mail or fax will also be accepted. **Late, incomplete or partial applications will not be accepted.**

NOTIFICATION

Applicants will be notified of the status of the application within sixty (60) days of the application deadline.

FUNDING OBLIGATIONS AND FOLLOW-UP REPORT

Successful applicants will work with an After School Physical Activity (ASPA) Coordinator to implement their plans. All successful applicants will be part of a "Pilot" that will be overseen by a committee of government. As well, the ASPA Coordinator will work with successful applicants to establish baseline data, an important measure for a number of planned evaluation measures. Follow-up reports will be expected and details forthcoming.

The ASPA Coordinator will work with recipients to ensure that the funding obligations have been met and will inform the recipients in writing if there are outstanding issues to address. Follow-up forms/reports will be an integral part of the pilot and help form the review and evaluation. All successful grant recipients are asked to acknowledge the Department of Tourism, Culture and Recreation 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 and this may include photocopies of receipts, payroll records or financial statements showing the grant expenditure. All reports must be signed by the co-applicants. The ASPA Coordinator will work with applicants on this requirement. Further financial accountability information will be forthcoming to successful recipients as well as details pertaining to the Contribution Agreement.

GRANT RECOGNITION

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

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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 the terms and details if the organization, as authorization, as authorized under the Act.

Any information provided to the Department of Tourism, Culture and Recreation can be accessed during the standard office hours and updated by writing the Department of Tourism, Culture and Recreation's key contact listed below or by calling the ATIPP Coordinator at (709) 729-6370.

All information provided to the Department of TCR 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 TCR 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 is used.

Any personal information collected or provided as part of the application process will only be used for purposes relating to the operation of the relevant funding programs and for statistical reports. All information will be kept confidential and will not be disclosed to third parties without your consent unless required or authorized by law. It should be noted that if funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information. Any questions or comments regarding privacy issues can be directed to Jennifer Taylor, Policy Analyst, Department of Tourism, Culture and Recreation, 709-729-6370.

SUPPORT

Department staff are available to help with the proposal. As well, successful applicants will have support provided in the implementation, monitoring and evaluation phases of their pilots. Leadership training will be available at no cost to program leaders (High Five and Fundamental Movement Skills and Community Coaching – Appendix B).

GRANT SUBMISSIONS CONTACT

*Patti Thorne,
Recreation and Sport Consultant
Recreation and Sport Division
Department of Tourism, Culture and Recreation
Box 8700
St. John's, NL
A1B 4J6
Telephone: (709) 729-5270
Email: pthorne@gov.nl.ca*