



# Community Summer Play Initiative

## 2017 Guidelines and Application Package

Deadline – April 1, 2017

**Issued by:**

Southeast Connection Sport, Culture & Recreation District

Submit your completed application form online and email to:

Kirsten Regel, Community Development Consultant at [kregel@southeastconnection.ca](mailto:kregel@southeastconnection.ca)

(Note: faxed, mailed, or hand-written applications will NOT be accepted.)



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Association  
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# 1. Introduction

The Southeast Connection Sport, Culture & Recreation District (Southeast Connection) is a non-profit community driven organization that facilitates community development and coordinates District networks to increase access to sport, culture and recreation programs and services that enhance quality of life and community vitality.

Southeast Connection’s *Community Summer Play Initiative (CSPI)* assists communities to develop and implement quality and safe play and recreation programs for children ages 5-12 years during the summer months of July and August. Communities are required to offer a program for a minimum of two (2) weeks and for a minimum of four (4) hours per day.



**The aim of the initiative is to:**

- Build leadership capacity for recreation programming
- Equip sport, culture and recreation program providers with tools and resources to develop and implement a summer recreation program
- Increase accessible play opportunities for children ages 5-12 years during the summer months in south east communities

Successful recipients of the *Community Summer Play Initiative* may receive up to a maximum of **\$2000** in assistance to help cover the costs of program materials, program leader honorariums and program leader training (HIGH FIVE®).

Communities are required to recruit and oversee their own local program leaders. Please note that permanent staff wages are an ineligible expense for the *Community Summer Play Initiative*.

**New for 2017:**

**Communities may apply under our Community Partners Program for CSPI with other communities. This would be a partnership of two to three communities collaborating together and would allow the communities to share the recruitment and training process, expenses as well as the programming from shared leaders.**

## Funding Streams

<p><b>Single Community CSPI (presented by one organization)</b></p>	<p><b>Eligible expenses to a maximum of \$2,000.00</b></p>
<p><b>Community Partners Program CSPI (presented by two to three organizations)</b></p>	<p><b>Eligible Expenses to a maximum of:</b>  <b>\$4,000.00 (two communities, with four weeks of programming)</b>  <b>\$6,000.00 (three communities, with six weeks of programming)</b></p>

**Note: Applicants applying in the partnership stream must have a pre-arranged agreement with their partner community and must provide evidence of partnership (letter of support).**

**If you are interested in this stream, you are encouraged to reach out to the surrounding communities in your area. If you require further clarification or have questions regarding either stream, contact Southeast Connection prior to applying.**



## 2. Training your leaders to offer quality programs

Leaders are required to attend HIGH FIVE® training that is organized by Southeast Connection. Leaders must be 16 years of age to attend the HIGH FIVE® training. All training workshops will take place in June. Information on these training workshops can be found in the Appendix.

## 3. Eligibility

The applicant organization must:

- be a registered non-profit organization based in Saskatchewan; OR
- be a First Nations band, Métis Local, or municipality

## 4. Responsibilities of the Community and Southeast Connection

To meet the goals of the *Community Summer Play Initiative*, successful recipients must offer a program that:

- Targets children between the ages of 5 and 12 years.
- Includes age appropriate recreation activities such as games, sports, songs, music, arts, crafts and special events.
- Will run for a minimum of two (2) weeks; however, communities are encouraged to offer the program longer if they have the resources to do so.
- Is low cost (to reduce barriers to participation). A small registration fee may be applied to allow communities to offer the program for a greater length of time during the summer.

### **Southeast Connection Responsibilities:**

- Provide the successful recipients with funding up to a maximum amount of \$2,000 for a single initiative or \$2,000 - \$6,000 for a partnership, to be used to deliver a summer play program. This amount will be paid out at 50%, upon approval of submission and the remaining 50% upon submission of all follow up materials.
- Provide on-going consultation support and assistance to successful recipients.
- Organize training workshops in the District (training details to be announced at a later date).

### **Community Summer Play Initiative Community Responsibilities:**

- Complete and submit an online “Application Form” form by April 1, 2017
- Develop a name for the program (i.e. “Summer Blast”)
- Establish dates and times for the program that occur in July or August (i.e. 10a.m. – 3p.m. – the program must be offered for a minimum of four (4) hours per day).
- Develop their own registration forms and register all program participants.
- Hire, supervise and establish payment specifics for the program leaders.
- Have at least one local program leader trained in HIGH FIVE® training offered by Southeast Connection within the last three (3) years. If the individual has taken the training in the last three (3) years, she/he is not required to take it again in 2017.
- Purchase necessary program materials and equipment.

- Promote the program in your community (i.e. schools, letter to parents).
- Any promotional material must recognize Southeast Connection and the Saskatchewan Lotteries as funding agents for the program.
- Submit a follow-up form and financial report (including copies of receipts and cleared cheques) to Southeast Connection by **September 30, 2017**. Southeast Connection reserves the right to request a refund of the grant amount from members that do not submit the required follow-up report information by the deadline date.
- Keep copies of payroll evidence (i.e. copies of cleared cheques for leader contracts and receipts for program supplies are required for the final report).

## 5. Assessment Criteria

Applications will be assessed by Southeast Connection using the following criteria:

- The applicant engages partnership support for the delivery of the program (i.e. neighbouring community/ community partners).
- The applicant has identified a need for a summer play program in the community.
- The applicant demonstrates that their program will focus on safety, high quality, accessibility, and a wide range of sport, culture and recreation activities.

## 6. Application Form

**\*Only typed applications will be accepted. Electronic forms are available on our website.**

<b>Name:</b>	<b>Phone:</b>
<b>Position:</b>	<b>Cell:</b>
<b>Applicant Organization Name:</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Date of Application:</b>
<b>Postal Code:</b>	<b>Website:</b>
<b>Eligibility</b> <input type="checkbox"/> The applicant is a registered non-profit organization based in Saskatchewan; OR <input type="checkbox"/> The applicant is a First Nations band or municipality  <b>Stream</b> <input type="checkbox"/> Applying as a single community <input type="checkbox"/> Applying in the Community Partner Program <b>Number of Communities:</b> <b>Name Communities:</b>	
1. What is the name of your summer program?	
2. How many participants do you anticipate having?	

<p><b>3. Why does your community need a summer program? What are the goals of your summer program?</b></p>
<p><b>4. What types of activities will be incorporated into the program?</b></p>
<p><b>5. List any partner organizations that will help support your program.</b></p>
<p><b>6. Has your organization applied for any other grants relating to this program? If so, which ones?</b></p>
<p><b>7. What facilities, supervision of leaders and resources does your community have to support the delivery of this program?</b></p>
<p><b>8. Does your community offer other programs for children ages 5-12 during the summer? If yes, please explain.</b></p>





**9. When and for how long do you plan to host the program (identify weeks)? (minimum is two weeks)**

**Please complete the budget form:**

Budget Items	Amount
<b>Community Summer Play Initiative Requested Amount</b>	
<b>Revenue:</b>	
Grants:	
Sponsorship:	
Self Help:	
Other:	
<b>Total Revenues</b>	
<b>Expenses:</b>	
Program Materials:	
Leader Honorarium:	
Promotion:	
Training:	
<b>Total Expenses:</b>	

**Note: Total Revenue and Total Expenses MUST balance.**

**Eligible and Ineligible Expenses:**

**What is eligible?**

Generally, funding will support expenses such as program materials, leader contracts, training costs and promotions that are directly related to the delivery of the program.

**What expenses are ineligible?**

Funding will not support permanent staff wages, food, meals, prizes, or facility rental.

**Budget Notes**

The budget should include all revenue and expenses related to your project.

Expenses claimed must be to support eligible activity proposed in the application.

The budget tool is for project costs.

Regular operating expenses (i.e. staff wages, contributions of volunteer time or in kind facility rent) should not be included in the budget. These costs are ineligible for the program. Do not use them in your budget.

Only actual out-of-pocket expenses will be considered as eligible expenses.

## Privacy Notice

Southeast Connection is committed to protecting the confidentiality and privacy of our applicants, members, volunteers, clients, partners, and employees. All information in this application will remain confidential. Southeast Connection collects, uses, and distributes funding information in order to adjudicate this funding.

By signing this application you authorize Southeast Connection to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.

## Agreement and Declaration

- I certify that this application is accurate and complete and is made on behalf of the organization named (Pg 3) with its full knowledge and consent.
- I have read and understand the Community Summer Play Initiative criteria and community responsibilities (i.e. sending leaders to training).
- I acknowledge that if Southeast Connection approves this application for funding, I will be required to carry through with the community responsibilities as outlined in this application package.
- I acknowledge that Southeast Connection will not accept late or hand-written applications or follow ups.
- I acknowledge that Southeast Connection cannot guarantee funding for any application.
- Partner Stream Only: I have included letters of support from our partners

I have been authorized by \_\_\_\_\_ (applicant) to make this application.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Please check this box in lieu of signature indicating the information contained in this application is true, accurate and endorsed by the applicant organization.

### Appendix 1

#### **HIGH FIVE® Principles of Healthy Child Development** (For leaders 16 years of age or older)

HIGH FIVE® is a quality assurance training standard that provides recreation program staff and supervisors with the knowledge and skills to implement quality and developmentally appropriate programming to children ages 6-12. Front-line leaders will gain the skills to make certain each child's social, emotional and cognitive needs are met. The session focuses on incorporating the HIGH FIVE® Principles into everyday programming. Leaders learn activities, gain knowledge, tips and resources to enhance their programs and their relationships with the participants and staff. Additional toolkits also teach leaders how to decrease bullying and resolve conflicts.

