



Prairie Central District “Relief FUNd” CRITERIA

Purpose: To provide financial assistance to PCDSR communities for re-opening of their sport, culture and recreation programs and facilities during the COVID-19 pandemic. The “Relief FUNd” is a one time grant in response to what we heard from our membership: *“Communities need additional funds so that their programs and facilities can respond to re-opening safely.”*

Eligibility: Municipal/First Nation Recreation Authorities (Recreation Board/Department/ Director)

Grant Amounts: \$250 – \$1,000

Applications are due December 1, 2020 by email or fax. Late applications will not be considered.

Successful communities will be notified by email no later than December 15, 2020.

All expenditures must be made by February 28, 2021.

Applications will be adjudicated based on:

- Programs and facilities that demonstrate safe re-opening plans and conform to Saskatchewan Health Authority guidelines.

Grant Criteria:

- Recreation – defined as a socially acceptable leisure time experience that gives immediate and inherent satisfaction to anyone who voluntarily participates. Recreation may include sport, culture or recreation experiences.
- The program and/or facility will address the needs of the target population.
- The application must have two different signatures. One signature of the program/facility contact and another signature of the Recreation Authority (Recreation Director/Recreation Board). In the absence of a Recreation Authority, it can be signed by the Town Administrator/Chief. The Recreation Authority does not assume financial responsibility for the program; their signature ensures awareness of the program.
- Applications for one-time events that do not provide learning opportunities, skill-development or promote continued community capacity building will not be accepted.
- Successful grant applicants will:
 - include the PCDSR and Saskatchewan Lotteries logos on all promotional materials for the program and/or facility signage. Copies of promotional material are to be submitted with follow up.
 - send 2-3 photos and/or participant comments of the program upon follow up. It is the responsibility of the applicant to ensure photo release forms have been signed.
- Follow-up reports and supporting documents must be received by the PCDSR office within 30 days of program completion. Once the follow up reports have been submitted and approved, the funds will be released to the applicant.

Ineligible Expenses	Exceptions
fundraisers, performances, repeat programs, AV equipment, laptops, TV and stereos, etc	
capital -construction, renovation, retro-fit and repairs to buildings/facilities	
regular maintenance and operation costs of facilities	operation costs that are directly related to the program supported by this grant to a maximum of 15% of total grant allocation. Power/Heat/Water-bills
retroactive programs – programs cannot start prior to application deadline	
property taxes or insurance	
alcoholic beverages or tobacco	
food or food related costs (this includes catering supplies, coffee, coffee pots, etc.)	food related costs -volunteer recognition events to maximum of 20% of total grant allocation
membership fees	
cash donations, prizes, awards, trophies, honorariums (cash gifts), etc.	Elder honorariums to a maximum of \$150.00/day Awards – Volunteer Recognition Events Volunteers travel specific to the program– at a rate of \$.30km
out-of-province activities and travel	
uniforms or personal items	
subsidization of wages for existing full-time employees	Subsidization of program staff – specific to the program
	COVID-19 related items approved: <ul style="list-style-type: none"> • Sanitization foot pump dispenser • Hand sanitizer • Signage to direct traffic flow for improved health and safety within facilities • additional staff hired specific to sanitize prior to, during and after an event

Tips for applying:

- Please remember that when applying for a grant that it is not always guaranteed that you will be a successful recipient. It is important to review the grant criteria prior to applying. If you are unsure about whether or not your program fits the criteria, be sure to contact the PCDSR Community Consultants and discuss your ideas.
- The program budget should be realistic.
- Provide thorough detail on your program, event and facility.

Contact the Prairie Central District Community Consultants if you have questions:

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11/4/2020

