

# COMMUNITY RECREATION PLAN (CRP) GRANT GUIDELINES

**South East Sport, Culture & Recreation District**

Financially Supported By:



Saskatchewan  
Parks and Recreation  
Association



**Pheasant Rump  
Nakota First Nation**

### A) Purpose & Background

The **Community Recreation Plan (CRP) Grant** aims to provide an opportunity for small, rural communities (populations under 5,000) to engage in planning processes and to create an overall framework to guide the development, delivery and continuous improvement of sport, culture and recreation programs, services and facilities.

Town Councils and their volunteer Recreation Committees are tasked with making decisions about recreation infrastructure, programs and services in the best interests of the community. Strategic planning helps to establish needs and priorities and tactical planning clarifies how to best meet identified needs and priorities. Often, small towns do not have the capacity/resources to engage Consultants to lead planning activities, and this initiative supports and encourages south east communities to be proactive and to put plans in place!

***Planning is not just for big cities – Towns and Villages can be proactive and plan for future, too! It's just on a smaller scale!***

### B) What is a Community Recreation Plan (CRP)?

The CRP is a strategic road map for the delivery of recreation. The CRP:

- ★ is a tool that informs decision making and guides administrative action.
- ★ provides a common vision and path forward for all stakeholders without being too prescriptive.
- ★ enables creativity and fosters ownership of administrative and front-line actions.
- ★ gets everyone on the same page and allows council, committees, staff and volunteers to work together towards common goals and priorities!
- ★ enables decision makers to prioritize resource allocation decisions for facilities, programs and services in a manner that is fiscally responsible and publicly supported.

### C) Sample Steps to Creating a Community Recreation Plan (CRP)

*The following provides an example of steps to follow towards creating a plan for recreation (process overview):*

1. Get organized. Establish a planning team/committee. Establish a key contact.
2. Research and select a Planning Consultant/Facilitator.
3. Review Grant Guidelines and Complete the Application Form.
4. Before You Apply: Applicants are encouraged to discuss their request with the South East District Executive Director prior to submission.
5. Engage the Community (i.e. collect a short web survey/email input/consultation/community engagement activities/open house). Sample questions: *How do you use recreation facilities and services in the community and what are your needs for future? How well are facilities and spaces being used? What trends and issues are there in the provision of recreation services?*
6. Completion of Program/Facility Inventories.
7. Phone Preliminary Meeting with Outside Facilitator.
8. Planning Session with Outside Facilitator.
9. Draft Plan (session report) is provided by Facilitator.
10. Present Draft Plan to Community.
11. Finalize the Community Recreation Plan.
12. Implement, Evaluate and Adjust the Plan.

#### D) Benefits of Recreation

The “*Framework for Recreation in Canada 2015: Pathways to Wellbeing*” cites that recreation is an essential public service and that the benefits are proven and impact the overall community:

<b>Enhances mental and physical wellbeing</b> Public recreation and parks services have an important role in enhancing physical activity, which in turn, is a critical factor in improved physical and mental health.
<b>Enhances social wellbeing</b> Participation in recreational experiences is shown to enhance social wellbeing. For example, participation in after-school recreation programs provides many developmental opportunities for children and youth.
<b>Helps build strong families and communities</b> Recreation can be an important vehicle for promoting family cohesion, adaptability and resilience. Culture and recreation help build social capital in the form of arts, recreation and parks programs, and community celebrations.
<b>Helps people connect with nature</b> Enhancing opportunities to connect people with nature can result in both environmental and human benefits.
<b>Provides economic benefits by investing in recreation</b> Spending on recreation creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work, play and visit.

***“Recreation has the potential to meet the needs of our growing Province and address social and economic challenges such as increases in obesity and sedentary behavior, inequities that limit participation, the social isolation experienced by young people in Saskatchewan’s small towns, reserves and northern communities, and the need for renewed recreation infrastructure in the Province. These issues matter to the people of Saskatchewan and as our survey revealed, the personal and community benefits of parks and recreation are leading factors by which people in Saskatchewan measure and assess their happiness and quality of life.”***

Research Summary RECREATION AND THE QUALITY OF LIFE IN SASKATCHEWAN 2016, retrieved December 23, 2019, <http://spra.blob.core.windows.net/docs/QoL-researchsummary.pdf>

#### E) Who Can Apply

The following are eligible to apply for funding:

- *An Urban or Rural Municipality*
- *First Nations or Tribal Councils*
- *Registered community not-for-profit organizations*

*\*Applicants must be located in the south east district geographic area. Check with our office if you are unsure of eligibility. This assistance is for small, rural communities with populations less than 5,000 residents. Organizations that have overdue follow-up reports within the lottery-funded system are ineligible.*

#### F) Funding

Assistance will be available for amounts up to \$5,000 per applicant. Only one project per municipality or organization will be funded at this time.

#### G) Grant Requirements

This grant program aims to encourage the development and adoption of **Community Recreation Plans (CRPs)**. Requirements:

Activities must contribute to the creation of community recreation plans.

The planning process shall include the review of the *Framework for Recreation in Canada* Goals which include: *Active Living, Inclusion, Connecting People and Nature, Supportive Environments and Recreation Capacity*. Alignment with this broader thinking positions the CRP in collaboration with leading practices and approaches that have been validated by research.

Access the framework document at:

[http://spra.blob.core.windows.net/docs/Framework For Recreation In Canada EN2.pdf](http://spra.blob.core.windows.net/docs/Framework%20For%20Recreation%20In%20Canada%20EN2.pdf)

Grant Recipients may choose to use and access this strategic planning template at:

<https://southeastdistrict.ca/resources/planning-policy> (optional)

Activities may include consultation activities such as public meetings, surveys, and focus groups to garner input for the CRP.

Plans will provide a foundation for:

- *building credibility and support from community members;*
- *identifying capital improvement goals that are needed;*
- *guiding critical decisions about infrastructure, programs and services;*
- *and developing priorities and an implementation strategy.*

CRPs should be created in alignment with broader community plans and must have local government support (council resolution committing to the development of a CRP).

#### **H) Applications will be assessed based on the following criteria:**

- *extent to which the project addresses the purpose of the grant program and requirements;*
- *quality of details provided of the project;*
- *evidence of community/municipal support;*
- *and overall quality of written application.*

#### **I) Eligible Costs**

The grant will support expenses that are directly associated with the development of the CRP. Eligible costs can include, but are not limited to:

- *Community engagement costs (meetings/promotion)*
- *Consultant/Facilitator fees, mileage and accommodation costs*

#### **J) Ineligible Costs**

The following items are not eligible for funds:

- *Implementation costs of the CRP (i.e. website development)*
- *Capital expenses*
- *Prizes or gifts*
- *Food/beverages*
- *In-kind contributions (contributions of volunteer hours/donations for food)*
- *Wages/salaries of existing staff or personal expenses for participants*
- *Office and administration costs including rent/utilities*

### **K) Application Process & Funding Terms**

Applications will be accepted on an ongoing basis until **September 30, 2021**. Funding is limited and will be available on a first come, first served basis. The work funded under this grant must be clearly defined and must take place between **the date of grant approval and February 1, 2022**.

Eligible projects may be, for example, for short-term consultation activities. Applicants are encouraged to contact Joni Hagen, Executive Director, prior to submitting an application at 306.842.2188, or by email at [ed@southeastdistrict.ca](mailto:ed@southeastdistrict.ca).

**COVID-19 NOTICE: Due to the COVID-19 implications and government restrictions, South East District wants applicants to be aware of the following: All applicants will be required to agree, within the application, that they will follow appropriate public health guidelines, as stated in the Government of Saskatchewan's Re-Open plan.**

Successful applicants will receive their total grant allocation upon South East District's acceptance of a properly filed follow-up report. Funding decisions are final and will not be revisited.

### **L) Funding Obligations**

Funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by South East District. Successful applicants will be required to submit a **follow-up report by March 1, 2022**. This report must detail the activities of the project and indicate how it met the goals of the CRP grant.

Successful applicants are required to retain and submit all supporting receipts for eligible expenses with your follow-up report.

#### ***Privacy Notice:***

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

*By signing the application, applicants authorize South East District to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.*

[https://southeastconnection.sharepoint.com/operations/Funding Programs 1718/2021-22 Funding/CRP Grant/21-22 CRP Guidelines.docx](https://southeastconnection.sharepoint.com/operations/Funding%20Programs%201718/2021-22%20Funding/CRP%20Grant/21-22%20CRP%20Guidelines.docx)