



MACKENZIE
RECREATION
ASSOCIATION

GRANT GUIDELINES

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1.0 REVISION HISTORY

Policy Number	Revision Date	Reason for Revision
Version 1.0	Approved by the Board of Directors on March 7, 2022	Initial Approval

2.0 INTRODUCTION AND SCOPE

This document sets forth the *Mackenzie Recreation Association's Grant Policies* that define the standards, procedures, and expectations for the Mackenzie Recreation Association (MRA or the Association) and those applying for and receiving MRA grants.

This document is not intended to replace or contravene any established legislation or regulation, nor can it replace or contravene the Association's Bylaws. Should any change occur to any of those items, the Grant Policy will be amended accordingly.

2.1 APPLICATION OF POLICIES

The policies contained within the document apply to the following:

1. Individuals of the MRA Board of Directors and its committees;
2. All individuals employed or contracted by the MRA;
3. MRA grant applicants;
4. MRA grant recipients.

3.0 POLICY

The MRA is pleased to provide funding for regional and community needs. The purpose is to help individuals and organizations provide quality recreation services to our communities, increase opportunities for community members of all ages, and build capacity within the communities. To be considered for funding, applications must follow the MRA funding grant guidelines

3.1 RECREATION INITIATIVE GRANT

Up to a maximum of \$4000 per community application and up to a maximum \$500 per individual application to a maximum of \$4000 per community per event.

3.2 Professional Development Grant

Up to a maximum of \$2000 per community application to host. Maximum of \$1000 per individual application to attend a professional development event with a maximum of \$2000 per community per event.

3.2 OTHER GRANTS (AQUATICS, PL, AD HOC)

Other grants may be available, if and when funding permits. These 'other' grants along with their conditions, will be advertised and communicated.

4.0 APPLICATION

MRA funding is not intended to be the sole source of assistance or keep programs or events operational year after year. This funding is meant to provide a level of support so that extra and enhanced physical activity and skill development can take place for Mackenzie Region residents. Mackenzie Recreation Association funding is limited, and applications will be prioritized based on **MRA goals and values**.

4.1 MRA GOALS & VALUES

Goals

- Build capacity in the recreation sector within the MRA region.
- Improve the sustainability of the MRA.
- Increase participation of residents in the MRA region in sport & recreation.
- Increase awareness of physical literacy through MRA-sponsored events.
- Increase water and ice safety awareness and participation in aquatics in the MRA region.

Values

- We recognize that culture and language are part of active living, health, and wellness.
- We work transparently with all organizational partners, volunteers, recreation professionals, and stakeholders to find creative opportunities to support active living, health, and wellness.
- We are open-minded in our pursuit of and support for active living, health, and wellness in the Mackenzie region - there is no one right way to pursue wellness.
- We strive for accessible events and activities and a culture of inclusion: active living, health, and wellness is for everyone.
- We encourage the passion and dedication of our volunteers and recreation professionals to pass on physical literacy and fundamental sports skills to our

communities. Above all, we encourage sportsmanship and hard work in our participants.

4.2 FUNDING RESTRICTIONS

Funding maximums are as follows:

- Funding maximum or 80% total event cost if program or event is in MRA region
- Funding maximum or 70% total event cost if the program or event is in NWT
- Funding maximum or 50% total event cost if the program or event is outside NWT

MRA funding is intended to enhance programs and services in the MRA region, not sustain them. Priority will be given to new initiatives and repeat applications/recurring events will be accepted on a case-by-case basis with adjusted maximums and requirements:

- funding maximums for consecutive years/applications may be:
 - Funding maximum or 60% total event cost if program or event is in MRA region
 - Funding maximum or 50% total event cost if the program or event is in NWT
 - Funding maximum or 30% total event cost if the program or event outside NWT
- Applying for funding for recurring events may not exceed three consecutive years
- Ability to provide evidence of ways of increasing capacity on own
 - i.e. fundraising, sponsorship, partnerships, sustainability plan.

Applications will be accepted throughout the year, and funding will be distributed on a first-come, first-served basis as funding permits. With funding distribution as follows:

- Maximum of 40% total funding allocated between April and September;
- The remaining funding, or 60% of total funding distributed between October and March.

4.3 FUNDING ELIGIBILITY

Organizations or individuals may apply, and the event and program can be for any age range. However, priority will be given to group proposals.

Applicants (individuals and organizations) must reside and/or serve in an MRA community: Behchokò, Dettah, Enterprise, Fort Liard, Fort Providence, Fort Resolution, Fort Simpson, Fort Smith, Gamètì, Hay River, Jean Marie River, Kakisa, K'at'l'odeeche, Łutsel K'e, Nahanni Butte, Ndilo, Sambaa K'e (Trout Lake), Wekweètì, Whatì, Wrigley.

NOTE: Individual applications must include a letter or email of endorsement from a community recreation department, school, or organization that explains how the applicant will give back to their community after receiving funding.

- primary residency must be in an MRA community.
- For students, temporarily residing outside of the MRA region must also include proof of (MRA community) residency and proof of school.

4.4 ELIGIBLE & IN-ELIGIBLE EXPENSES

Eligible Expenses MAY include:

- Transportation and travel costs at approved rates:
 - a. mileage will be reimbursed at the current GNWT rates.
<https://my.hr.gov.nt.ca/employees/travel/duty-travel/duty-travel-rates>
Note: these rates include GST.
 - b. Or commercial tickets by most economical means.
- Medals/Prizes
- Instructor, official, and lifeguard fees (**includes per diems**)
- Accommodation and registration (*****for Professional Development funding ONLY**)

Ineligible Expenses include:

- ANY EVENTS THAT AWARD CASH PRIZES.
- Registration for events or TSO affiliation fees
- Food
- Staff or volunteer wages or per diem
- Lifeguard fees if not directly tied to event
- School Sanctioned events in and out of territory i.e., Cagers, Spike-it, Hay River Track & Field, Super Soccer, class specific trips and events.
- High-Performance Initiatives. i.e., Invitational Events, Selection Camps, Territorial championships
- Equipment
- Accommodation (***** for Recreation Initiative funding ONLY**)

5.0 PROCEDURE

1. **Review:** funding guidelines (policy) and determine if you are eligible. Reach out to MRA staff to discuss your funding needs if you're unsure.
 2. **Apply:** online (the current funding application can be found on the MRA website), or MRA also offers the option to complete the application and report over the phone. Reach out to MRA staff to apply over the phone.
 3. **Application Status:** Receive an answer via email within 30 (thirty) days of your application status. Funding conditions, amount approved, or reason for not approved will be stated in the email response. A signature is required for grant agreements to be considered binding.
 - a. *Appeals* process if needed: Written appeals should be submitted in writing no sooner than 48 (forty-eight) hours and no later than 10 (ten) business days after being notified of the grant decision. They should clearly outline why the appeal is being made – new information or procedural error – and provide sufficient evidence to support the request. See full details of the appeals process online at <https://mranwt.ca/appeals-process>.
 4. **Event/Program:** attend or host the event or programs
 5. **Report:** Submit a final report (including invoices, receipts, and supporting documents) within 90 (ninety) days of the program or event's end date
 - Honouring our oral traditions, we also offer the option for you to complete the report through phone call. If you have questions completing the report, or to book time for an oral report, please call 867-444-5377, or email jessica@mranwt.ca
- NOTE: If reports are not received within 90 days from date of event/program, the grant will be retracted.
6. **Reimbursement:** Once the report is received, it will be reviewed, and if complete, a cheque will be issued within 30 (thirty) days of receiving the completed report. If it is incomplete, MRA will contact the applicant and request additional documents, clarify details, or discuss the report to help the applicant complete the report adequately.

6.0 RESPONSIBILITY

6.1 THE ASSOCIATION

- Review application and respond to applicant via email within 30 (thirty days).
- Review report and request further details or issue a cheque if complete within 30 (thirty days)

6.2 THE APPLICANT – INDIVIDUAL OR ORGANIZATION

Failure to adhere to these responsibilities may result in loss of funding, and/or being ineligible for future funding for a duration of time.

- Applies a MINIMUM of 2 (two) weeks before the event or program dates. Late applications will **NOT** be considered. Early applications are encouraged!
- Notify MRA before the event or program if any changes to the event (cancellation, relocation, or changes in travel amounts).
- Submit a final report (including invoices, receipts, and supporting documents) within 90 (ninety) days of the program or event's end date.

NOTE: If reports are not received within 90 days from date of event/program, the grant will be retracted.

- Grant recipients and beneficiaries (including chaperones, participants, volunteers, and staff) should not use alcohol, illegal drugs, tobacco or cannabis during the event, on event premises (both indoor and outdoor environments) and in any vehicles used during the event or for travel to and from the event.
- Recognize MRA's contribution before, during, and/or after the program or event:

