

# NWT Sport and Recreation Council 2011-2012 Investment Application Form

The SRC seeks to invest in diverse programs/initiatives that range from simple to complex projects that will benefit a variety of NWT communities and residents. The level of detail in your application should correspond to the level of complexity of your program/initiative. Please note that the boxes are set up to carry over more than one page if you choose to add additional information than what the current parameters allow.

**Important to note:**

- Please read the Investment Guide document **before** completing this application form. This application specifically follows the program/initiative criteria found on pages 7-9 of the Investment Guide.
- If you are applying for more than one program/initiative, please fill out a separate application form for **each** program/initiative you are seeking funding for
- Please feel free to attach any information to the application if more space is needed or you wish to provide further details
- You are asked to target your program toward **one** of the following four priority areas and **at least one** of the sub-priorities **within** that selected priority area. Please use the chart below to identify which priority area and sub-priorities your program/initiative will target, by selecting or highlighting the appropriate boxes. Should you need further assistance to this end, please contact SRC’s Evaluation and Investment Manager before January 11 at 5:00pm.

<input type="checkbox"/> Priority 1 applicants <b>only</b> : increase physical activity for youth and adults in NWT communities through <b>one or more</b> of the following sub-priorities: <ul style="list-style-type: none"> <li><input type="checkbox"/> A range of amateur sports held in the community for members of that community</li> <li><input type="checkbox"/> School-based physical activities, outside the scope of the NWT education system, held for students of those schools</li> <li><input type="checkbox"/> A range of recreation activities held in the community, for members of that community</li> <li><input type="checkbox"/> Culturally relevant and traditional northern activities held in the community, for member of that community</li> <li><input type="checkbox"/> Promotional activities initiated by a community to promote physical activity among its residents.</li> </ul>
<input type="checkbox"/> Priority 2 applicants <b>only</b> : increase physical activity for key NWT populations in <b>one or more</b> of the following sub-priorities: <ul style="list-style-type: none"> <li><input type="checkbox"/> Older adults</li> <li><input type="checkbox"/> Resource-limited communities and families</li> <li><input type="checkbox"/> People with (or at risk for) diabetes, obesity, and cardiovascular disease</li> <li><input type="checkbox"/> People with intellectual and physical disabilities</li> <li><input type="checkbox"/> Children under the age of six</li> <li><input type="checkbox"/> People with emotional health issues</li> <li><input type="checkbox"/> Immigrants and new Canadians</li> </ul>
<input type="checkbox"/> Priority 3 applicants <b>only</b> : increase recruitment, development, recognition, and retention of staff, volunteers, coaches, and officials in the NWT in <b>one or more</b> of the following sub-priorities: <ul style="list-style-type: none"> <li><input type="checkbox"/> Recruiting, developing, retaining and recognizing sport and recreation staff and organizations*</li> <li><input type="checkbox"/> Recruiting, developing, retaining and recognizing volunteers*</li> <li><input type="checkbox"/> Recruiting, developing, retaining and recognizing coaches and officials*</li> </ul> <p><small>* For clarity, this includes assistance with travel costs related to training, and measure to mitigate risk</small></p>
<input type="checkbox"/> Priority 4 applicants <b>only</b> : increase participation in collective physical activities at the regional and/or territorial level in <b>one or more</b> of the following sub-priorities: <ul style="list-style-type: none"> <li><input type="checkbox"/> Recreation activities held at a regional or territorial level*</li> <li><input type="checkbox"/> Single sport and multi-sport games, tournaments and camps held at a regional, territorial, or national level*</li> <li><input type="checkbox"/> Support for high performance athletes and competitions*</li> </ul> <p><small>* For clarity, this includes assistance with travel costs for participants to attend events outside their home community.</small></p>

## NWT Sport and Recreation Council 2011-2012 Investment Application Form

Section A: Information About Your Organization	
Name of lead organization:	
Name of collaborating organization (if applicable):	
Name of key contact person:	
Mailing address:	
Phone Number:	
Fax Number:	
Email Address:	
Is your organization registered as a charity or non-profit? (highlight one)	YES NO
If yes, provide your registration number:	

**Section B: Basic Project/Initiative Information**

(15% of assessment criteria)

**Name of program/initiative:**

**Please provide a brief explanation of why your program/initiative is needed to help advance the priority area for which you are applying under. Please refer to the first page of this application as reference to the priority area/sub-priorities this program/initiative will target.**

**Please provide a brief description of your project initiative and explain how it aligns with building a culture of physical activity in the NWT:**

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## Section C: Organizational Capacity

(25% of assessment criteria)

**Please provide a brief explanation of how your program/initiative supports your organizational mission/vision:**

**Please rank order this program/initiative from 0-3 in comparison to the other applications you are submitting. How you rank order your applications should reflect the level of priority a particular application addresses your own mission/vision. From the list below, please select ONE ranking for this particular application. Please note that only three of your applications that you submit to SRC can be ranked as a 3, 2, or 1, but multiple applications can be ranked with a 0.**

- 1 = this application is of highest priority for our organization compared to **all** the other applications submitted by my organization (only **one application** from an organization can self-identify this rank)
- 2 = this application is of second highest priority for our organization compared to **all** the other applications submitted by my organization (only **one application** from an organization can self-identify this rank)
- 3= this application is of third highest priority for our organization compared to **all** the other applications submitted by my organization (only **one application** from an organization can self-identify this rank)
- 0 = this application is **not ranked** as a one of the three highest applications submitted by my organization (**more than one** application from an organization can self-identify this score)

**Provide two references or two examples of similar projects that can attest to your ability to deliver a similar program/initiative (circle one, and if applicable, list the references/examples)**

**YES – 2 references are provided below**

**YES – 2 brief project examples are provided below**

**NO**

<b>Reference/Project Example 1:</b>	
<b>Reference/Project Example 2:</b>	

**Please identify the # of full time staff that will support your program/initiative, and provide a brief description of their professional/education experience, and the rolls that they will conduct within the delivery/administration of the program/initiative**

**Section D: Collaboration**

(10% of assessment criteria)

**Please identify the approximate # of volunteers that will support your program/initiative, and provide a brief description of how they will be engaged in your program:**

**Please identify any relevant community partnerships or collaborations that exist for this program/initiative and how you will involve them in the implementation of the program/initiative:**

Section E of the application is found on the next page.

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## Section E: Planned Results

(40% of assessment criteria)

Please provide a defined schedule of activities, with clear and feasible start and end dates:

Please identify targets<sup>1</sup> to demonstrate how your program/initiative will address the **ONE** priority area that you are applying under (inclusive of the sub-priorities you are targeting). Please refer to the first page of this application as reference to the priority area/sub-priorities this program/initiative will target.

Was your program/initiative funded by SRC in 2010-2011? (circle one) YES NO

If yes, please briefly describe what targets were achieved in the previous phase and how the program/initiative will build on previous work:

Please identify your organizational process for collection and reporting on data, and addressing the results:

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<sup>1</sup>Targets in these priority areas refer to indicators such as: type of target group, # of participants; age and gender of participants; location of activities; location of participants, etc.

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## Section F: Budget

(5% of assessment criteria)

Please provide a brief rationale for your budget by describing why your program/initiative is worth the level and type of investment you are seeking:

Are you applying for additional funding from other sources for this program/initiative? (circle one) YES NO

If yes, have you received funding confirmation from this source? (circle one) YES NO

Please list the funding sources you have secured:

Please list the funding sources you anticipate, but have not  
yet secured:

Please provide a detailed budget required (using the template on the next page) to cover full implementation of your program/initiative as per the example template provided on the next page.

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## Program/initiative budget template:

\*\*\*\*\* **Please note:** Below is *sample* of the budget template. As part of your investment package you received an Excel file. Please use the Excel file to complete your budget information. Once you have embedded your budget into the template, please clearly title (name of organization & program or initiative) and submit the **file as a PDF**.

REVENUE		
	ITEM	AMOUNT REQUESTED
		SOURCE
	Contribution Agreement	NWT Sport and Recreation Council
	Donations/Sponsorships	
	Registration fees	
	Grants	
	Other (please specify)	
	Other (please specify)	
	Other (please specify)	
	<b>Total Revenue</b>	

EXPENDITURES			
	ITEM	AMOUNT REQUIRED	Detail (what is included, rationale for amount listed)
Admin	Phone/Internet/Web hosting and maintenance		
	Lease or purchase of office/computer/equipment/software		
	Membership/affiliation fees		
	Bookkeeping/accounting (not including audit)		
	Audit		
	Insurance		
	Rent (if not already covered by SRC)		
	Utilities (if not in rent)		
	Office supplies (not covered in project supplies)		
	Legal		
<i>Administrative Time: Salaries, wages, benefits, PD</i>			
<i>Sub-Total Administration</i>			
Governance	Board meetings (travel, accommodations, per diem, rentals, conference call)		
	Program Committee meetings (travel, accommodations, per diem, rentals, conference call)		
	Policy development/renewal		
	Planning		
	Evaluation		
<i>Sub-Total Governance</i>			
Program	Program Time: Salaries, wages, benefits, PD		
	Travel		
	Accommodations		
	Program materials and supplies		
	Program equipment (purchase or rental)		
	Facility rental		
	Advertising		
	Communications		
	postage/freight/courier		
	Grants/Scholarships		
	Instructor fees		
	Food/Catering/Per diems		
	Other (please specify)		
	Other (please specify)		
<i>Sub-Total Program</i>			
<b>Total cost: \$</b>		-	

## NWT Sport and Recreation Council 2011-2012 Investment Application Form

Please note that signing the following Declaration and Undertaking is **mandatory** for **each** application

### Section G: Declaration and Undertaking

I am the legal signing authority for this organization. I affirm that this application and the attached documents are accurate and complete. I agree that once funding is provided, any changes to the application will require the approval of the SRC. I agree to publicly recognize funding and assistance from the SRC and will permit the SRC to make public relevant information relating to this funding application and the results of the program/initiative should it be awarded funding. I also agree to submit reports as required by SRC. I understand that in order to follow the review process that SRC is undertaking, this application will be shared (in whole or in part) with a third-party reviewer for assessment purposes. I also agree to respect the SRC's developmental evaluation approach as it relates to ongoing learning and adjustments.

<b>Name of Organization</b>	
<b>Name of program/initiative for which this declaration applies:</b>	
<b>Signature of legal signing authority:</b>	
<b>Printed name of legal signing authority:</b>	
<b>Title of legal signing authority:</b>	
<b>Date application signed:</b>	

you submit. Should you not have an electronic signature, you are requested to print, sign, and scan this page separately and include it with the appropriate application at time of submission.