



NORTHERN SPORT, CULTURE &
RECREATION DISTRICT

NORTHERN PHYSICAL
INSTRUCTOR
DEVELOPMENT FUND (NPIDF)
ON GOING GUIDELINES &
APPLICATION FORM

APPLICATIONS WILL BE ACCEPTED BETWEEN
AUGUST 1 - FEBRUARY 15, ANNUALLY.



FUNDED BY





Northern Sport, Culture & Recreation District Northern Physical Instructor Development Fund (NPIDF) GUIDELINES & APPLICATION FORM

Purpose and Intention

The intention of the **Northern Physical Instructor Development Fund** is to support Community Development by disbursing funds to Municipalities, Métis Locals, First Nations, and Schools that deliver physical fitness programs.

This funding will build and/or enhance community capacity by developing physical fitness instructors in Northern communities in Saskatchewan.

A guiding principle of this Northern Physical Instructor Development Fund is that communities are empowered and supported to assess for themselves the training and development they most need.

Fund Conditions

Applicants may apply for support for funding up to \$3,000 on behalf of an employee(s) or volunteer(s). The Northern Physical Instructor Development Fund will be accepting applications on an **ongoing basis**; however, training and the final report must be completed PRIOR to **February 15, annually**.

Applicant Eligibility

- Must be a Municipality, First Nation Band, Métis Local/Region or a School to apply.
- Municipalities, First Nation Bands, Metis Locals/Regions, and Schools can apply for funding to put towards the training, continuing education and/or certifications on behalf of individual employees or volunteers.
- Each **recipient** of this training must be an employee OR volunteer of the applicant.
- All training must take place between April 1, and February 15, annually.
- We cannot fund expenses incurred prior to receiving your application. *If you incur expenses for your training before receiving written confirmation of your funding approval, you will be doing so at your own expense.*
- Due to limited funding, not all applicants will be selected if eligible applications exceed availability.

Reporting/Follow Up

All successful applicant organizations will be required to submit a final report to the Northern Sport, Culture & Recreation District. All training must be completed prior to **February 15, annually**.

Successful applicants will be required to submit a follow-up report **within 60 days of the completion of the training/education or by February 15, annually** (which ever comes first). Copies of receipts/cleared cheques must be submitted with the report to show all approved eligible expenses have been paid. **Payment will be processed upon approval of the follow-up report.**

The final report must include:

- Photocopies of any certifications received.
- Descriptions of the skills acquired.
- Photocopies of expenses or receipts.
- A description of the impact of training on individual and organizational capacity.

Examples of Eligible Training:

Boot Camp, Yoga, Step Aerobics, Zumba, (SPRA) Forever in Motion & Fitness Module, Kettle Bell, Dance, Hula Hoop, SPRA Fitness Conference, Fitness Leadership Canada Courses, Hoop Dancing, etc... **If your fitness component is not listed, please reach out to NSCRD to present your ideas.**

Areas not eligible for support are as follows:

- Capital expenditures – no support is available for construction, renovations, or upgrading facilities;
- Alcoholic beverages;
- Cash Prizes;
- Equipment;
- Preference will be given to in province travel however out of province will also be considered;

APPLICATION PROCESS/IF APPLICATION IS SUCCESSFUL

Applications will be reviewed within approximately three weeks after received; applicants will be notified of the outcome of their applications approximately four weeks after received by NSCRD.

Successful applicants will receive notification with a phone call, followed by a letter; funds may only be used for eligible activities outlined in your application.

Successful applicants will be required to submit a follow-up report **within 60 days of the completion of the training/education or by February 15, annually**(which ever comes first). Copies of receipts/cleared cheques must be submitted with the report to show all approved eligible expenses have been paid. **Payment will be processed upon approval of the follow-up report.**



Northern Physical Instructor Development Fund Application Form

The Northern Physical Instructor Development Fund is a program offered by the Northern Sport, Culture & Recreation District.

CONTACT INFORMATION

				Date:	
Name of Community Organization:					
Cheque Payable to: (if different from above)					
Contact Person:		Position			
Address:				Postal Code:	
Phone:		Email:			
Administrative Contact: (Finance)					
Email:					

PROJECT INFORMATION

Name of Training:		Amount Requested:	
Type of training activity & location of training:			
Start Date:		End Date:	

TRAINING PROJECT PROPOSAL

Briefly describe the proposed training activity and why the training is being sought. Describe how the training specifically links to physical fitness.

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PARTICIPANTS

Expected number of individuals participating in the training:
Are the participants employees or volunteers? (Please explain)

TRAINING ACTIVITIES

Explain how the proposed training activity relates to Community Development:

BENEFITS & EXPECTED RESULTS

Explain the outcomes (changes or benefits) for your Community Development:
How does the Community plan to maintain and sustain the benefits resulting from this training activity?



BUDGET SUMMARY

Note: This budget summary will also be used for the follow-up submission.

INCOME:	Budgeted Amount	Follow-up Actual
Northern Physical Instructor Development Fund	\$	\$
Municipal/First Nation Band/Metis Region Local/School	\$	\$
Cash Donations/Sponsorship	\$	\$
Fundraising	\$	\$
In-kind contributions (non-cash - please list)	\$	\$
	\$	\$
	\$	\$
	\$	\$
Other sources (please list)	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL INCOME	\$	\$

EXPENDITURES: (identify in-kind expenditures with an asterisk*)	Budgeted Amount	Follow-up Actual
Registration Fees	\$	\$
Webinar Fees	\$	\$
Travel Expenses	\$	\$
Mileage	\$	\$
Meals	\$	\$
Accommodations	\$	\$
Continuing Education Expenses	\$	\$
Other (Please list)	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL EXPENDITURES	\$	\$



INFORMATION CERTIFICATION

I hereby certify that the information contained in this application is accurate and complete. Which includes a completed application form and a completed budget summary in detail.

Signature of Community Organization

Position

Print Name

Date

Signature of Applicant (Being Educated)

Position

Print Name

Date

PLEASE SENT COMPLETED APPLICATION TO:

Northern Physical Instructor Development Fund

Northern Sport, Culture & Recreation District

Tonia Logan, Program Manager

Email: tlogan@nscrd.com

Phone Inquiries: 306.425.6442

Privacy Notice:

Northern Sport, Culture & Recreation 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.

Northern Sport, Culture & Recreation District collects, uses, and distributes funding information in order to adjudicate this funding.

By signing the application, applicants authorize the Northern Sport, Culture & Recreation District to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.