

# First Sports Program

Creating stronger communities  
through sport and recreation



## What is First Sports?

The First Sports Program provides one-time grants of up to \$10,000 for sports and recreation organizations to create stronger communities and enhance the lives of Manitobans through investment in sport and recreation infrastructure. Initiatives with an emphasis on youth will be a priority.

First Sports will invest in sport and recreation capital, infrastructure and equipment projects to promote healthy living and sport development for youth. Projects will include improvements, upgrades and expansion of sport infrastructure and equipment to support access to healthy activities in Manitoba.

## Who can apply?

Eligible applicants include incorporated non-profit community recreation and sports organizations such as community clubs/centres and associations including affiliated club teams.

If you are unsure of your eligibility, or would like assistance in completing this application form, the Community Places Program Office in Winnipeg or your local Healthy Living, Youth and Seniors Offices outside of Winnipeg can also assist you (see next page).

## What projects are eligible?

First Sports grants can be used for:

- non-personal sporting equipment including items such as goal posts, bleachers, ice groomers and chillers, curling rocks, gymnastics poles, mats and vaults
- small capital projects which improve or upgrade sports and recreation facilities such as field upgrades, change room renovations and court surfaces

First Sports will give priority to projects primarily involving youth, or for critical repairs which will extend the life of facilities.

**Eligible projects will start after April 30, 2011 and will be completed by December 31, 2011.**

## What projects are not eligible?

- Equipment which is not a permanent fixture or property of the club, team or facility (for example: sports shoes, cleats, uniforms and pucks)
- Any costs such as travel and operating or coaching

## How will I know if my project is approved?

First Sports project approvals will be announced in late spring 2011. Please note: If you begin your project before you receive a decision from First Sports regarding your application and you are not approved for a grant, First Sports cannot reimburse you for your incurred costs.

## How are grants paid?

Eligible organizations may request a grant up to a maximum of \$10,000 to cover the full costs of their project. For projects with costs higher than \$10,000 the organization must confirm they have sufficient funding from other sources in order to complete the project by December 31, 2011.

Grants are paid to organizations for their approved project costs once the project is complete and all invoices have been paid. Organizations must submit for reimbursement of these costs by providing First Sports all paid invoices and receipts.

## How do you apply for a grant?

Applicants must complete the **First Sports Application Form** and submit the following information and attach required documentation (where applicable):

- Description of project
- Description of expected benefits to youth in your community
- Documents which demonstrate community support for your project (for example: letters of support, copies of community surveys and petitions)
- Documents which demonstrate use of the facility by youth and the community (for example: events calendars and program schedules)
- Confirmation of other financial resources to complete the project (for projects over \$10,000 only)
- Two quotes or estimates from your contractors/suppliers for each cost item
- Copy of your incorporation papers and latest Annual Return of Information

**Reminder:** All approved projects will be required to obtain and submit all necessary permits and licenses before work can begin on the project.

**All completed applications and copies of required documentation must be sent to your Community Places Program Office in Winnipeg or your local Healthy Living, Youth and Seniors Offices outside of Winnipeg no later than April 30, 2011.** Please do not bind your application or documents.

## Community Places Program – Winnipeg Office

Third floor  
213 Notre Dame Ave.  
**Winnipeg** R3B 1N3  
Phone: 945-0502  
Toll free: 1-800-894-3777  
Fax: 948-2086  
Email: mcpp@gov.mb.ca

## Healthy Living, Youth and Seniors Regional Offices

### Central Region

225 Wardrop St.  
**Morden** R6M 1N4  
Phone: 822-5418  
Toll free: 1-866-346-5219  
Fax: 822-2915  
Email: Gisele.Timmerman@gov.mb.ca

### Interlake Region

Box 1519, 62 - 2nd Ave.  
**Gimli** R0C 1B0  
Phone: 642-6006  
Toll free: 1-866-259-5748  
Fax: 642-6080  
Email: Dave.Cain@gov.mb.ca

### Norman Region – The Pas

Box 2550, 3rd St. and Ross Ave.  
**The Pas** R9A 1M4  
Phone: 627-8213  
Fax: 627-8236  
Email: Wayne.Huculak@gov.mb.ca

### Westman Region

Rm. 146, 340 - 9th St.  
**Brandon** R7A 6C2  
Phone: 726-6066  
Toll free: 1-800-259-6592  
Fax: 726-6583  
Email: Kris.Doull@gov.mb.ca

### Eastman Region

Box 50, 20 - 1st St. S.  
**Beausejour** R0E 0C0  
Phone : 268-6018  
Toll free: 1-800-665-6107  
Fax: 268-6070  
Email: Roger.Langlais@gov.mb.ca

### Parkland Region

27 - 2nd Ave. S.W.  
**Dauphin** R7N 3E5  
Phone: 622-2022  
Fax: 638-6558  
Email: David.Bosiak@gov.mb.ca

### Norman Region – Thompson

59 Elizabeth Dr.  
**Thompson** R8N 1X4  
Phone: 677-6780  
Fax: 677-6862  
Email: Sam.Antila@gov.mb.ca

## Manitoba Housing and Community Development

### Application Form First Sports Program

Applications must be submitted or postmarked no later than April 30, 2011

**Organization Name** \_\_\_\_\_

Give the legal name of the organization sponsoring the project. Include a copy of your incorporation papers and latest Annual Return of Information.

**Project Name** \_\_\_\_\_

**Name and address of the facility  
that will benefit from the project** \_\_\_\_\_  
\_\_\_\_\_

*For equipment projects only* – If your equipment will be non-fixed (i.e. portable), who will own it and where will it be stored?  
\_\_\_\_\_  
\_\_\_\_\_

**Project Start Date** \_\_\_\_\_ **Project Completion Date** \_\_\_\_\_

#### Organization's Contact Information

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone number \_\_\_\_\_

Primary contact person including  
name, title, email and phone number \_\_\_\_\_  
\_\_\_\_\_

Secondary contact person including  
name, title, email and phone number \_\_\_\_\_  
\_\_\_\_\_

#### Project Details

Project description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will be the recreation/sport benefits to youth and/or your community?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name all group(s) or team(s) who will benefit from this project. Please describe these groups, including the age groups and type of group.

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Once the project is completed, what programs and activities will be provided or improved (for example: increased sport skills clinics, soccer, ringette, hockey tournaments and ability to hold sports special events)?

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How will the First Sports grant help you to organize and deliver recreation/sport programs and activities for youth?

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Identify the people your project will primarily serve (for example: children, youth, youth at-risk, aboriginal youth, visible minorities, seniors or persons with a disability). Please estimate the number of annual users for each of these groups.

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**Community Support**

First Sports grants will support projects which benefit youth and sport/recreation development in the community. Approved projects will have demonstrated support from user groups, local governments, community organizations or the local community.

Please include documents which demonstrate how youth and your community use the facility. Please attach documents, such as event calendars and program schedules with your application to demonstrate this use.

First Sports applicants are also encouraged to submit any other relevant material such as letters of support and copies of community surveys and petitions.

### Local Investment

All First Sports projects will, wherever possible, make efforts to incorporate materials and services that are local and environmentally responsible.

Will your project:

- use workers who are local?
- use materials and services from local suppliers?
- use project materials that are reused/recycled or manufactured within your local trading area?

Please provide details \_\_\_\_\_

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Does your project involve critical repairs? Please provide details

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### Project Cost Estimates

The value of your project must be supported by at least two quotations or estimates. Please list (in the chart below) the quote from the contractor or supplier you intend to use for the project.

Below, please list all project costs by type of work (for example: field upgrades, bleachers, ice groomers, goal posts, court surfaces and change room renovations).

Please submit all quotes with your application.

### Project Costs

Item # 1	\$
Preferred Supplier	
Item # 2	\$
Preferred Supplier	
Item # 3	\$
Preferred Supplier	
Item # 4	\$
Preferred Supplier	
<b>Total Project Value</b>	<b>\$</b>

If your project has additional budget items, please attach a detailed list at the end of this application.



**Other Financial Resources (for projects over \$10,000 only)**

Please provide documentation confirming that your organization has the financial resources to complete the project. This may include your organization's bank statement, confirmation letters from other funders, or letters from a financial institution confirming a line of credit.

**Project Resources**

<b>Funds on hand to be used for this project</b> (please include your most recent bank statement)	\$
<b>Other Financial Resources</b> (please specify cash, in-kind or volunteer support, other grants, etc. and include documentation) Name of Resource _____ <input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed	\$
<b>Other Financial Resources</b> (please specify cash, in-kind or volunteer support, other grants, etc. and include documentation ) Name of Resource _____ <input type="checkbox"/> Confirmed <input type="checkbox"/> Unconfirmed	\$
<b>Total financial resources to contribute to this project</b>	\$

Please list any other funder you have applied to for this project

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**Confidentiality**

The personal information collected for this program is required to administrate the First Sports Program grants. Manitoba Housing and Community Development will not share this information, except when it is necessary to share it with the Program's technical advisors and other government departments or agencies interested in your project. Information will not be given to other third parties except where it is allowed under *The Freedom of Information and Privacy Protection Act*.

We hereby certify that we are authorized signing officers for the organization and that this application is accurate to the best of our knowledge.

Signature (Primary Contact) \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_

Signature (Secondary Contact) \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_

The personal information on this form is collected under the authority of s. 36(1) of *Manitoba's Freedom of Information and Protection of Privacy Act* (the "Act"). Use and disclosure of personal information is necessary to assess your application to this program. Under the provisions of the Act individuals have the right to protection of, and access to, personal information. For information contact: Access and Privacy Co-ordinator, Main Floor, 185 Smith Street, 204-945-4663.

**Application deadline is April 30, 2011.**

*Keep a copy of this application and all supporting documentation for your records.*