



After School Physical Activity Contribution Policy

1. Statement of Policy

The Department of Municipal and Community Affairs (MACA) may provide financial support to schools, municipal government or their designates to facilitate physical activities during the after school time period.

2. Principles

MACA will adhere to the following principles when implementing this policy:

- (1) Youth will benefit from, and should be provided access to, leadership development and mentoring opportunities in an active setting.
- (2) Healthy lifestyle choices contribute to the health and wellbeing and the quality of life in communities, and should be encouraged amongst youth.
- (3) Youth play important roles in leading youth activities, and this leadership development should be encouraged.

3. Scope

This policy applies to school authorities, or their designates, organizing and providing an after school physical activity program for students.

- (1) Youth will benefit from, and should be provided access to, leadership development and mentoring opportunities in an active setting.

4. Definitions

The following terms apply to this policy:

School authorities – any territorial school or education body as defined under the Education Act.

Students – residents of the Northwest Territories between four and eighteen years of age.

Physical activity – motion resulting in energy expenditure above a resting state.

Community government - a corporation established under or continued by *the Charter Communities Act, the Cities, Towns and Villages Act, the Hamlets Act, the Tłı̨chǫ Community Government Act* or any Recognized First Nations Council.



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5. Authority and Accountability

(1) General

This policy is issued in accordance with Financial Management Board's (FMB) delegation of authority to Ministers to establish grants and contribution policies. Authority and accountability is further defined in Financial Administration Manual directives 805 and 810 as follows:

(a) Minister

The Minister of MACA (the Minister) is accountable to the FMB for the implementation of this policy.

(b) Deputy Minister

The Deputy Minister of MACA (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this policy.

(c) Healthy lifestyle choices contribute to the health and wellbeing and the quality of life in communities, and should be encouraged amongst youth.

(2) Specific

(a) Minister

The Minister may:

- (i) approve changes to this policy,
- (ii) approve grants or contributions according to the terms and conditions outlined in this policy, and
- (iii) delegate authority to approve grants or contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to directors or regional superintendents:

- (i) Approve grants or contributions according to the terms and conditions outlined in this policy.



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6. Provisions

(1) Application Process

- (a) A call for applications will be issued each spring. MACA will establish an appropriate deadline and communicate to stakeholders annually.
- (b) Applications must be submitted in accordance with the application format and guidelines provided by the Department.

(2) Eligibility

- (a) Organizations eligible to apply for funding include:

- (i) School authorities;
- (ii) Community governments may apply only if the associated local school authority does not submit an application.

- (b) Eligibility Criteria

Events will:

- (i) focus on activities that create increased participation in physical activity and promote healthy lifestyles by increasing the quality and variety of activities available to students;
- (ii) provide positive benefits to 30% of the school population;
- (iii) target all students of the school with a primary focus on inactive or underactive students;
- (iv) involve participants being active, a minimum of 40 out of every 60 minutes;
- (v) be held before, during or after school;
- (vi) be school-based, although not necessarily limited to students;
- (vii) provide activities that are inclusive, in which all students can participate regardless of experience and/or proficiency; and



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(viii) provide youth leadership opportunities.

(ix) Preference may be given to events which benefit rural and remote communities.

(c) Eligible Expenses

(i) Funding may be used for:

- A. equipment
- B. staff wages (including youth leaders)
- C. staff and youth leader training
- D. providing healthy snacks
- E. facility rental (activities are not limited to school property)
- F. program fees (in user-pay programs) for students who would otherwise be unable to participate due to financial constraints

(ii) additional expenses may be approved in advance at the discretion of the Department of Municipal and Community Affairs.

(d) Ineligible Expenses

The following expenses are not eligible:

- (i) core funding for sport and recreation organizations or school authorities;
- (ii) per diems, fees, prizes, or similar payments to event/program participants;
- (iii) expenses related to the conduct of fundraising events;
- (iv) capital or renovation costs over \$5,000; or
- (v) programs or events held outside of the Northwest Territories.



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(e) Accountability

The contribution must be accounted for by submitting the following documents:

- (i) A final report detailing how the funding was used according to the templates and deadlines provided by the Department;
- (ii) A financial statement showing all revenues and expenditures related to the event. Copies of original receipts must be retained on file for a period of at least seven years past the expiry date of the contribution agreement should the Department chose to audit the project.

(f) Review and Appeal

- (i) Applications will be reviewed on a case-by-case basis, based on the completed application form and according to the precepts of this policy by the Department.
- (ii) There is no applicable appeal mechanism for decisions made under this policy.

7. Financial Resources

Financial resources required under this policy are conditional on approval of funds in the Main Estimates by the legislative assembly and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.



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8. Prerogative of the Minister

Nothing in this policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take actions respecting contributions. In this regard, the Minister may make an exception to this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Caroline Cochrane
Minister

Date