

WL STRATEGIC PRIORITIES GRANTS PROGRAMME

World Leisure Organization

The World Leisure Organization is pleased to announce a new programme designed to support members' projects that further the development of leisure as a means to enhance the human condition. This programme will award Strategic Priorities Grants (SPGs) of \$2,000 - \$5,000 (USD) on average per project in support of leadership, advocacy, research, education, and engagement initiatives that promote socio-cultural development, encourage sustainable economic growth, or improve the quality of people's lives that are aligned with the WLO's mission, vision, and strategic plan. This program will continue contingent upon the availability of funding and subject to periodic review of its effectiveness in meeting stated goals.

/GENERAL GUIDELINES

Purpose

The SPGs Programme is intended to support activities that advance the purposes of the WLO in realizing its mission as the world's leading advocate for leisure as a means to enhance the human condition by:

- supporting the right of all people to positive, quality leisure experiences while recognizing that many have special requirements related to disability, gender, age, social status, poverty, domicile or level of education;
- promoting leisure as integral to social, cultural, economic, and sustainable environmental development through the research and educational outreach of its global membership; and,
- working with all sectors of society – the public, non-government organizations, and commercial enterprises – to advance leisure as a human right in order to enhance the quality of life for all persons world-wide.

Priorities

Proposals that are both innovative and address WLO strategic priorities will receive the highest priority. Members who have not previously received a SPG award are especially encouraged to apply. Examples of the types of projects that may be funded include:

- Research assessing the impact of practices aligned with the mission of WLO;
- Dissemination activities, such as workshops, seminars, symposia, and internet-based educational programs;
- Leisure curriculum development;
- Projects that support underserved populations, such as those persons with limited access, disabling conditions, and/or insufficient financial resources;
- Development of leisure learning resources and knowledge transfer;
- Collaborative projects with WLO partners, NGOs and other relevant organizations;
- Advocacy projects that raise the profile of leisure and the WLO in public policy;

- Sustainability projects targeting finances, communications, marketing, membership, and member development of WLO;
- Enterprising or social entrepreneurial activities/ideas/events that promote and enhance the scope and aims of WLO.

Eligibility

WLO members are invited to submit proposals that are aligned with WLO's mission and vision and that respond to objectives identified in the current [Strategic Plan](#). Submission of proposals is limited to members who have been in good standing for at least the previous 12 months.

Only one proposal may be submitted by any eligible individual for funding consideration at the same time. No proposal may be submitted by an applicant who has an active SPG (i.e., a grant for which a final report has not been submitted). Members who are awarded a SPG may not apply for an additional award in the same calendar year under any circumstances.

If appropriate, proposals may be submitted jointly by more than one individual, but no individual may serve as applicant on more than one project, whether team or single. Each team proposal must have a project director who is expected to play a significant role in project development and implementation and who meets the eligibility requirements.

It is expected that those who receive a SPG will continue to meet the eligibility requirements as regular members. Any grant recipient who, for any reason, fails to remain eligible as defined above through the end of the award year may be required to return the grant.

Funding

In general, limited overall funding of the SPGs Programme dictates that proposals with large budgets must have strong justification to receive high priority. Funds are not intended as a source of continuing support for an ongoing programme, nor should they be viewed as an alternative source of funds for programmes already developed to a level that normally would justify support. Neither should they provide "matching" funds, where such funds are required as part of an external proposal or travel funds to attend regular professional meetings. Please note the budget will form part of the contract and applicants should expect to spend the money in accordance with what has been set out and should contact WLO if spending patterns are expected to vary.

Use of Grant Funds

- General expenses of research, such as books, software, supplies, materials, and services that are essential to the project. (Publication charges are not allowed).
- Equipment essential to the research being proposed. (Equipment requests should relate to a particular project, even though the equipment will be used beyond its conclusion; equipment purchased with funds from this grant become the property of WLO).

- Travel costs, including subsistence, that are essential to the conduct of the research. (Travel costs, subsistence, program registration, and materials to attend professional meetings, even to report on research supported by a SPG, will not be funded through this programme).
- Salary support for project members, graduate assistantships, secretarial or support staff, external consultants and the like cannot be funded under this programme.

Format

All proposals should be prepared using Microsoft Word, single-spaced, 12-point type and 1 inch margins on letter size paper, and adhere to page limitations. Proposals must conform to the specific format, with sections presented in the prescribed order, or they will be returned for revision prior to further review. Complete proposals should not exceed a total of five single-spaced pages, including the cover sheet and excluding the curriculum vitae and attached forms. All information must be included in the proposal itself.

Proposals must conform to the following format, in the order given:

1. Cover Sheet: The first page of each proposal must be the program cover sheet, completed according to its directions and signed by the applicant.
2. Rationale: Describe what you hope to accomplish, why it is important to advancing the mission of the WLO, and
3. How it relates to one or more specific strategic priorities of the WLO. Limit of one page.
4. Project Development Plan: Provide a detailed description of what you propose to do, in what activities you will be engaged, how you plan to assess the intended impact of your project, and the timetable for completion of all activities related to completing the proposed project. Limit of two pages.
5. Budget: The proposed budget should be detailed and directly related to the stated objectives of the project. The appropriateness of the budget will be considered in evaluating the proposal. Budgets may be adjusted by the review committee. A detailed list of items for which funding is requested should be given, separated into the categories below. For items for which funding is not sought, please so indicate with "NA" for not applicable. Limit of one page.
 - a. Travel
 - b. Program registration
 - c. Meals
 - d. Lodging
 - e. General expenses of developing the project (e.g., books, office supplies, software, duplicating, necessary services, etc.)
 - f. Equipment specific to the project
 - g. Any taxes and/or fees assessed on the award
 - h. Matching and/or additional funding, if any

Future Support

Potential sources, if any, of support for continuing the programme initiated by the grant should be identified. If external support will be required, agencies to be approached should be specified.

Endorsement

Proposals that share any of the direct costs related to the completion of this project should contain a statement from the appropriate authority attesting to the accuracy of statements asserted in the proposal and providing a rationale for the significance of the proposal to the applicant's sponsor.

Appendices

1. Brief Curriculum Vitae: Attach an abbreviated copy of the applicant's current curriculum vitae, including a list of publications, presentations, and/or external funding that specifically supports the applicant's qualifications to undertake the proposed project.
2. Forms: All research carried out under the sponsorship of a SPG is subject to all of WLO's standing policies regarding research, publication, and dissemination. In particular, projects involving human subjects must obtain the necessary approvals before commencing work. Biohazard, Animal Use, and Human Subject forms, if appropriate, should be submitted with the proposal. Money awarded cannot be released until these forms, when appropriate, have been submitted and approved.

Review

All proposals will be peer reviewed by a committee comprised of members who are familiar with the purposes of the proposed project. Reviewers serve their colleagues on a voluntary basis, and it is imperative that proposals be submitted in a format that does not make inordinate demands on their time. For this reason, limitations on both length and style have been established and will be enforced. The format requirements for proposals given in the guidelines are written with these restrictions in mind and it is essential that proposals follow them as closely as possible. Reviewers will take into account the nature and number of exemplary projects that can be awarded with available funds and may offer partial funding for selected projects. Applications that have an element of "match funding" attached to them will also be looked at particularly favourably.

Among the major points that reviewers will consider, are:

1. General:
 - a. Does the proposal communicate the importance of the work for advancing the work of WLO?
 - b. Have the proposal format guidelines been followed correctly?

2. Significance:

- a. Is the importance of the project to WLO made clear?
- b. Is the project significant to the development of a programme identified in the Strategic Plan?
- c. What is the likely impact completion of the project will have upon the strategic priority?

3. Project Design:

- a. Is the purpose clear, are the objectives clearly defined, and is the basic strategic initiative to be addressed clearly identified?
- b. Are all necessary facilities and/or resources available, excluding those specifically requested?
- c. Does the applicant (or members of the project team) have the necessary background and expertise to complete the project?
- d. Are project activities well planned, and do they realistically fall within an appropriate timetable?
- e. Is the evaluation plan sufficiently detailed and appropriate to the proposed project?

4. Budget:

- a. Have all items requested been clearly justified?
- b. Is the amount requested reasonable and consistent with the total funding available?
- c. Is there evidence of commitment and support from external sources for the project, including any cost sharing?
- d. Have all costs required to complete the project been identified, including any potential taxes and/or fees associated with the award?

Submission Deadlines

One electronic copy of the proposal including the signed cover page and all appendixes should be submitted to the COO by May 15th 2019 for awards to be announced by July 1st 2019, and by December 15th 2019 for awards to be announced by February 1st 2020. Proposals submitted after the deadline will be considered as funds are available.

Timelines

Grants will ordinarily be made for use during a period not to exceed 12 months from the time of the award. Proposals may be submitted for projects requiring a longer period, but the award of funds will require strong justification for the additional time and will be contingent upon a successful review and approval of progress made during the first year of work.

Reports

Final reports for all projects must be submitted within 30 days following the conclusion of the funding period specified in the original award. Final reports should include information on any material products, publications, presentations, and grant proposals generated as a result of the grant and should be based upon the evaluation criteria in the original proposal. Progress reports

for projects extending beyond one year will be required at the end of 12 months summarizing what has been accomplished during the grant period to that date. A final report will be required as specified above. All projects must also be available for quarterly reviews by representatives from the WLO Secretariat. Awardees who fail to file reports as specified above risk termination of the grant and loss of eligibility for further participation in the SPGs Programme.

Acknowledgement

Funds for the awarding of Strategic Priorities Grants come from the World Leisure Organization and any publications resulting from the projects awarded should contain the following author's note: *This research was supported in part by funding from the Strategic Priorities Grants Programme of the World Leisure Organization.*

Further information

More information about the WLO Strategic Priorities Grants Programme is available from <http://www.worldleisure.org>.

Completed applications should be sent as an attachment to: secretariat@worldleisure.org.

/COVER SHEET

World Leisure Organization Strategic Priorities Grant

Project Title:

Applicant's Name:

Position:

Professional Affiliation:

Business Address:

Phone Number:

Email Address:

Amount Requested (Year One) \$

Amount Requested (Year Two) \$

Other sources, types and amounts of support, if any:

Proposal Abstract (100 words maximum):

Signature: I agree that, if this proposal is approved, I will fulfill all that is required of me as set forth in the Strategic Priorities Grants Programme of the WLO.

Applicant

Date of submission

EMAIL TO: Office of the Chief Operating Officer, World Leisure Organization,
secretariat@worldleisure.org

/PROGRESS REPORT FORM for MULTI-YEAR GRANTS

World Leisure Organization

Strategic Priorities Grant

Project title:

Grantee:

Date of report:

Brief summary of progress to date:

Tasks Remaining to be Completed:

Adjustments to Original Proposal Requiring Programme Approval:

Signature:

Grantee

Date

EMAIL TO: Office of the Chief Operating Officer, World Leisure Organization,
secretariat@worldleisure.org

/FINAL REPORT FORM

World Leisure Organization Strategic Priorities Grant

Project Title:

Grantee:

Date of Funded:

Date of Report:

Brief Summary of Progress, Results and Conclusions:

Work Products, Publications, Presentations, Contracts, Policies, Programmes Resulting (or Expected to Result) from this Grant:

Proposals to, or Grants from, External Agencies Resulting (or Expected to Result) from this Grant:

Signature:

Grantee

Date

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