


STRATEGIC PRIORITIES GRANTS (SPGs)

OPEN CALL FOR PROPOSALS



The World Leisure Organization is pleased to launch 2020 Strategic Priorities 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) for up to USD \$10,000 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, but are not limited to:

Project Category	Explanation
Research	- Exploration of practices, experiences and concepts that are aligned with the mission of WLO
Education & Knowledge transfer	<ul style="list-style-type: none">- Leisure curriculum development;- Development of leisure learning resources and knowledge transfer material;- Activities, such as workshops, seminars, symposia, and internet-based educational programs
Practice based	<ul style="list-style-type: none">- Community-based sustainable development projects, such as those supporting persons with limited access, disabling conditions, and/or insufficient financial resources;- Collaborative projects with WLO partners, NGOs and other relevant organizations;- Enterprising or social entrepreneurial activities/ideas/events that promote and enhance the scope and aims of WLO.

Advocacy and Dissemination

- 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 and associated organisations
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Eligibility

WLO **premium 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 **premium members** who have been in good standing for at least the previous 12 months. WLO Board members are excluded from applying to SPG grants.

Eligible individuals must be affiliated with an organization or institution (i.e. tertiary institution, government organisation, non-government organisation, not for profit organisation) and the application needs to be supported/endorsed by the affiliated organisation/institution.

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/lead who is expected to play a significant role in project development and implementation and who meets the eligibility requirements. The project director/lead is accountable for meeting the conditions of the grant, including submission of reports and expenditure acquittals.

It is expected that those who receive a SPG will continue to meet the eligibility requirements as premium 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 and/or will cease to receive future instalments.

Funding & Benefits

In general, limited overall funding of the SPGs Programme dictates that proposals 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. Please note that 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. Any variations proposed must receive WLO approval. Funding will be paid out in three different instalments: 40% at the beginning, 40% at an intermediate phase, and 20% at the end of the project. The purpose is to ensure good governance and accountability within the WLO. Depending on the type of project and project needs, this instalment pattern may be varied/negotiated, but this will be done on a case-by-case basis, requiring WLO approval, and only acceptable in exceptional circumstances.

SPG awarded recipients will be invited to submit their project as an abstract in the WL Congress or relevant WLO event. Furthermore, they will have the opportunity to have their project outcomes published in the WL Journal in the *Research Paper* section (subject to peer review) and/or *News and Notice* section.

Use of Grant Funds

The SPG evaluation committee will review applications on a case-by-case basis and will take into account the nature and scope of each of the projects to determine the use of funding. Examples of what the grant funding can cover are provided below¹:

- General expenses of research, such as books, software, supplies, materials, and services that are essential to the project and are not available to applicants through their institutional affiliation
- Equipment² essential to the research being proposed (equipment requests should relate to a particular project, even when the equipment can/will be used beyond its conclusion)
- Travel costs, including subsistence, that are essential to the conduct of the project
- Salary support for project members, graduate assistantships, secretarial or support staff, external consultants.

¹ Please note this is not an exhaustive list

² Equipment purchased with funds from this grant become the property of WLO

Format

All proposals should be prepared using Microsoft Word, single-spaced, 12-point type and 1inch margins on letter size paper, and adhere to page limits. 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 ten 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 directions and signed by the applicant.
2. Background: Provide a background to the project, including project setting and characteristics of the community of focus.
3. Rationale and Objectives: Describe what you hope to accomplish, why it is important to advancing the mission of the WLO, and how it relates to one or more specific strategic priorities of the WLO. When appropriate, include evidence-base to support the need for the project or to justify the choice of project to be delivered.
4. Project Development Plan: Provide a detailed description of what you will deliver, in what activities you will be engaged, how you plan to assess the intended impact of your project, the timetable for completion of all activities related to completing the proposed project, and deliverables of the project.
5. Budget: The proposed budget should be detailed (itemized) and directly related to the stated objectives of the project. It is required that each of the budget line items are clearly justified. 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 specific categories. Limit to one page. See the category example list here as a reference: Travel, lodging, program registration, general expenses of developing the project (e.g., books, office supplies, software, duplicating, necessary services, etc.), equipment specific to the project, taxes and/or fees assessed on the award, matching and/or additional funding, etc.

Future Support

Potential sources of support, if any, for continuing the programme initiated by the grant should be identified. If external support will be required, agencies to be approached should be specified and funding will only be dispersed once external support is confirmed (or the viability of the project without further funding is confirmed).

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.

All proposals must be accompanied by a letter of support, acknowledgement or endorsement from the institution/organisation to which the main applicant is affiliated.

Ethics approval

Ethics approval is required for any research that involves animal or human participants, their tissue and/or data to ensure that the dignity, rights, safety and well-being of all participants are the primary consideration of the research project. Ethics approval may be sought after confirmation of grant success, but funds will only be released once ethics approval from an authorised Animal and/or Human Research Ethics Committee is confirmed.

Appendices

1. Brief Curriculum Vitae: Attach an abbreviated copy of the applicant's current curriculum vitae, including a list of publications, presentations, projects developed, and/or external funding that specifically supports the applicant's qualifications to undertake the proposed project.
2. Letter of Support from Institution/Organisation to which the main applicant is affiliated (as per Endorsement description)

Applicants may also wish to add letters of support from community partners or organisations that support and value the project being proposed, as well as ethics approval for research project if that has already been confirmed.

Review

All proposals will be peer reviewed by a committee of member experts in the leisure field. 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 and leisure advancement made clear?
 - b. Is the project significant to the development of a programme identified in the Strategic Plan?
 - c. What is the likely impact that completion of the project will have upon the strategic priority?
3. Project Design:
 - a. Is the purpose clear?
 - b. Are the objectives clearly defined?
 - c. Is the strategic initiative to be addressed clearly identified?
 - d. Are all necessary facilities and/or resources available, excluding those specifically requested?
 - e. Does the applicant (or members of the project team) have the necessary expertise to complete the project?
 - f. Are project activities well planned, and do they realistically fall within an appropriate timetable?
 - g. 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 project?

Submission Deadlines

One electronic copy of the proposal including the signed cover page and all appendixes should be submitted to the WLO Chief Operating Officer **by 30th September, 2020** for awards to be **announced by November, 2020**.

Timelines

Grants will ordinarily be made for use during a period not exceeding 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

Mid-term and final reports for all projects must be submitted within 30 days following the conclusion of the funding periods 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 included in the original proposal. Report templates for mid-term and final reports will be provided by WLO Secretariat in advance. 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 or in full] 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 at <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 (USD \$)

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

Proposal Abstract (100 words maximum):

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World Leisure Organization is a non-profit organization registered in the State of New York
WLO Scientific and Technical Office, Calle Arenal 1, Segunda Planta, 48005 Bilbao, Spain
Contact: (phone) +34 94 605 6151, (email) secretariat@worldleisure.org, www.worldleisure.org

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

