



# Manitoba *in motion*

## Workplaces *in motion* Physical Activity Grants

### Frequently Asked Questions

#### THE APPLICATION

##### **Is there a deadline for applications?**

For the period of April 1, 2008 to March 31, 2009, applicants can apply at any time and will be assessed on a “first-come, served” basis.

Please note that it can take up to three months from receipt of application to the time that decisions are finalized and applicants are advised.

##### **Does my workplace have to be registered as a Workplace *in motion* to receive a grant?**

Priority will be given to workplaces that are registered as Workplaces *in motion*. Any Manitoba-based workplace can register.

To find out if your workplace is registered as a Workplace *in motion* and for more information on Workplaces *in motion*, visit the **Manitoba *in motion*** website at [www.manitobainmotion.ca/workplace/](http://www.manitobainmotion.ca/workplace/) or phone 945-3648 in Winnipeg or toll free 1-866-788-3648.

##### **Are schools eligible for grant funding?**

Funding is available to help schools plan and implement ways to increase regular physical activity among administrators, teachers, support staff and maintenance staff of their schools.

School-based activities that are part of school programming are not eligible.

Schools can receive resources and supports through **Healthy Schools *in motion***. Find out more at [www.manitobainmotion.ca/schools](http://www.manitobainmotion.ca/schools).

Your school can also partner with other community partners for community-based activities.

### **Can I complete my grant application on-line?**

No – Grant applications are downloadable on-line at [www.manitobainmotion.ca](http://www.manitobainmotion.ca); however, you need to send your completed application by fax, mail or e-mail.

### **Can a workplace apply for more than one grant?**

Yes, for different projects – we do encourage coordination of activities. Available resources may be a factor in allocating grants.

### **Where can we find examples of projects that have been funded in the past?**

Visit [www.manitobainmotion.ca](http://www.manitobainmotion.ca) or call 945-3648 or toll free 1-866-788-3648.

### **What projects are not eligible for grant funding?**

Grant funding **cannot** be used for:

- Capital investment in the construction or development of facilities
- Political or religious activities
- Fundraising events
- Donation to another organization
- Food related expenditures greater than 10 percent of your grant; these would include items such as food expenses for banquets, celebrations, meetings, etc.
- Property taxes, insurance, utilities, office rentals
- Alcoholic beverages or tobacco products
- Cash prizes
- Existing programs or services
- Competitive sport development and/or training
- Team or group travel
- Team uniforms

### **Can we use our grant money to purchase food for our activity/special event?**

Yes – However, food related expenditures can not exceed 10 percent of your grant. Food expenditures would include items such as food expenses for lunch 'n learns, celebrations, meetings, etc.

## THE BUDGET

### What are matching funds?

Applicants' contributions to the project can include cash, in-kind support or a combination of both. Applicants must show a minimum of matching funds in the amount that they have applied for. For example, if you have applied for \$3,000, you must show \$3,000 in matching funds (either in-kind and/or cash contributions) in your revenue.

Some examples of in-kind support might include such contributions as:

- donation of program equipment and materials
- leadership and other staffing costs
- facility costs if a fee would normally be charged

## LOGO USAGE

### If our grant is approved, can we use the *in motion* logo?

Yes! We encourage you to do so. We ask that you acknowledge support from the Province of Manitoba and **Manitoba *in motion*** by including the logos and/or written acknowledgement in any documents and communication you produce related to your project. We will provide logos and guidelines in follow-up correspondence.