



SASK SPORT

ADAPTIVE SPORT CLUB DEVELOPMENT GRANT GUIDELINES

September 2020



FUNDED BY



ADAPTIVE SPORT CLUB DEVELOPMENT GRANT GUIDELINES

1. PURPOSE

The purpose of the Adaptive Sport Club Development Grant is to provide financial assistance to support “new” developmental programs in communities or the expansion (enhancement) of existing sport programs for persons with a disability.

2. SOURCE OF FUNDING

The Adaptive Sport Club Development Grant is funded by the Sask Lotteries Trust Fund.

3. ELIGIBILITY

Active or Affiliate members of Sask Sport who are on the Eligibility List of the Sask Lotteries Trust Fund are eligible to apply.

A local club/community organization is not eligible to apply directly but is able to access funding support through an Active or Affiliate member (as long as they are a member of the eligible organization).

4. AVAILABLE FUNDING

Applicants are eligible to receive up to a maximum of \$5,000 per initiative for starting a new introductory or community program, or the expansion of an existing program. Grant recipients are eligible to apply for additional funding up to a maximum of three years. However, the maximum funding support available per initiative and/or club is not to exceed a maximum of \$10,000 over three years.

Approved amounts may vary depending upon the number of applications received and the level of funding available. Other potential grant sources are the Sask Sport Membership Assistance Program, Aboriginal Community Sport Development Program, KidSport Saskatchewan, etc.

5. APPLICATION PROCEDURES

There are two application deadlines:

- Clubs must submit applications to PSO's and Districts by March 22 and/or September 22 annually.
- PSO's must submit applications to Sask Sport by April 1 and/or October 1 annually.

The Adaptive Sport Club Development Grant application form can be downloaded from the Sask Sport website at: www.sasksport.ca/AdaptiveSport/clubDevelopmentGrant.php

Applicants are encouraged to submit applications electronically.

Retroactive funding is not permitted. Therefore, applications must be submitted before the start date of the program or activity.

6. APPLICATION REQUIREMENTS & CONDITIONS

- a) Support is primarily intended to benefit programs where participants are being introduced into an organized sport program that is led by a qualified coach/instructor.
- b) The expansion of existing programs may include the addition of new age groups, genders, or a new sport within a club setting.
- c) The use of funds must be compatible with the goal of increasing the number of persons with a disability participating in sport opportunities.
- d) Generally accepted sport activities are those recognized and/or sanctioned by the member organizations of Sask Sport. For a full listing of Sask Sport member organizations or their programs and services, please reference the Sask Sport website at www.sasksport.ca
- e) Consideration should be given to support the participation of individuals from rural/remote communities in centralized programming if the opportunity for participation at the community level is not possible.
- f) Partnerships or joint venture applications are encouraged.
- g) Provide Sask Sport with key contact information and schedule of events to allow for promotion of the program.
- h) The organization will be required to recognize the support provided by the Sask Lotteries Trust Fund for Sport Culture and Recreation.
- i) Each application must include the following:
 - A completed application form signed by the Active or Affiliate member of Sask Sport and local club/community organization (if applicable);
 - A balanced budget for the fiscal year in which they will be using the Adaptive Sport Club Development Grant.

7. ELIGIBLE EXPENDITURES

Funds can be used to offset regular costs related to program delivery. The following expenditures are eligible for support:

- Facility Rental
- Insurance
- Coaching
- Travel
- Officiating
- Uniforms

The role of this grant is to provide a balanced approach to club development, therefore a club/PSO may not request more than 25% of their overall budget for one specific expenditure (For example if your overall budget is \$5,000, you can only spend \$1,250 on coaching, \$1,250 on facility rental, etc. However, if your overall budget is \$20,000 you can spend up to \$5,000 on one expenditure).

8. INELIGIBLE EXPENDITURES

The following expenditures are ineligible for support:

- Capital expenditures - no support is available for construction, renovations, or upgrading facilities;
- Other expenses deemed ineligible by the Sask Lotteries Trust Fund (i.e. alcoholic beverages, cash prizes, off the continent travel, food expenditures, debt repayment, payment of money returns owed to the SLTF).
- All equipment requests must be submitted through the Adaptive Sport Equipment Grant. Equipment is not an eligible expense for the Adaptive Sport Club Development Grant.

9. ASSESSMENT PROCESS

The Adaptive Sport Advisory Committee is responsible to administer the grant review process and provide grant recommendations to the Sport Funding Committee.

10. PAYMENT PROCEDURES

Full payment of the grant will be forwarded to the Active or Affiliate member once the application has been approved and the signed terms and conditions agreement has been received.

The Active or Affiliate member will be responsible to forward the full payment of grant support to the local club/community organization (if applicable).

Grant payments will be withheld if the Active or Affiliate member has any outstanding Trust grant requirements.

11. FOLLOW-UP PROCEDURES

Local Club/Community Organization (if applicable):

The local club/community organization is required to submit the completed follow-up report and financial documentation (receipts) to Sask Sport and the Active or Affiliate Member by no later than the fiscal year end in which the grant was approved.

Active or Affiliate Member:

The Active or Affiliate member is required to submit the completed follow-up report and financial documentation (receipts) to the Sask Lotteries Trust Fund by no later than 90 days after the fiscal year end in which the grant was approved.

The follow-up submitted must be substantiated by the Active or Affiliate member's audited financial statements when they become available. Revenues and expenditures for this grant program must be clearly identified either in the body of the statement, or in the schedules or notes to the statements.

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned to the Sask Lotteries Trust Fund. Failure to submit a completed follow-up report in a timely manner may prevent your organization from receiving future funding assistance.

The Adaptive Sport Club Development Grant follow-up form can be downloaded from the Sask Sport website at: www.sasksport.ca/AdaptiveSport/clubDevelopmentGrant.php

12. FOLLOW-UP REQUIREMENTS

a) Each follow-up must include the following:

- A completed follow-up form signed by the Active or Affiliate member and local club/community organization (if applicable).
- A copy of the financial documentation (receipts) to verify the eligible expenditures.
- Completed evaluation forms (participant, coach, parent/caregiver).

Application and Follow-Up forms are to be submitted to:
Joelle Buckle, Sask Sport, 510 Cynthia Street, Saskatoon, SK S7L 7K7
jbuckle@sasksport.ca | Phone: (306) 975-0893 | Fax: (306) 242-8007