

ANNUAL FUNDING GUIDELINES

PROVINCIAL SPORT GOVERNING BODIES
AND
MULTI-SPORT ORGANIZATIONS

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PURPOSE

The Annual Funding grant provides core funding to provincial sport governing bodies (PSGB) and multi-sport organizations (MSO) for development within four (4) areas of support:

1. Administration
2. Capacity/Interaction
3. Participation
4. Excellence

ELIGIBILITY

Provincial sport governing bodies and multi-sport organizations currently on the Eligibility List for Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation as recognized by the Minister responsible for Lotteries are eligible to apply.

ELIGIBLE FUNDING LEVELS

The current level of Annual Funding support received by a PSGB will remain as the base level of funding from which an organization will be evaluated.

Funding levels will be subject to the availability of lottery funds.

Significant variances in performance will result in the Sport Funding Committee considering a change in the level of funding. In cases where there is an adverse funding adjustment, the Sport Funding Committee will provide the opportunity to meet to analyze the areas of concern. This will allow the Sport Funding Committee and the organization to understand and confirm organizational strengths and/or weaknesses.

SPENDING REQUIREMENTS

The Annual Funding grant is designed to allow PSGB's and MSO's to determine their own unique plan and spend Saskatchewan Lotteries Trust dollars in their areas of priority. There are guidelines, however, which are meant to ensure that a balanced sport development plan is being initiated. The areas of support and their required guidelines are outlined in the following chart:

PILLAR SUMMARY CHART

	ADMINISTRATION	CAPACITY/ INTERACTION	PARTICIPATION	EXCELLENCE
DESCRIPTION	To provide financial assistance in support of the administrative functions required for effective and efficient management of the organization.	To provide financial assistance in support of skill and resource development, collaboration and communication that improves organizational effectiveness.	To provide financial assistance in support of grassroots sport programs that will increase the level and quality of active participation of Saskatchewan residents in sport activities.	To provide financial assistance in support of developing a high performance sport program that will contribute to Saskatchewan athletes, teams, coaches and officials in achieving success at regional, national and international levels through fair and ethical means.
SPENDING GUIDELINES	A maximum of 27% of Annual Funding may be allocated to Administrative expenditures.	A minimum of 3% of Annual Funding must be spent on Capacity/Interaction related expenditures.	A minimum of 35% of Annual Funding must be spent on Participation related initiatives. Additional requirement in this area: <ul style="list-style-type: none"> ▪ 20% of the minimum 35% must be spent on Introduction and Under-represented Population Initiatives. 	A minimum of 35% of Annual Funding must be spent on Excellence related initiatives.
ELIGIBLE AREAS OF SUPPORT	<p>The following areas are eligible for support:</p> <ul style="list-style-type: none"> ▪ Executive Director/Administrator ▪ Administrative support staff ▪ Relocation, recruitment and selection expenses for administrative staff ▪ Office operations expenses including office supplies, phone, photocopying, rent, etc. ▪ Insurance ▪ Legal ▪ Audit ▪ Staff travel and sustenance 	<p>The following areas are eligible for support:</p> <ul style="list-style-type: none"> ▪ Planning ▪ Leadership/Professional development (Volunteer and/or staff) ▪ Delegates to conferences/symposiums/national meetings ▪ Awards & Recognition ▪ Hosting ▪ Policy Development and Maintenance ▪ Communications (newsletters, websites, etc.) ▪ Board and Committee meetings including travel and sustenance ▪ Provincial Annual General Meeting ▪ Promotions/marketing 	<p>The Participation Pillar supports the following activities which develop the sport up to and including the provincial level:</p> <p><u>Athlete development</u></p> <ul style="list-style-type: none"> ▪ <u>Introductory programs</u> (i.e. Learn-to programs, public participation opportunities, new club development, equipment, training, facility rentals, travel & sustenance, etc.) ▪ <u>Under-represented population initiatives</u> (i.e. programs for Aboriginal people, youth at risk, people with a disability, northern residents, economically disadvantaged, etc.) ▪ <u>Competition</u> (i.e. playdowns, local competitions, provincial championships, etc.) <p><u>Coaching development</u></p> <ul style="list-style-type: none"> ▪ Provincial Coach/Technical staff salary and/or expenses ▪ Volunteer coaching development (i.e. clinics, honorariums, upgrading, technical materials, etc.) <p><u>Officials development</u></p> <ul style="list-style-type: none"> ▪ Clinics, technical materials, rulebooks, upgrading, etc. 	<p>The Excellence Pillar supports the following activities which develop the sport beyond the provincial level (i.e. regional, national or international):</p> <p><u>Athlete development</u></p> <ul style="list-style-type: none"> ▪ Talent ID ▪ Training ▪ Competition ▪ Athlete Assistance <p><u>Coaching development</u></p> <ul style="list-style-type: none"> ▪ Provincial Coach/Technical staff salary and/or expenses ▪ Volunteer coaching development (i.e. clinics, honorariums, upgrading, technical materials) <p><u>Officials development</u></p> <ul style="list-style-type: none"> ▪ Professional upgrading, travel & sustenance, technical materials <p><u>Sport Medicine & Science</u></p> <ul style="list-style-type: none"> ▪ Sport psychology, sport medicine, sport therapy, nutrition, biomechanics, exercise physiology, fitness testing.

INELIGIBLE EXPENDITURES

Areas not eligible for support from Lottery funding are as follows:

- Capital Expenditures - no support is available for construction, renovation, or upgrading of facilities.
- Liquor, socials, banquets, etc.
- Cash prizes
- Off the continent travel.
- Other expenses that the Sport Funding Committee of Saskatchewan Lotteries Trust may deem inappropriate.

RETURNS

Grants are approved with the understanding that funds are to be used for eligible purposes adhering to the Annual Funding policies and guidelines. In the event funds are not used in accordance with the policies and guidelines, they will be required to be returned to Saskatchewan Lotteries Trust Fund.

APPLICATION PROCESS

Eligible PSGB's and MSO's must apply for Annual Funding at the time of their appropriate application deadline (May 15, August 15, October 15, or February 15).

Application submissions must be completed online. This application is password protected.

The online application consists of the following items:

- Annual Budget (Summary of Revenues/Expenditures)
- Planning Document (multi year plan - see Appendix A)
- MAP Policies & Procedures

NOTE: Late or incomplete grant applications will result in grant payments being withheld.

EXTENUATING CIRCUMSTANCES

Consideration may be given to exceptional needs that are essential to the development of a provincial sport governing body but cannot be met or are limited through the existing guidelines or areas of support within each block. The process for requesting an extenuating circumstances review is provided within the application.

NOTE: The extenuating circumstance review is not to be used as a request for an increase in Annual Funding.

APPEAL PROCESS FOR SPORT GRANTS

The following appeal process is to be used for all appeals regarding grant approvals and decisions regarding money/grant returns to Sport Section of the Saskatchewan Lotteries Trust Fund.

- 1) Associations who are dissatisfied with the decision of the Sport Funding Committee (SFC) may appeal the decision to Sask Sport within 30 days after the date of the letter advising of the SFC decision. The appeal shall be in writing and provide detailed reasons of the grounds for appeal.

The appeal will only be allowed upon the following grounds:

- a) misinterpretation of information
- b) bias
- c) failure to follow approved policies and procedures
- d) causes/conditions beyond the control of the association

Simple dissatisfaction with a decision is not grounds for an appeal.

- 2) All appeals will be to an Appeal Sub-Committee of Sask Sport Inc. The Appeal Sub-Committee will be responsible to determine whether the appeal has reasonable grounds to be heard based on points 1 a) to d) above.
- 3) Within 30 days upon receipt of an appeal, the Past President will convene the Appeal Sub-Committee. As the Chair, the Past President will appoint two members to the Appeal Sub-Committee from the Dispute Resolution Committee who are not standing Board members of Sask Sport Inc. or members of any standing committee involved in the initial funding decision. The Appeal Sub-Committee, in its absolute discretion, may decide the appeal on the basis of the written submission or allow additional oral or written submissions from the association.
- 4) A decision of the Appeal Sub-Committee is final.
- 5) The association shall be informed in writing of the Appeal Sub-Committee's decision.

FOLLOW-UP PROCESS

The Annual Funding follow-up must be submitted to Saskatchewan Lotteries Trust Fund within ninety days (90) of an organization's fiscal year end.

Follow-up submissions must be completed on-line. The follow-up report is password protected.

Follow-up reports must consist of the following items:

- a) On-line Follow-up Report Form
- b) Completed follow-up columns of the Revenue and Expense summaries of the annual budget pertaining to this fiscal period.
- c) An audited financial statement which clearly outlines all grant categories and a schedule of expenditures related to each.
- d) A management report from the auditor, if one was provided to your association.
- e) A copy of the Annual General Meeting report pertaining to the operations of the fiscal period that coincides with this follow-up.
- f) A copy of the Annual General Meeting minutes pertaining to the fiscal period that coincides with this follow-up.

Attachments that cannot be uploaded on-line must be submitted by mail and meet the appropriate follow-up deadline.

Sask Sport Inc. may contact client groups for additional information on grant follow-ups if necessary.

A scheduled meeting may be held between the PSGB and Sask Sport Inc. to review the follow-up report.

NOTE: Late or incomplete grant follow-ups will result in grant payments being withheld.

EVALUATION

The evaluation of Annual Funding will have an emphasis on the information provided in the follow-up report. An organization will have to demonstrate the ability to achieve the goals and objectives specified in their multi-year plan.

Evaluation of the areas of support will focus on:

- 1) Minimum Standards and Requirements - the organization complies with the minimum standards required by the Saskatchewan Lotteries Trust Fund and Sask Sport Inc. to ensure proper accountability.
- 2) Financial Management - the organization is fiscally responsible and accountable for its operations.
- 3) Organizational Management - the organization demonstrates sound procedures and governance which assists in organizational development and efficient operations.
- 4) Program Management - the organization strives to maximize growth and development of its athletes, coaches and officials.

PAYMENT PROCEDURES

The Annual Funding grant will be paid in two installments. Associations will receive their first grant payment following the satisfactory approval of their application submission, but no sooner than 30 days prior to the start of their fiscal year. This payment will be based on 50% of their current level.

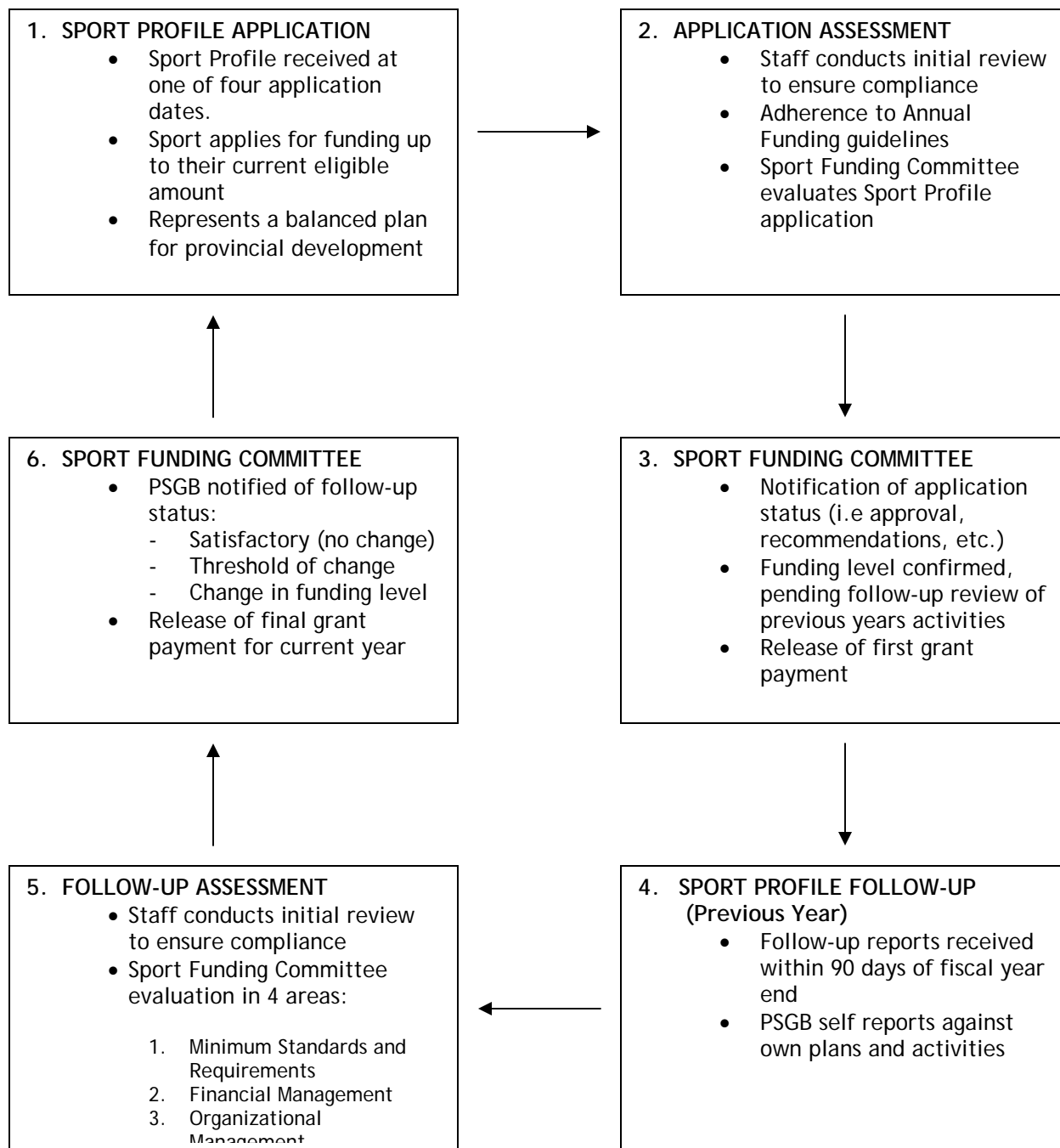
The final Annual Funding payment will be paid out upon satisfactory review and approval of the follow-up report which will be used to determine the total eligible Annual Funding grant.

SPORT FUNDING COMMITTEE

The Sport Funding Committee is responsible to administer the grant review process and adjudicate funding requests to Sport Section of the Saskatchewan Lotteries Trust Fund. This Committee is composed of six volunteers, 3 from the Sask Sport Inc. Board of Directors and 3 from the sport community. The Committee chairperson is recruited from within the Board of Directors and appointed by the Vice President of Trust in collaboration with the Vice President of Sport.

This Committee has the responsibility to monitor and enforce accountability and ensure grant requests meet the guidelines and policies of the grant programs. The Committee makes recommendations on funding levels approved and reports to the Trust Committee and Sask Sport Inc. Board.

THE ANNUAL FUNDING CYCLE



Throughout the Annual Funding Cycle consulting and support is provided by staff.

Sask Sport Inc. Annual Funding Application

Multi-Year Planning Document Checklist

Planning is an essential component to achieve organizational success. Effective organizations understand where they want to go and how they are going to get there. Clarity of direction results from planning. An organization which thinks and acts strategically is responsive to its environment and able to maximize opportunities. Planning is a continuous process, not an event which happens now and again and then forgotten.

“If you don’t know where you are going, how are you going to get there?”

As part of the Annual Funding Application process Provincial Sport Organizations must submit a copy of their planning document. The process used to develop the plan and the planning document itself can take many forms. Provincial Sport Organizations are encouraged to utilize a process that works for them.

However, to ensure some consistency in the planning documents submitted, the following checklist has been designed. If your organization is addressing these key areas within your plan then it will be considered as an acceptable document.

Key components of a successful plan:

- **Values** - fundamental principles and beliefs that form the foundation of an organization;
- **Vision** - describes an organizations preferred future state;
- **Mission/Purpose** - describes your real business or central thrust (what is your reason for being)?
- **Areas of emphasis** - the key components of your operation that will focus your planning (e.g. Participation, Excellence, Finance and Marketing, Communications, etc.);
- **Goals** - measurable, action oriented statements of intent about specific areas of emphasis or topics;
- **Action Plan/Operational Plan** - describes the action steps required to accomplish your goals (what, how, who and when);
- **Evaluation of results** - a regular evaluation of the plan allows the organization to step back and think about how things have been going, whether the right things have been attempted, and whether there are other things that need to be done. Evaluating the plan accomplishes two tasks: it measures progress by comparing “what is” to “what ought to be”; and it identifies any changes needed based on the current environment.

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Tips for the Operational Plan

- Keep it realistic;
- Break down activities into manageable tasks;
- When assigning responsibilities, be careful not to overload an individual or group within the organization;
- Spread the timelines out over the full period of the plan; most people have a tendency to plan everything for the first year;
- When calculating required resources, think about both financial and human costs.

Effective Organizations: A Consultants Resource – Skills Program for Management Volunteers.