



# SASK SPORT

## ADAPTIVE SPORT CLUB DEVELOPMENT GRANT GUIDELINES

February 2023



FUNDED BY



# ADAPTIVE SPORT CLUB DEVELOPMENT GRANT GUIDELINES

## 1. PURPOSE

To provide financial assistance to support new developmental sport programs or the expansion (enhancement) of existing sport programs for people with disabilities. The expansion of existing programs may include the addition of new age groups, genders or a new sport within a club setting.

### **Desired Outcomes:**

- Create sustainable and organized developmental sport programs for people with disabilities.
- Support enhanced education, training, and competitive sport opportunities.
- Reduce barriers and improve access to sport participation.
- Increase the number of people with disabilities that participate in sport.

## 2. SOURCE OF FUNDING

The Adaptive Sport Club Development Grant is funded through the Sport Section of the Sask Lotteries Trust Fund (Trust Fund).

## 3. ELIGIBILITY

Provincial Sport Organizations (PSOs), Multi-Sport Organizations (MSOs) and Sport, Culture and Recreation Districts who are on the Eligibility List of the Sask Lotteries Trust Fund are eligible to apply.

A club/community organization is not eligible to apply directly but is able to access funding support through a PSO/MSO/District. The club/community organization must be a member in good standing of the PSO/MSO/District.

## 4. AVAILABLE FUNDING

PSOs/MSOs/Districts are eligible to apply for up to three years of funding per initiative. The maximum funding available is \$5,000 per year and not exceeding \$10,000 over a three-year period. Approved amounts may vary depending upon the number of applications received and the level of funding available.

Other potential grant sources are the Membership Assistance Program, Indigenous Community Sport Development Program, KidSport Saskatchewan, Canadian Tire Jumpstart Charities, etc.

Funding is subject to the sustainability of funding levels from the Trust Fund.

## 5. APPLICATION PROCEDURES

There are two application deadlines:

### **Club/Community Organization (if applicable)**

The club/community organization must submit the completed application to the respective PSO/MSO/District for endorsement no later than March 22 and/or September 22 annually.

### **PSO/MSO/District**

The PSO/MSO/District must review, sign and submit the application to the Trust Fund by April 1 and/or October 1 annually.

It is recommended that Fall/Winter sports apply by the Spring deadline and the Spring/Summer sports apply by the Fall deadline.

The Adaptive Sport Club Development Grant Application Form can be found on the Sask Sport website at: [sasksport.ca/funding-recognition/funding-for-sport-groups/adaptive-sport-grants](https://sasksport.ca/funding-recognition/funding-for-sport-groups/adaptive-sport-grants).

Applicants may request a hard copy of the form if they are unable to complete the application using the online form. However online applications are encouraged.

## 6. APPLICATION REQUIREMENTS & CONDITIONS

- a) Retroactive funding is not permitted. Therefore, applications must be submitted to and approved by the Trust Fund before the start date of the program or activity.
- b) The sport program must be led by a qualified coach or instructor.
- c) 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](http://www.sasksport.ca).
- d) 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.
- e) Partnerships or joint venture applications are encouraged.
- f) This grant is made possible by Sask Lotteries, the main fundraiser for 12,000+ sport, culture and recreation groups in the province. As such, grant recipients are required to recognize Sask Lotteries in your communications vehicles and promotional materials. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at [sasksport.ca/funding-recognition/funding-for-sport-groups/adaptive-sport-grants](https://sasksport.ca/funding-recognition/funding-for-sport-groups/adaptive-sport-grants).
- g) Each application must include the following:
  - A completed application form signed by the PSO/MSO/District and club/community organization (if applicable).
  - A detailed and balanced budget.

## 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
- Marketing and promotions
- Communications
- Coaching
- Officiating
- On continent travel
- Uniforms
- Accessibility audits

Organizations are encouraged to have a balanced approach to sport development in an effort to create sustainable and organized sport programs. Therefore, the budget should demonstrate an investment in a variety of sport development areas.

## 8. INELIGIBLE EXPENDITURES

- Capital expenditures - no support is available for construction, renovations, or upgrading, maintenance or operating costs of facilities. Any upgrades or renovations resulting from an accessibility audit are ineligible for support.
- Multiple revenue/grant sources cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency (Ex. Source 1 = \$500, Source 2 = \$500 and Source 3 = \$500; there must be a minimum of \$1500 in expenses).
- Cash prizes
- Off continent travel
- Alcoholic beverages
- Food expenditures – the intent of Trust funds is not to support food-related expenditures. Out-of-pocket meal costs for volunteers and/or staff who are working on behalf of the organization are justifiable. However, food expenses for banquets and dinner are considered to be an inappropriate use of Trust funds. Organizations are encouraged to use self-help revenue or user pay to cover food costs for these purposes.
- Research projects
- Debt repayment
- Payment of money returns owed to the Trust Fund.
- Equipment. All equipment requests must be submitted through the Adaptive Sport Equipment Grant.
- Expenses that are outside the approved grant period.
- Other expenses that the Trust Fund may deem inappropriate.

## 9. ASSESSMENT PROCESS

The Adaptive Sport Advisory Committee is responsible for administering the grant review process and providing grant recommendations to the Sport Funding Committee.

## 10. PAYMENT PROCEDURES

Full payment of the grant will be forwarded to the PSO/MSO/District once the application has been approved and the signed terms and conditions agreement has been received.

The PSO/MSO/District is responsible for forwarding the full payment of grant support to the club/community organization (if applicable).

Grant payments will be withheld if the PSO/MSO/District has any outstanding Trust Fund grant requirements.

## 11. FOLLOW-UP PROCEDURES

### **Club/Community Organization (if applicable):**

The club/community organization is required to submit the completed follow-up report, evaluations forms and financial documentation (receipts) to the PSO/MSO/District for endorsement by no later than the grant period in which the grant was approved (as noted in the terms and agreement form).

### **PSO/MSO/District:**

The PSO/MSO/District is required to review, sign and submit the completed follow-up report, evaluation forms and financial documentation (receipts) to the Trust Fund by no later than 90 days after the grant period in which the grant was approved (as noted in the terms and agreement form).

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned, by the club/community organization (if applicable), to the PSO/MSO/District who will then be responsible to return the funds to the Trust Fund.

The Adaptive Sport Club Development Grant Follow-up Form can be found on the Sask Sport website at: [sasksport.ca/funding-recognition/funding-for-sport-groups/adaptive-sport-grants](https://sasksport.ca/funding-recognition/funding-for-sport-groups/adaptive-sport-grants).

## 12. FOLLOW-UP REQUIREMENTS

a) Each follow-up must include the following:

- A completed follow-up form signed by the PSO/MSO/District and club/community organization (if applicable).



- A copy of the financial documentation to verify the eligible expenditures. Financial documentation (receipts) to verify expenditures can take various forms but should at a minimum:
  - Indicate name of recipient (person or business) of the funds
  - Describe goods or services provided for payment
  - Disclose the amount of the payment
  - Include the date that the goods/services were purchased (must be within the grant period)
  - Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back).

**NOTE:** Legible copies of documents for financial accountability (Ex. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the Trust Fund but should be maintained by the club/community organization or PSO/MSO/District submitting the grant follow-up report.

The follow-up must be substantiated by the PSOs/MSOs/Districts audited financial statement when it becomes available. Revenues (Trust Funds revenue) and expenditures (Categorical Grants) for this grant must be clearly identified either in the body of the statement, or in the schedules or notes to the statements.

- Completed evaluation forms (participant, coach, parent/caregiver).

<b>CONTACT INFORMATION:</b>
Joelle Buckle, Sask Sport 510 Cynthia Street, Saskatoon, SK S7L 7K7 <a href="mailto:jbuckle@sasksport.ca">jbuckle@sasksport.ca</a> Phone: 306.220.4008