



# SASK SPORT

## ADAPTIVE SPORT CLUB DEVELOPMENT GRANT GUIDELINES

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FUNDED BY

 SASK LOTTERIES

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## 1. PURPOSE

To provide financial assistance to support new developmental sport programs or the expansion (enhancement) of existing sport programs for people with disabilities.

Expansion refers specifically to the growth of an existing program in a way that introduces new opportunities for athlete participation. This may include the addition of a new:

- Age group
- Gender identity group
- Classification
- Adaptive sport
- Geographical location

Expansion does not include general program enhancements such as increased practice time, coach development, administrative improvements, etc. The focus must be on launching new programs that are designed to be sustainable beyond the grant period.

## 2. 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.

## 3. SOURCE OF FUNDING

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

## 4. ELIGIBILITY

Provincial Sport Organizations (PSOs), Multi-Sport Organizations (MSOs) and Sport, Culture and Recreation Districts who are on the Eligibility List of the 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.

## 5. AVAILABLE FUNDING

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

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

## 6. REQUIREMENTS AND CONDITIONS

- This grant is made possible by Sask Lotteries, the main fundraiser for more than 12,000 sport, culture and recreation groups in communities across Saskatchewan. Sask Lotteries must be promoted and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at [sasklotteries.ca/funding-recognition](https://sasklotteries.ca/funding-recognition).
- The sport program must be led by a qualified coach or instructor.
- 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 [sasksport.ca/about-us/membership](https://sasksport.ca/about-us/membership).
- Support should be considered for individuals from rural or remote communities to participate in centralized programs when local opportunities are unavailable.
- Partnerships or joint venture applications are encouraged.
- Applicants are encouraged to identify other sources of revenue or partnerships with corporate sponsors to share program costs and support the program's long-term sustainability.
- Organizations are encouraged to have a proportionate approach to sport development to create sustainable and organized sport programs. Therefore, the budget should demonstrate an investment in a variety of sport development areas.
- The PSO/MSO/District and club/community organization are required to sign a Terms and Conditions Agreement Form.

- Payment of grant funds must be made by the PSO/MSO/District directly to the club/community organization (if applicable). Payments cannot be made to an individual.
- Any changes to the original application must be submitted to Sask Sport for review before any changes are made.
- Retroactive funding is not permitted. Therefore, applications must be submitted to and approved by the Trust Fund before the start date of the program.
- Approved projects and expenses must be within the grant period for which the grant is approved. Expenses that take place outside the grant period are not eligible for support.
- 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 for returning the funds to the Trust Fund.

## 7. APPLICATION PROCEDURES

There are two application deadlines:

Applications submitted for the April 1 deadline are intended for programs starting on or after May 15, including those taking place in the fall or winter.

Applications submitted for the October 1 deadline are intended for programs starting on or after December 1, including those taking place in the spring or summer.

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

The club/community organization must submit the completed application to the respective PSO/MSO/District for endorsement by March 22 and/or September 22 annually.

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

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

### **Application Requirements:**

The Adaptive Sport Club Development application must include the following:

- Completed Adaptive Sport Club Development Grant Application Form\*

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

## **8. ELIGIBLE EXPENDITURES**

Expenses directly related to the costs of program delivery are eligible for support, such as:

- Facility rental
- Marketing and promotions
- Communications
- Staff wages for program-specific personnel may be eligible, provided they are directly related to the program and are an actualized cost. This grant is not intended to cover or subsidize salaries and benefits of existing staff already funded by the organization
- Coaches, officials and volunteer sport leader expenses (Ex. honorarium, mileage, meal per diem, accommodations)
- Coaches/Officials training and development
- In country travel
- Uniforms
- Accessibility audits
- Sport Medicine and Science

## **9. INELIGIBLE EXPENDITURES**

- Capital expenditures - no support is available for construction, renovations, upgrading, maintenance or operating costs of facilities. Any upgrades or renovations resulting from an accessibility audit are ineligible for support.
- Alcoholic beverages
- Cash prizes
- Out of country travel
- Food expenditures – the intent of funding from the Trust Fund is not to support food-related expenditures. Out-of-pocket meal costs for volunteers and/or employees who are working on behalf of the organization are justifiable. However, food expenses for banquets, concessions, meals for participants, etc. 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.
- Expenditures that are covered by other grant funding. Two different grant sources cannot be used to pay the same dollar of expense, whether those grants come from the Trust Fund or any other grant provider (Ex. Source 1 = \$500, Source 2 = \$500 and Source 3 = \$500; there must be a minimum of \$1500 in expenses).
- Debt repayment
- Equipment. All equipment requests must be submitted through the Adaptive Sport Equipment Grant.

- Membership and Registration Fees
- Insurance
- Property Tax
- Research projects
- Payment of money returns owed to the Trust Fund.
- Expenses outside the approved grant period.
- Other expenses the Trust Fund may deem inappropriate.

**10. ASSESSMENT PROCESS**

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

**11. 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 Form has been received.

The PSO/MSO/District is responsible for forwarding the 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.

**12. FOLLOW-UP PROCEDURES**

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

The club/community organization is required to submit the completed follow-up report and financial documentation (receipts) to the PSO/MSO/District for endorsement by no later than the grant period end date in which the grant was approved (as noted in the Terms and Conditions Agreement Form).

**PSO/MSO/District:**

The PSO/MSO/District is required to review, endorse and submit the completed follow-up report 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 Conditions Agreement Form).

### Follow-up Requirements:

The Adaptive Sport Club Development follow-up must include the following:

- Completed Adaptive Sport Club Development Grant Follow-up Form\*
- Copy of the financial documentation to verify the eligible expenditures. Financial documentation (receipts) to verify expenditures can take various forms but must 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.

- Copy of the PSOs/MSOs/Districts audited financial statement when it becomes available. Adaptive Sport Club Development grant revenues (under Sask Lotteries Trust Fund) and expenditures (under Categorical Grants) must be clearly identified as a separate line item either in the body of the statement, in the schedules or notes to the statements.

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

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