



# SASK SPORT

## ADAPTIVE SPORT EQUIPMENT GRANT GUIDELINES

February 2023



FUNDED BY



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## 1. PURPOSE

To provide financial assistance for the purchase of adaptive sport equipment required for people with disabilities to participate in organized developmental sport programs.

### Desired Outcomes:

- Increase access to adaptive sport equipment in Saskatchewan.
- Reduce financial barriers associated with purchasing adaptive sport equipment.
- Increase the number of people with disabilities (athletes, coaches and officials) participating in sport.

## 2. SOURCE OF FUNDING

The Adaptive Sport Equipment 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 can request up to 100 per cent of the total cost of the equipment. Approved amounts may vary depending upon the number of applications received and the level of funding available. Applicants are encouraged to identify other sources of revenue or partnerships with corporate sponsors to share the cost of the equipment. Other potential grant sources are the Rick Hansen Foundation, Challenged Athletes Foundation, Kinsmen Telemiracle, municipal grants, etc.

Funding is subject to the sustainability of funding levels from the Sask Lotteries 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 Equipment 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 AND CONDITIONS

- a) Retroactive funding is not permitted. Therefore, applications must be submitted to and approved by the Trust Fund before the equipment is purchased.
- b) The equipment purchased must become property of the PSO/MSO/District or its designated registered member organization (Ex. club/community organization). The use, care, maintenance, insurance, storage and transportation must be appropriately managed by the policies and procedures developed by the organization. The equipment should be accounted for according to your organization's capital asset and amortization policy.
- c) If a club/community organization ceases to provide adaptive sport programming, the equipment becomes the property of the PSO/MSO/District. If a PSO/MSO/District ceases to provide adaptive sport programming, it is the responsibility of the PSO/MSO/District to notify the Sask Sport Adaptive Sport Consultant and return any equipment to Sask Sport.
- d) Partnerships or joint venture applications are encouraged.
- e) 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 [www.sasklotteries.ca/about-us/fundingrecognition.htm](http://www.sasklotteries.ca/about-us/fundingrecognition.htm).
- f) 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.
  - Quote(s) for the equipment.

## 7. ELIGIBLE EXPENDITURES

- Equipment used by the individual to participate in organized adaptive sport programming. Examples include:
  - Wheelchairs adapted for wheelchair athletics, wheelchair rugby, wheelchair basketball, etc.
  - Handcycles and/or other para-cycling equipment
  - Goalball nets and balls for blind sports participation
  - Sit-skis or similar para-ski equipment adaptations
  - Paralympic sailing equipment
  - Adapted kayaks, canoes and rowing equipment
  - Para Ice Hockey equipment
  - Speakers and headsets for blind or visually impaired athletes
  - Specialized timing or game management equipment such as equipment adapted for blind, deaf or hard of hearing athletes
  - Mainstream sport equipment such as basketballs, skis and other sport equipment
  - Other forms of equipment required for a person with a disability to be able to participate in sport
- The top funding priority is to support equipment costs for organized developmental sport programs. Equipment for high performance sport will only be considered if there are funds remaining after all developmental grant allocations have been considered.

## 8. INELIGIBLE EXPENDITURES

- Program costs – administration, facility rental, uniforms, etc.
- Coaching and Officials development
- Maintenance equipment (Ex. tools, replacement tires, spokes, para ice hockey sticks and picks, etc.)
- Motorized equipment where the motorized function of the equipment may have an impact on the outcome of the sport activity or competition.
- Individualized/personalized adaptive equipment that is not used in a PSO sanctioned organized sport program OR cannot be used by another participant.
- Expenses that are outside the approved grant period.
- Other expenses deemed ineligible by the Trust Fund.

## 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 the grant support to the club/community organization (if applicable).

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

## 11. FOLLOW-UP PROCEDURES

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

The club/community organization is required to submit the completed follow-up report, evaluation forms and financial documentation (receipts) to the PSO/MSO/District 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 Equipment 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 equipment expenses.

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 PSO's/MSO's/District's audited financial statements when it becomes available. Revenues (Trust Fund 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>
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