



SASK SPORT

**MULTI-SPORT ORGANIZATION'S
ANNUAL FUNDING GUIDELINES**

January 2021



FUNDED BY

 **SASK LOTTERIES**

TABLE OF CONTENTS

ANNUAL FUNDING	2
1. PURPOSE	2
2. SOURCE OF FUNDING	2
3. ELIGIBILITY	2
4. ELIGIBLE ANNUAL FUNDING LEVELS	2
5. SPORT FUNDING COMMITTEE	2
6. APPLICATION PROCEDURES	3
7. APPLICATION REQUIREMENTS AND CONDITIONS	3
8. PERFORMANCE AREA GOALS AND ELIGIBLE EXPENDITURES	4
9. INELIGIBLE EXPENDITURES	6
10. PAYMENT PROCEDURES	6
11. FOLLOW-UP PROCEDURES	6
12. FOLLOW-UP REQUIREMENTS AND CONDITIONS	7
13. THE ANNUAL FUNDING CYCLE	8
14. APPEAL PROCESS FOR SPORT GRANTS	8
APPENDIX A	9
APPENDIX A	9
MULTI-YEAR PLANNING DOCUMENT CHECKLIST	9

ANNUAL FUNDING

1. PURPOSE

The Annual Funding grant provides core funding to Multi-Sport Organization's (MSO's) for development within the following areas:

- a) Administration
- b) Capacity
- c) Interaction
- d) Programs and Services

2. SOURCE OF FUNDING

The Annual Funding grant is funded by the Sask Lotteries Trust Fund (SLTF).

3. ELIGIBILITY

MSO's who are on the Eligibility List of the Sask Lotteries Trust Fund for Sport, Culture and Recreation are eligible to apply. Organizations will be monitored to ensure they continue to meet Eligibility criteria.

4. ELIGIBLE ANNUAL FUNDING LEVELS

The level of Annual Funding support received by an MSO will be communicated annually, one year in advance. Funding levels will be subject to net proceeds from lottery funds.

Significant variances in performance or organizational concerns 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.

5. SPORT FUNDING COMMITTEE

The Sport Funding Committee (SFC) is responsible to administer grant review processes and adjudicate funding from the Sport Section of the Sask Lotteries Trust Fund. The SFC is composed of volunteer representatives from the Sask Sport Board of Directors and from the sport community at-large.

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

6. APPLICATION PROCEDURES

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

The Annual Funding Application must be completed and submitted online at www.funding.sasksport.ca. Each MSO has been provided a username and password in order to access the online application. MSOs can contact Sask Sport by email at funding@sasksport.ca if the username and password is unknown.

7. APPLICATION REQUIREMENTS AND CONDITIONS

- a) Late or incomplete grant applications may result in grant payments being withheld.
- b) Attachments that are not uploaded online must be submitted by email, mail or in person and meet the appropriate application deadline of the MSO.
- c) Each Application must include the following:
 - ✓ Annual Budget (Summary of Revenues/Expenditures)
 - ✓ Multi-Year Plan (Appendix A)
 - ✓ The following policies must be on file with Sask Sport:
 - Bylaws
 - Dispute Resolution Policy
 - Membership Assistance Program (MAP) Policy (if applicable)
 - Respect in Sport Policy (if applicable)

If any of the above policies have been recently changed, a revised copy must be submitted.

8. PERFORMANCE AREA GOALS AND ELIGIBLE EXPENDITURES

	ADMINISTRATION	CAPACITY	INTERACTION	PROGRAMS AND SERVICES
GOALS	Organizations are supported for the administrative functions required for effective and efficient management of the organization.	A provincial sport system comprised of organizations, individuals, communities and institutions with sufficient dedicated financial and human resources to sustain development and enable growth.	The components of the sport system are better connected, coordinated and accountable as a result of committed collaboration and communication amongst stakeholders.	Saskatchewan residents and organizations will be positively impacted by the programs and services offered by the Multi-Sport Organizations.
ELIGIBLE EXPENDITURES	<p>The following are eligible expenses within this area:</p> <ul style="list-style-type: none"> • Executive Director/ Administrator • Administrative support staff • Administrative Honorariums • 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 • Amortization 	<p>The following are eligible expenses within this area:</p> <ul style="list-style-type: none"> • Planning • Leadership/Professional development (Volunteer and/or staff) • Delegates to conferences/ symposiums/ national meetings • Awards and Recognition • Hosting • Policy Development and Maintenance • Board and Committee meetings including travel and sustenance • Provincial Annual General Meeting 	<p>The following are eligible expenses within this area:</p> <ul style="list-style-type: none"> • Communications (newsletters, websites, etc.) • Marketing/ Promotions 	<p>The following are eligible expenses within this area:</p> <ul style="list-style-type: none"> • Direct costs related to the organization's delivery of core programs and services.

	ADMINISTRATION	CAPACITY	INTERACTION	PROGRAMS AND SERVICES
EVALUATION	<p>General Standards and Requirements:</p> <p>Compliance with the minimum standards required by the Sask Lotteries Trust Fund and Sask Sport to ensure proper accountability.</p>	<p>Performance Indicators:</p> <ul style="list-style-type: none"> • The organization demonstrates good governance and democratic controls. • The organization is accountable and transparent. • The organization has good financial management. • The organization has a commitment to multi-year planning. • The organization has an appropriate and diverse volunteer base and cultivates volunteer development and involvement. • The organization pursues essential skill sets as needed for the size and scope of their operations and compensates appropriately based on qualifications. 	<p>Performance Indicators:</p> <ul style="list-style-type: none"> • The organization has effective partnerships with other stakeholders and in multiple sectors (Provincial Sport Organization, education, health, Games, National Sport Organization, communities, corporate, etc.). • The organization effectively communicates and promotes its programs and services to its membership and/or the general public through diverse mediums. 	<p>Performance Indicators:</p> <ul style="list-style-type: none"> • Evaluation of the programs and services will be specific to the MSO's goals and objectives outlined in the organization's MYP and operational plans with consideration for inclusion and diversity.

9. INELIGIBLE EXPENDITURES

- a) Capital expenditures – no support is available for construction, renovations or upgrading facilities.
- b) Alcoholic beverages
- c) Cash prizes
- d) Off the continent travel
- e) 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.
- f) Debt repayment
- g) Payment of money returns owed to the SLTF.
- h) Other expenses that the Sask Lotteries Trust may deem inappropriate.

10. PAYMENT PROCEDURES

The Annual Funding grant will be paid in two installments. MSO's will receive their first grant payment following the satisfactory approval of the application submission, but no sooner than 30 days prior to the start of their fiscal year. This payment will be based on 50 per cent of the MSO's 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. Payments will be released providing there are no outstanding Trust grant requirements. The Trust is required to withhold all grant payments until satisfactory completion of any follow-ups have occurred (including Annual Funding, MAP, and Categorical grants that are due 90 days following the MSO's fiscal year end).

11. FOLLOW-UP PROCEDURES

The Annual Funding follow-up must be submitted to Sask Lotteries Trust Fund within 90 days of the MSO's fiscal year end.

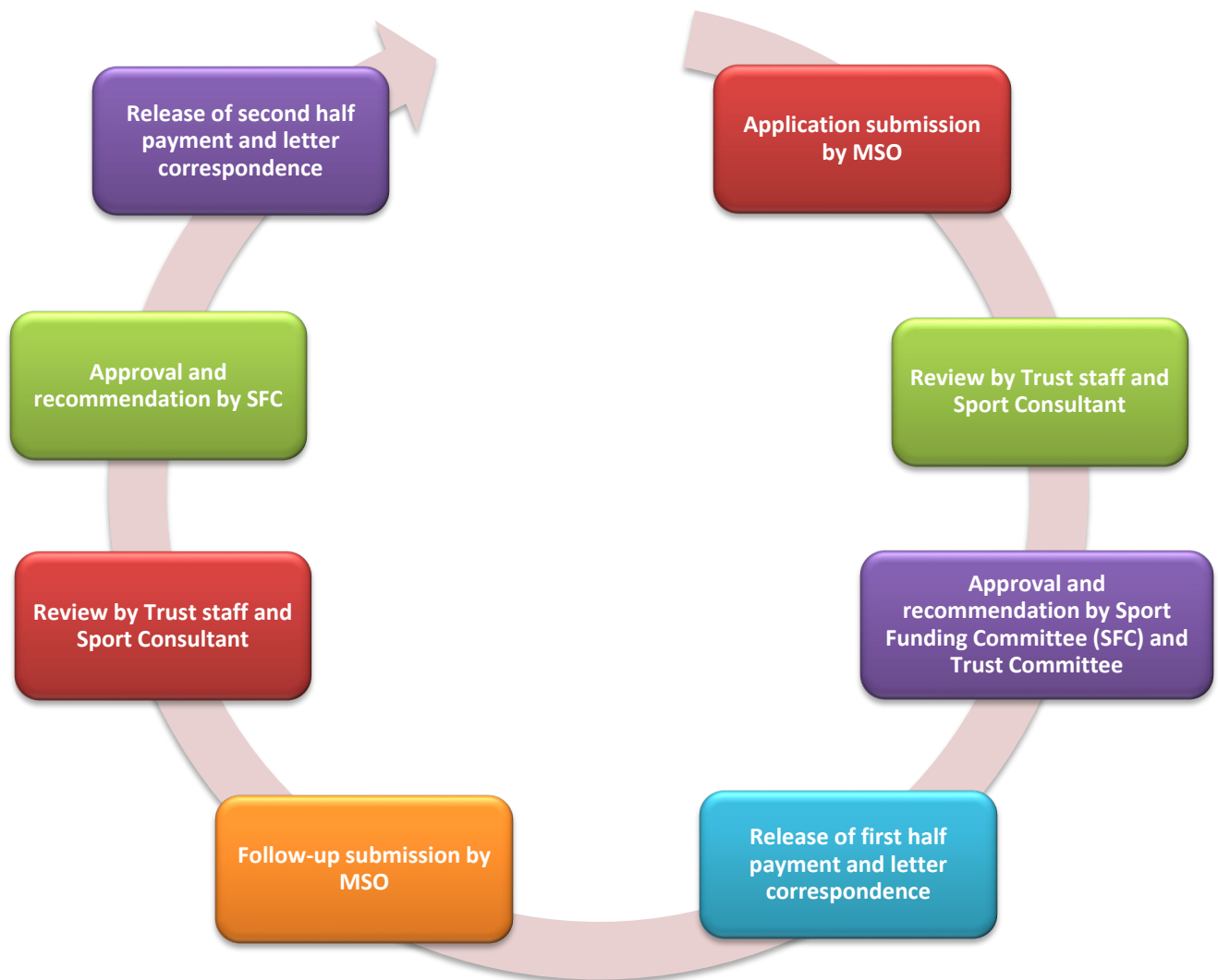
The Annual Funding Follow-up report must be completed and submitted online at www.funding.sasksport.ca. Each MSO has been provided a username and password in order to access the online follow-up. MSOs can contact Sask Sport by email at funding@sasksport.ca if the username and password is unknown.

Sask Sport Sport Consultants will review and consult with each MSO regarding their follow-up submission. Sask Sport may contact MSO's for additional information on grant follow-ups if necessary.

12. FOLLOW-UP REQUIREMENTS AND CONDITIONS

- a) Late or incomplete grant follow-ups will result in grant payments being withheld.
- b) Attachments that cannot be uploaded online must be submitted by email, mail or in person and meet the appropriate follow-up deadline.
- c) Grants are approved with the understanding that funds are to be used for eligible purposes adhering to the Annual Funding guidelines. In the event funds are not used in accordance with the guidelines, they will be required to be returned to Sask Lotteries Trust Fund.
- d) Each follow-up must include the following:
 - ✓ Online Follow-up Report Form
 - ✓ Audited Financial Statement signed by two Directors
 - ✓ “Auditor’s Report to Management” outlining any concerns or suggestions reported by the Auditor regarding internal controls or accounting procedures of the MSO (if applicable)
 - ✓ Annual General Meeting minutes pertaining to the fiscal period that coincides with the follow-up report
 - ✓ Annual Report pertaining to the operations of the fiscal period that coincides with the follow-up report (if applicable)
 - ✓ Other supplementary information as deemed appropriate

13. THE ANNUAL FUNDING CYCLE



14. APPEAL PROCESS FOR SPORT GRANTS

The appeal process to be used for all appeals regarding Sport Funding Committee's (SFC) grant decisions, including money/grant returns to the Sport Section of the Sask Lotteries Trust Fund, can be found at:

www.sasksport.ca/funding-recognition/funding-for-sport-groups/annual-funding/

Application and Follow-ups are to be submitted to:

Sask Lotteries Trust Fund
1870 Lorne Street, Regina, SK S4P 2L7
funding@sasksport.ca

MULTI-YEAR PLANNING DOCUMENT CHECKLIST

As part of the Annual Funding Application process Multi-Sport Organizations (MSO's) must submit a copy of their multi-year planning document. The process used to develop the plan and the planning document itself can take many forms. MSO's are encouraged to utilize a process that works for them.

Example of Strategic Planning Stages:



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 Multi-Year Plan:

- Vision** - Describes an organizations preferred future state.
- Mission/Purpose** - General statement of the organization's purpose (what is your reason for being).
- Values** (*optional*) - Fundamental principles and beliefs that form the foundation of an organization.
- Goals** - Desired outcomes that contribute to the achievement of the mission and vision. They provide a clear direction of where the organization is headed.
Suggested Practices:
 - Broad primary outcomes
 - Areas of Emphasis (Ex. Capacity, Interaction, Programs and Services)
 - The "what" not the "how"
- Objectives/Initiatives** - Measurable steps to achieve goals.
Suggested Practices:
 - SMART Principle - Specific, Measurable, Achievable, Realistic and Timely
- Action Plans** - Describes the detailed action steps required to accomplish your objectives (who, what, how, and when).
Suggested Practices:
 - Timelines that identify when the activities that are going to take place in each year of the plan
 - Details on targets, measurements, responsibilities and/or budget