



**SASK SPORT**

# DEAF AND HARD OF HEARING ATHLETE ASSISTANCE GRANT GUIDELINES

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FUNDED BY

 **SASK LOTTERIES**



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# **DEAF AND HARD OF HEARING ATHLETE ASSISTANCE GRANT GUIDELINES**

## **1. PURPOSE**

To provide financial assistance to deaf and hard of hearing athletes to excel in sport at their desired level of competition.

### **Desired Outcomes:**

- To fulfill the athlete's competition potential at the highest level.
- Increase access to training and competition opportunities.
- To reduce barriers for sport participation.
- To work with Saskatchewan Deaf and Hard of Hearing Services and the Canadian Deaf Sports Association to identify deaf and hard of hearing athletes and connect them to the Provincial Sport Organization of their desired sport.

## **2. SOURCE OF FUNDING**

The Deaf and Hard of Hearing Athlete Assistance Grant is funded through the Sport Section of the Sask Lotteries Trust Fund (SLTF).

## **3. ELIGIBILITY**

Provincial Sport Organizations (PSOs) and Multi-Sport Organizations (MSOs) who are on the Minister's Eligibility List of the Sask Lotteries Trust Fund are eligible to apply on behalf of the athlete.

Athletes are eligible provided they meet the following criteria:

- a) Athlete must be a member in good standing with their Provincial Sport Organization or Multi-Sport Organization.
- b) Athlete must be training in Saskatchewan, exceptions will be made if the athlete can prove one of the following:
  - They are training out of province as part of a formal National Sport Organization-(NSO) or Canadian Deaf Sports Association-sanctioned training program
  - They cannot receive the required level of training in Saskatchewan and as a result have relocated out of the province (Ex. due to lack of facilities, coaching, competition, national team requirements)
  - They are attending an out-of-province university or college Other special reasons that require the athlete to be out of province

- c) Athlete must not be under a Canadian Anti-Doping Policy discipline that prohibits competition.
  - If athlete has in the past or is currently under discipline, an explanation must be given about the terms

#### **4. AVAILABLE FUNDING**

The Athlete Assistance grant will provide up to a maximum of \$2,000 per athlete per year. The amount of funding given to each individual athlete will be determined by:

- the level and location of the competition or training opportunity
- how the funding will be used.

Approved grants may vary depending upon the number of applications received and the amount of funding available. Funding for the athlete assistance grant is dependant on funding levels available from the Sask Lotteries Trust Fund.

#### **5. APPLICATION PROCEDURES**

There are two application deadlines each year for the athlete and PSO/MSO:

##### **Athlete:**

The athlete is required to submit the completed application to their PSO or MSO for approval by March 22 and/or September 22 yearly.

If an athlete is not currently connected to a PSO/MSO, the athlete can work with the Sask Sport Adaptive Sport Coordinator and/or Saskatchewan Deaf & Hard of Hearing Services (SDHHS) to create a connection.

##### **Provincial Sport Organization/ Multi-Sport Organization:**

The PSO/ MSO must review, sign and submit the application to the SLTF by April 1 and/or October 1 yearly.

The Deaf and Hard of Hearing Athlete Assistance Grant Application Form can be found on the Sask Sport website at [www.sasksport.ca/funding-recognition/funding-for-sport-groups/deaf-and-hard-of-hearing-grants](http://www.sasksport.ca/funding-recognition/funding-for-sport-groups/deaf-and-hard-of-hearing-grants)

#### **6. APPLICATION REQUIREMENTS & CONDITIONS**

- a) Grants are not allowed for sport activity in the past. Applications should be submitted as soon as the athlete is aware of their need for funding. Funding requests outside of the above deadlines may be considered but must be submitted at least one month prior to the sport activity.
- b) All athletes must be involved in sports that are led by a qualified coach/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, visit [sasksport.ca](http://sasksport.ca).
- d) Consideration should be given to support individuals from rural/remote areas to access city programming if the opportunity for participation at the community level is not possible.



- e) Athletes receiving financial support will be required to sign an agreement confirming their commitment to all conditions.
- 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, individual grant recipients are asked to recognize Sask Lotteries where possible, including on social media, websites and sponsorship listings. 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)
- g) Each application must include the following:
  - A completed application form signed by the athlete and the PSO or MSO.
  - A detailed list of projected expenses.

## **7. ELIGIBLE EXPENDITURES**

- Costs from competitions (Ex. entry fees, on-continent travel costs, hotel accommodations)
- Costs from attending training camps (Ex. entry fees, on continent travel costs, hotel accommodations)
- Costs directly from training (Ex. coaching expenses, sport science, facility rental fees, other athlete services)
- Costs directly from sport participation for an athlete who is deaf or hard of hearing (Ex. sign language interpreters, assistive technology, etc.)

## **8. INELIGIBLE EXPENSES**

- Expenditures such as construction, renovations or upgrading facilities
- Funding received cannot be used to pay the same portion of an expense, whether the grant comes from the Trust Fund or any other funding sources (Ex. If you receive \$500 from the Athlete Assistance grant and \$500 from a different funding source, you must have a minimum of \$1,000 in expenses.)
- Cash prizes
- Off-continent travel
- Alcoholic beverages
- Food
- Debt repayment
- Payment of money returns owed to the SLTF
- Living expenses (rent, mortgage, groceries, etc.)
- Tuition expenses
- Other expenses that the SLTF may deem inappropriate

## 9. ASSESSMENT PROCESS

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

PSOs/MSOs will be notified of the status of their application approximately eight to 12 weeks after the application deadline. The PSO/MSO is then responsible to notify the athlete.

## 10. PAYMENT PROCEDURES

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

The PSO/MSO is responsible for forwarding the full payment of grant support to the athlete.

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

## 11. FOLLOW-UP PROCEDURES

### **Athlete:**

The athlete is required to submit a follow-up report and financial receipts to their PSO/MSO by the date noted in the terms and agreement form.

### **Provincial Sport Organization:**

The PSO/MSO is required to review, sign and submit the completed follow-up report and financial receipts to the SLTF by no later than 90 days after the date noted in the terms and agreement form.

The Deaf and Hard of Hearing Athlete Assistance Grant Follow-up Form can be found on the Sask Sport website at: [www.sasksport.ca/funding-recognition/funding-for-sport-groups/deaf-and-hard-of-hearing-grants](http://www.sasksport.ca/funding-recognition/funding-for-sport-groups/deaf-and-hard-of-hearing-grants)

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned to the Sask Lotteries Trust Fund.

## 12. FOLLOW-UP REQUIREMENTS

Each Follow-up Report must include the following:

- A completed follow-up form signed by the athlete and the PSO/MSO.
- A copy of the financial receipts to verify the eligible expenses. Financial receipts should at a minimum include:
  - 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 a recipient on an expense claim, or in the rare instance where there is no other 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 SLTF but should be maintained by the athlete submitting the grant follow-up report.

- The follow-up must be supported by the PSOs/MSOs audited financial statement when it becomes available. Revenues (SLTF revenue) and expenditures (categorical grants) for this grant program must be clearly identified either in the body of the statement, or in the schedules or notes to the statements.

**Applications and Follow-ups are to be submitted to:**

**Joelle Buckle, Adaptive Sport Consultant, Sask Sport  
510 Cynthia Street, Saskatoon, SK S7L 7K7**

**Phone: 306.975.0893 | Fax: 306.242.8007 | Email: [jbuckle@sasksport.ca](mailto:jbuckle@sasksport.ca)**