



# SASK SPORT

## DEAF AND HARD OF HEARING SPORT ACCESSIBILITY GRANT GUIDELINES

NOVEMBER 2021



FUNDED BY

 **SASK LOTTERIES**



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# **DEAF AND HARD OF HEARING SPORT ACCESSIBILITY GRANT GUIDELINES**

## **1. PURPOSE**

To provide financial assistance to eligible Provincial Sport Organizations (PSOs) in support of sport programming for Saskatchewan's deaf and hard of hearing community. Programs may be integrated or specific to the deaf and hard of hearing community.

### **Desired Outcomes:**

To support athletes, coaches and officials who are deaf or hard of hearing:

- To participate at their desired level of development
- Through enhanced training and competitive opportunities
- By reducing barriers for sport participation

## **2. SOURCE OF FUNDING**

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

## **3. ELIGIBILITY**

PSOs who are on the Minister's Eligibility List of the Sask Lotteries Trust Fund are eligible to apply.

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

## **4. AVAILABLE FUNDING**

Applicants are eligible to receive up to a maximum of \$5,000 per initiative.

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 Sask Lotteries Trust Fund.

## 5. APPLICATION PROCEDURES

There are two application deadlines:

### **Local Clubs/ Community Organization (if applicable)**

The local club/ community organization must submit the completed application to the respective PSO for endorsement no later than March 22 and/or September 22 annually (if applicable).

### **Provincial Sport Organizations**

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

The Deaf and Hard of Hearing Sport Accessibility 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) Retroactive funding is not permitted. Therefore, applications must be submitted to and approved by the SLTF before the start date of the program or activity.
- b) All programs 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 [sasksport.ca](http://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 [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 PSO and local 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:

- Sign Language Interpreter services
- Assistive Technology Equipment
- Facility Rental
- Insurance
- Marketing and Promotions
- Communications
- Coaching
- Officiating
- Education on engaging deaf and hard of hearing athletes/coaches/officials
- On continent travel

## **8. INELIGIBLE EXPENDITURES**

- Capital expenditures – no support is available for construction, renovations, upgrading, maintenance or operating costs of facilities
- 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
- Debt repayment
- Payment of money returns owed to the SLTF
- Other expenses that the SLTF 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.

PSOs will be notified of the status of their application approximately eight to 12 weeks after the application deadline.

## **10. PAYMENT PROCEDURES**

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

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

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

## 11. FOLLOW-UP PROCEDURES

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

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

### Provincial Sport Organization:

The PSO is required to review, sign, and submit the completed follow-up report and financial documentation (receipts) to the SLTF 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 local club/community organization (if applicable), to the appropriate PSO who will then be responsible to return the funds to the SLTF.

The Deaf and Hard of Hearing Sport Accessibility Grant Follow-up Form can 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)

## 12. FOLLOW-UP REQUIREMENTS

Each Follow-Up Report must include the following:

- A completed follow-up form signed by the PSO and local 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 SLTF but should be maintained by the local club/community organization submitting the grant follow-up report.

- The follow-up must be substantiated by the PSOs 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)**