

# Application Guidelines – Community Sport for All Initiative

## Sport Support Program

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## Objectives and expected results for the Sport Support Program

The Sport Support Program (SSP) supports the development of Canadian athletes and coaches. Funding is provided to eligible organizations for programming that supports the goals of the [Canadian Sport Policy](#).

The objectives of the SSP are to:

- increase the opportunities to participate in quality sport activities for all Canadians, including under-represented groups;
- increase the capacity of the Canadian sport system to systematically achieve world class results at the highest international competitions;
- contribute to the provision of technical sport leadership within the Canadian Sport System; and
- advance Canadian interests, values and ethics in sport at home and abroad.

## Objectives and expected results for the Community Sport for All Initiative component

The Community Sport for All Initiative (CSAI), a component of the SSP, seeks to remove barriers and increase sport participation rates for underrepresented groups. Its key objective is to support community sport initiatives for equity-deserving groups, in particular, Black, Indigenous, 2SLGBTQIA+, and Newcomers to increase participation and retention in sport.

The CSAI funding is directed at Applicant Organizations to administer and disburse project funding to Community Organizations to deliver community sport initiatives that contribute to and align with the objectives of the SSP.

The expected results of this funding are to:

- increase opportunities for identified equity-deserving groups to participate in sport for funded community sport initiatives; and
- provide access to quality sport programming and services for Canadians, including identified equity-deserving groups.

Funding through this component is community project-based, when determining which Community Organization(s) and/or community sport initiatives to support you must adhere to the following principles:

- *Affordable*: projects will be delivered with minimal to no cost to participants.
- *Results oriented*: projects will be delivered in such a way as to increase participation and retention of equity-deserving communities and, ultimately, drive behavioural change.
- *Focused on organized sport*: while other activities may be included (such as movement skills development), the primary activity must be organized sport, and must adhere to safe sport practices.
- *Green*: delivery of the projects should produce minimal or positive environmental impact.
- *Accessible*: projects must be tailored to the needs of one or more of the equity-deserving groups but need not be exclusionary and can be open to all and should allow for a wide range of athletic ability.

- *Available:* projects should seek to be delivered in underserved communities and to achieve regional diversity.

## Application deadline

April 4, 2022

When an application deadline falls on a Saturday, Sunday or statutory holiday, it is extended to the following working day.

## Who can apply

To be eligible for funding, you must:

- be a national-level organization or other organization with the scope and capacity to reach the target equity-deserving groups in multiple jurisdictions, that has the ability to deliver quality programs, projects and/or services relevant to the goals of the [Canadian Sport Policy](#); and,
- be a federally or provincially incorporated not-for-profit organization.

## Eligibility

We are responsible for determining the eligibility of each applicant, its project and project-related expenses.

Meeting the eligibility criteria does not guarantee funding.

## Eligible projects

To be eligible for funding from the CSAI, your project must:

- meet the relevant objectives of the SPP:
  - to increase the opportunities to participate in quality sport activities for all Canadians, including under-represented groups; and
  - to advance Canadian interests, values and ethics in sport at home and abroad.
- identify the equity-deserving group(s) which will be the focus of the project, barriers to participation, evidence of engagement with the population, and demonstrate support from that population for the project.

## Eligible expenses

### Further Distribution of Funds

In cases of the further distribution of funds, up to 15% of the contribution provided to the Applicant Organization may be used for administration; salaries, fees and benefits; operations

and programming; and research in delivering the funds to Community Organizations. The balance of the contribution must be provided to eligible applicants (Community Organizations) and projects through funding of initiatives that will advance the Program's objectives.

Only project-related expenses, which can be of cash and in-kind value, are eligible for Applicant and Community Organizations. These may include:

### **Administration**

Administrative costs related to the actual costs associated with administering the project. You may allocate up to 10% of your total funding toward administration costs.

Please note that when your organization disburses funds to a Community Organization under this program, the total administration costs retained by all parties must not exceed 10% of total amount requested before administration costs.

### **Salaries, fees and benefits**

These are costs of employing or contracting part-time and full-time staff to support or oversee the activities and/or administration of the funding agreement.

Eligible expenses include:

- contracts and honoraria; and
- pro-rated salaries/wages, statutory deductions and benefits.

Please note, the Component's contribution towards staff salaries and related expenses is limited to \$90,000 per eligible full-time position. The contribution limit for part-time positions is prorated against this amount.

### **Operations and programming**

These are costs associated with the planning and/or delivery of your project.

Eligible expenses include:

- delivery of funding disbursement;
- community sport initiatives content development and delivery;
- resource design, printing and distribution;
- translation services for web content, promotional material and activities, social media, communication and documents related to the project; and
- travel, meals, accommodation, facility rental for program delivery or development opportunities.

All uniforms and sporting equipment for the project as well as office equipment must remain the property of the funded organization.

Travel expenses must not exceed the rates permitted for [travel on government business](#).

## Research

These are costs related to the planning, evaluation and documentation of results of the community sport initiative.

Eligible expenses include:

- contracts and/or honoraria;
- data development and management; and
- evaluation and reporting.

In-kind contributions are considered real contributions to the cost of the proposed project but are not reimbursable. Donated goods and services may be considered in-kind contributions if they:

- are essential to your project's success;
- are eligible and would otherwise have to be purchased or paid for by you;
- can be measured at fair market value (i.e. in relation to similar goods and services); and
- are balanced by an equal revenue in your budget (i.e. total in-kind expenses equal total in-kind revenues).

## Ineligible expenses

Ineligible expenses include:

- capital costs: a tangible asset held for long-term use rather than for sale, such as building or land owned by the organization;
- costs of sales;
- fundraising;
- medals, awards, trophies and banquets; and
- personal items.

We cannot fund expenses incurred before we receive your application. If you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

## Limits of government assistance

To ensure the success of your project, we encourage you to have other funding sources. This may include contributions from your organization, the private sector or other levels of government.

The total financial assistance received from the CSAI component and other levels of government (federal, provincial, territorial and municipal) cannot exceed 100% of your total project-related costs.

The total financial assistance received from the SSP by your organization cannot exceed the maximum of \$8 million per fiscal year.

You can submit multiple applications to the CSAI component of the SSP, provided they are distinct in terms of equity-deserving group(s) and/or planned activities.

### Applying for more than 12 months

We currently can only approve one (1) year of funding. However, you may request funding for a project spanning more than 12 months but not longer than 24 months. If the duration of your project exceeds 12 months, you must then show that there is a need for a multi-year commitment and that you have the capacity to complete the project. This is demonstrated with a realistic project timeline and budget projections as well as sound governance.

### How to apply

Read these Application Guidelines in their entirety before completing your application.

You must meet all eligibility requirements and submit a complete application package for your project to be considered for funding.

A complete application package includes the following documents:

- Application Form;
- Signed letters of support from equity-deserving partners and/or community organizations; and,
- A copy of your organization's most recent board-approved financial statements, audited, if available.

### Application process

- Complete, sign and date the General Application Form;
- Attach all the required supporting documents; and
- Submit your application electronically to the following email address: [sportcommunautaire-communitysport@pch.gc.ca](mailto:sportcommunautaire-communitysport@pch.gc.ca)

The email must be sent no later than 11:59 p.m. local time on the date of the application deadline for your application to be considered.

### How applications are evaluated

We fund projects that have clear objectives and measurable results. Funding decisions are based on the number and quality of applications received. Your application will be evaluated based on the evaluation criteria below.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a rejection of your new application.

We will evaluate all eligible applications using the following criteria:

## Evaluation Criteria

### Eligibility

- be a national-level organization or other organization with the scope, reach, experience, and capacity to:
  - reach Community Organizations that can target equity-deserving group(s) in multiple jurisdictions; and
  - deliver quality sport programs, projects and/or services relevant to the goals of the [Canadian Sport Policy](#).
- The project meets the project eligibility criteria set out above

### Organizational Capacity

- the experience and capacity of your organization to manage the activities described within the application, to achieve the desired results, and to complete the project(s) in a timely manner;
- the capacity to deliver funding to multiple community-level organizations across more than one province/territory.
- the capacity to deliver in both official languages;
- the network and/or experience to engage equity-deserving groups in the planning and implementation of community sport initiatives to address the barriers to their participation and retention in sport;
- the overall understanding and/or the ability to identify and understand the barriers currently facing equity-deserving group(s), and how the community sport initiatives will address them; and the target equity-deserving group(s) and/or geographic location(s) proposed are relevant; and
- the identified partnerships are appropriate and sufficient to support the project.

### Project Information

- the project objectives are clear, realistic and achievable;
- the project key activities are coherent, logical and feasible, and align with the project objectives and CSAI expected results and principles; and
- the project timelines are clear and feasible.

### Budget

- the funding costs are reasonable and details support the project description;

- the budget clearly identifies the funding amount requested by funding block, and includes a description of activities that financial support is requested for;
- the budget provides the information required to properly assess amount requested; and
- the funding request is appropriate to support the proposed project with demonstrated value for money.

### **Performance Measurement and Evaluation**

- the measurable outcomes for the project are identified and are directly linked to the funding program objective, expected results and principles; and
- a performance measurement and evaluation plan that identifies indicators and data collection methods that are relevant and capture the information needed to monitor and evaluate the results of the project funding objectives and measurable outcomes.

### Application processing time

Please refer to the [Service standards for Canadian Heritage funding programs](#) or [contact the Program](#).

We will acknowledge receipt of your application within two weeks of receiving your application in our office.

### Funding decisions

We reserve the right to target our funding to specific projects. Please note that decisions regarding eligibility and funding amounts are final.

### How funding is provided

We provide funding in the form of a contribution.

A contribution is a conditional payment issued for a specific purpose, as outlined in a funding agreement. The agreement is signed by your organization and by us and specifies the terms and conditions to receive payment. At the end of your project, you must submit a final report.

### Funding conditions

You may be required to submit interim reports during your project. If you receive \$250,000 or more as a contribution, you are required to submit an audited financial report.

If your organization receives support from us, you must:

- Agree not to enter into a sponsorship, promotional or other financial support arrangement with the tobacco products industry (as per the Federal Government Policy on Tobacco Sponsorship of National Sport Organizations).
- Agree to provide additional planning and reporting details and/or supporting documents with milestone dates, including but not limited to:

- Applicant Organization outreach strategy and/or engagement plan for equity-deserving group(s) and/or community organization(s);
- Applicant Organization application guidelines and selection process, including launch date, application period and selection date;
- CSAI funding implementation and plan, including timelines for completion (noting the start and end dates);
- Community Organization and/or community sport initiatives project evaluation and report on its success at increasing the participation and retention of the equity-deserving group(s) in sport; and
- Applicant Organization retention plan that includes an overview of strategies to keep the targeted equity-deserving group participating in sport after funding is no longer provided and outlines the feasibility of continuing the proposed project in future years with other sources of funding.

For more information, please consult [the Sport policies, acts and regulations](#).

Additional conditions may apply and, if applicable, will be included in your funding agreement.

### Workplace well-being

The Government of Canada is strongly committed to promoting healthy workplaces where harassment, abuse and discrimination are not tolerated. Organizations that receive funding from Canadian Heritage must take measures to create a workplace free from harassment, abuse and discrimination.

### Public Health Guidance

We expect that you will act in compliance with applicable statutes, laws, bylaws, regulations, orders, codes, standards, directives and guidelines governing the activities for which funding is being sought, including those related to public health and safety due to the COVID-19 pandemic.

### Official languages requirements

We are committed to taking positive measures to enhance the vitality of official-language minority communities and to promote the use of English and French in Canadian society. If you receive funding, you agree to comply with the official languages requirements set out in your application and in your funding agreement.

### Acknowledgement of financial assistance

If you receive funding, you must publicly acknowledge – in English and in French – the financial support received from the Government of Canada in all communications materials and promotional activities. Additional requirements may be included in your funding agreement.

For additional information, please refer to our [Guide on the public acknowledgement of financial support](#).

## Access to information requests

We are subject to the [Access to Information Act](#) and the [Privacy Act](#). The information you submit in your application may be disclosed in accordance with these acts.

## Disclosure of information

By submitting your funding application, you authorize us to disclose any information submitted with this application within the Government of Canada or to outside entities for the following purposes:

- to reach a decision;
- to evaluate the results of the project; and
- to support transparency, accountability and citizen engagement.

## Audits of recipients and evaluation of the Program

We reserve the right to audit your accounts and records to ensure compliance with the terms and conditions of your funding agreement. We also conduct periodic Program evaluations, during which you may be required to present documentation.

You must keep any records, documents, or other information that may be required to perform the audit or the evaluation for five years. Demonstrated failure to maintain such records may result in the repayment of amounts previously received.

## Contact us

For further information, please contact us:

Department of Canadian Heritage  
Sport Canada  
Sport Support Program  
15 Eddy Street  
Gatineau, Quebec  
K1A 0M5

### Email

[sportcommunautaire-communitysport@pch.gc.ca](mailto:sportcommunautaire-communitysport@pch.gc.ca)

### Telephone

819-997-0055

1-866-811-0055 (toll-free)

TTY

1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired)

Agents are available to answer your questions Monday to Friday, 8:30 a.m. to 5:30 p.m. (ET).

## Glossary

### **2SLGBTQIA+**

Two-Spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and additional sexual orientations and gender identities.

### **Applicant Organization**

Organization applying for funding under the Community Sport for All Initiative component of the Sport Support Program. Responsible for the administration and management of program funding disbursement to Community Organizations, and preparation of financial and reporting documentation required to be compliant with the Community Sport for All Initiative funding agreement.

### **Audited financial report**

An audited financial report includes a statement of operations for the given period with regard to the Project and is prepared by a certified accountant who is not part of your organization.

### **Cash flow**

A presentation of all anticipated revenues and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow will have only forecasted revenues and expenses. Over time, your cash flow will be updated to reflect the actual revenues and expenses.

### **Community Organization(s)**

Third party community organization(s) selected by Applicant Organization to develop, administer, implement, monitor and report on community sport initiatives that will address the barriers to participation and retention of sport facing identified equity-deserving groups.

### **Community Sport for All Initiative**

Component of the Sport Support Program that funds eligible organizations to administer and manage program funding disbursement to third party Community Organizations to deliver community sport initiatives that will address the barriers to participation and retention of sport facing identified equity-deserving groups.

### **Community sport initiative(s)**

Project initiatives developed by third party Community Organizations to address the barriers to participation and retention of sport facing identified equity-deserving groups.

### **Equity-Deserving Groups**

Equity-deserving individuals and groups are defined as those facing significant barriers to participation in different facets of society, primarily due to policies and practices that produce inequitable treatment. This

marginalization could be created by attitudinal, historic, social, economic, legal and/or environmental obstacles, based on such factors as age, ethnicity, disability, economic status, gender, nationality, sexual orientation, and transgender status.

**Final report**

A final report is submitted at the end of your project based on the requirements in the funding agreement. Your final report needs to provide the results of the activities you have undertaken for the duration of your project.

**Financial statements**

A complete set of financial statements, including a statement of financial position; a statement of operations; and a statement of changes in financial position. Financial statements may be audited or unaudited.

**Interim reports**

Interim reports are submitted during your project based on the requirements in the funding agreement. These reports indicate the results of the activities undertaken for a specific period. In addition, they include a status report on the work to be accomplished and updated revenue and expense reports.

**Official-Language Minority Communities**

The official-language minority communities are the Anglophone communities residing in Quebec and the Francophone communities residing outside of Quebec.