



Sports Participation Grant Program

2012

APPLICATION GUIDELINES

For activities taking place between
July 1, 2012 and June 30, 2013

Application deadline – 12 noon, April 16, 2012

Late applications will not be accepted.
Applications submitted by email or fax will also not be accepted.

Program Components and Objectives

Regular participation in sports is effective in achieving individual physical and mental health which, in turn, reduces the risk of disease and stress-related illnesses. The roles played by the coach (teacher, leader, organizer) are significant to the success of any sports activity.

- **Coaching Component** - To ensure quality coaching in all sports.
- **Learn-To Component** - To encourage people of all ages to participate in sports activities by allowing them to try something new.
- **Cost as a Barrier Component** - To allow providers of sports programs to include people who could not otherwise afford to participate.

For more information or if you would like an electronic copy of this application call:

Grant Services Clerk - 975-3383

Check the City's web site:
www.saskatoon.ca
(see "Grants" under "G")

The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.

ELIGIBILITY

WHO CAN APPLY?

Grants are available to groups and organizations that are registered as non-profit corporations federally or with the Corporations Branch, Saskatchewan Justice Department, and carry out activities in the city of Saskatoon. The applicant is not required to be a sports group however non-sport organizations are encouraged to partner with an appropriate sport organization.

To be eligible for support, your organization must:

- be a volunteer-based organization governed by a volunteer board.
- be incorporated as a non-profit, and, if registered provincially, be able to produce a current Corporate Registry Profile Report, no more than 12 months old. Charitable status is not acceptable on its own. Your application must include your incorporation number and documentation showing current non-profit status.
(If your organization is the Saskatoon chapter of a provincial or national organization and is not incorporated in its own right, you can apply for funding if you include contact information for the provincial or national parent organization, including the incorporation number and proof of current status, so that the grant payment can be made out to the incorporated organization.)
- have appropriate liability and participant insurance for each project.

WHO CAN NOT APPLY?

- Individuals may not apply for funding assistance through this program. Community associations, health districts, libraries, private schools, government agencies, educational institutions, and universities are not eligible to receive these grants.

ELIGIBLE PROJECTS and PROGRAM PRIORITIES

The project activity must be a sport. Sport is a physical activity involving disciplined use of muscle groups, requiring mental preparation and strategic method, whose outcome is determined by skill, not chance. It takes place in an organized, structured, and sometimes competitive environment. Activities usually have specific sets of rules and guidelines.

The majority of the participants must be Saskatoon residents.

The activity must be open to the public, not limited to the organization's members.

Umbrella groups serving more than one sport will be given special consideration.

Priority Participants – Activities organized for the following groups receive a higher priority:

- Aboriginals
- Economically disadvantaged people
- Older adults (55 & up)
- Persons with a disability
- Single-parent families
- Women
- Youth at risk

*If you are not sure whether your project meets the criteria, please call
975-3391 or 975-3383.*

AMOUNT AND NUMBER OF GRANTS

Groups may apply for one project in each of the component categories in one year:

A) Coaching – i) Individual Registrations, ii) Holding a Course; B) Learn-To; and C) Cost as a Barrier.

Groups may only submit one overall application per year.

There is no maximum grant amount; grants average \$2,200 per component.

ELIGIBLE and INELIGIBLE EXPENSES

A. Coaching – Individual Registrations and Holding a Course

Eligible Expenses:

- Individual registration fees to attend a National Coaching Certification Program (NCCP) Technical Course.
- The costs of holding NCCP Technical Courses in Saskatoon. (Note: Only 50% of costs will be funded.) If you are applying to host a course you can not apply for registration fees for the same course.
- Equivalent coaching development programs for sports that do not have NCC Programs.
- Travel costs for instructors.

Ineligible Expenses:

- Theory courses cannot be funded under this program; the Sports Council already receives a subsidy from the City to reduce these fees for Saskatoon participants.
- Travel costs for participants are not eligible.
- Food costs are not eligible.

B. Learn-To Programs

This grant enables groups to offer programs which encourage people who are not currently participating to learn the basic skills of a sport. Priority participant groups are listed on page 2.

Examples of eligible projects are:

- a program for seniors who don't usually participate in your sport.
- to purchase modified equipment for a specific program to enable persons with a disability to participate.

Eligible Expenses:

- promotion, facility rental, instructor's fees, equipment rental or purchase, and materials.

Ineligible Expenses:

This program does *not* fund regularly scheduled entry-level programs.

- Prizes, including cash, gifts, awards, trophies, plaques and team pictures are not eligible.

C. Cost as a Barrier to Participation

This program helps organizations to include Saskatoon residents who could not otherwise afford to take part in sports activities by contributing towards the direct costs of participation, such as rental fees. Priority participant groups are listed on page 2.

- Cost as a barrier programs must be free to the participants.
- The organization must indicate some element of self-help in the project budget, such as cash, donations-in-kind, or volunteer time calculated at minimum wage.

Examples of eligible projects are:

- offering a no-cost program in a low-income area.
- creating a special program for low-income older adults.

Eligible Expenses:

- promotion, facility rental, instructor's fees, equipment rental or purchase, and materials.

Ineligible Expenses:

- The grant is not to be used to fund individual registration fees or league entry fees for participants 18 or under (this is already subsidized through a grant to KidSport).
- Prizes, including cash, gifts, awards, trophies, plaques and team pictures are not eligible.

ADJUDICATION

The Community Services Department adjudicates the applications. Applications are judged on:

- how well the proposed activity meets the overall purpose of the grant program or component
- how well the proposed activity meets the priorities given above
- the overall quality of the project – good planning, high impact, with qualified leaders
- the effective use of the resources available for the project (proposed expenses in excess of those normally associated with a particular type of project must be justified in the application)
- the effectiveness of the applicant's promotional plans to reach potential participants

ACKNOWLEDGEMENT

Grant recipients are required to acknowledge support from the City of Saskatoon.

REPORTING AND PAYMENT PROCEDURES

Grant payments are not made until the project has been partially or wholly completed. The full grant amount is not paid out until the City has received a Follow-Up Report on the form provided, accompanied by copies of receipts for eligible expenses. The City of Saskatoon will then issue a payment for the expenses claimed, up to a maximum of the grant amount awarded. The Follow-Up Report must be submitted within 60 days of completion of the project or no later than August 31 of the year the grant ends, whichever comes first.

For instructors' fees, photocopies of cheques paid to instructors or copies of official invoices submitted by the instructors must be included.

One interim payment may be made upon submission of copies of eligible receipts or invoices for eligible expenditures to date.

Changes to your project - The Community Development staff must be notified of any change in staffing, duration, programming, timing or other aspects of the project *before* the change is made.

Please return the completed application **by 12 noon on April 16** to:

Community Services Department		
Community Development Branch	OR	Leisure Services Branch
Cosmo Civic Centre 2 nd Floor,		222 – 3 rd Avenue North
3130 Laurier Drive		Saskatoon City Hall
Saskatoon, SK S7L 5J7		Saskatoon, SK S7K 0J5

Late applications will not be accepted.
Applications submitted by email or fax will also not be accepted.



SPORTS PARTICIPATION GRANT

APPLICATION FORM 2012

Please read the guidelines before completing the application.
 This application is available in electronic form; however, a signed paper copy must be submitted.

Name of organization:	
Address:	
Postal Code:	
Contact Person:	Phone Number:
Email Address:	Fax Number:
Alternate contact for your organization:	
Name:	
Address:	Phone Number:
Postal Code:	Fax Number:

You may apply for funding under <i>one or more components</i> of the grant for separate projects. Please do not apply for the same project under more than one section.			
Please indicate the program components to which you are applying and the amount requested for each.			
Coaching I – Registrations	Sport:	Level:	\$
Coaching II – Holding a Course	Sport:	Level:	\$
Learn-To	Sport:	Priority Group:	\$
Cost as a Barrier	Sport:	Priority Group:	\$
Approximate number of members in organization:			
Source of the organization's liability and participants insurance:			
Name of Insurance Company:			
Policy #			
You must have in a minimum of \$2,000,000 in liability insurance.			
Total Operating Expenses in last completed financial year: \$			
Financial Statements: Attach a copy of the organizations most recently completed financial statements. Non-profit corporations with budgets over \$100,000 must be audited; for those with annual revenues less than \$100,000, financial statements approved by the board of directors is sufficient.			
Non-Profit Incorporation Number: (Attach Corporate Registry Profile Report)			
Certification of the information			
I hereby allow the City of Saskatoon to circulate the information contained in this application for the purposes of adjudication. I hereby certify that the information contained in this application is accurate and complete.			
_____			_____
Authorized Signature (Board Member, Executive Director, or Project Director)			Date
_____			_____
Print Name			Title

- Section A: Coaching Skill Development (NCCP Technical or equivalent)**
- i. Individual Registration Fees to Attend a Technical Course
 - ii. Holding a Coaching Course
- Section B: Learn-To Program**
- Section C: Cost as a Barrier**

A. COACHING COMPONENT

i) Individual Registration Fees to Attend a Technical Course

Course Type	Course Date	# Attending	Individual Registration Fee	Total Fees
Brief Description of Course:				
Brief Description of Course:				
Brief Description of Course:				
Continue on a separate sheet if necessary.			Total Claim	

Indicate why coaching in this sport is desirable for Saskatoon's residents.	
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ii) Holding a Coaching Course

Course Type	Course Date	# Attending
Brief Description of Course:		
Brief Description of Course:		
Brief Description of Course:		

Note: Funds for Holding a Course cannot be combined with funds for Individual Registration Fees. An application for individual fees will not be accepted as part of an application for holding the course itself.

Indicate why coaching in this sport is desirable for Saskatoon's residents.	
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Sample Budget - Holding a Coaching Course

For each course, please attach a statement of projected revenues and expenses. The grant requested should show as a projected revenue item. Other grant sources must be clearly identified.

Expenses	Dollar Amount
Facility rental Provide a breakdown (i.e. hours and cost/hour)	
Instructor's fees Provide a breakdown (i.e. hours and pay/hour)	
Promotions	
Materials	
Other (specify)	
Total Expenses	

Revenues	Dollar Amount
Grant Requested from the City of Saskatoon (maximum of 50% of total cost)	
Fund-raising	
Registration fees	
Other (specify)	
Total Revenues	

Projected total expenses *must* equal total revenues.

B. LEARN-TO COMPONENT

Please provide a brief project description. Title _____

Project length and duration

Start Date: _____ Completion Date: _____

Project Time: _____ Number of weeks: _____

Location(s): _____

Have you offered this program previously? Yes No

1. Objectives

What do you wish to achieve with this project?

How will you accomplish the project objectives?

2. What format will be used for this project? (check all that apply)

registered program

drop-in program

workshop

special event

other _____

3. a) Who is the program intended for?

b) Are any of the groups below being specifically targeted? (If yes, check ONE)

Aboriginals

Economically disadvantaged

Older Adults (65+ years)

Persons with a disability

Single-parent families

Women

Youth at risk

4. Estimate numbers, ages range and gender of participants.

Age Ranges	Number of Females	Number of Males	Total
For All Ages			
OR			
0-5 years (Preschool)			
6-12 years (Child)			
13-18 years (Youth)			
19-30 years (Young Adult)			
31-65 year (Adult)			
65 + years (Older Adult)			
Total			

5. How do you plan to involve your target population in planning, promoting, delivering and/or evaluating your program? (check all that apply)

- representatives will sit on the advisory committee
- community consultations/focus groups will be held
- members of the target group will assist with delivery of the program
- informal contacts and conversations will be used
- other _____

6. How will you make the target population aware of your project/program?

(check all that apply)

- newspaper ads
- TV ads
- radio ads
- posters in area/buildings where target population goes
- referral from professionals (e.g., social workers, seniors homes, schools, etc.)
- brochures distributed to target population
- other _____
- online communications
- community meetings
- word of mouth

7. How will you measure and evaluate that your program has achieved your objectives?

(check all that apply)

- Number of Participants
- Quality of the project/event
- Other _____
- Participant Attendance (for ongoing programs)
- Value to the Participants

8. How many volunteers will be involved with this project? _____

What will they do?

9. What results and/or benefits will the participants receive from this project?

Projected Budget - Learn-To

Organization: _____

Note: Show expenses and revenues for the entire project, not just those covered by the grant.
Do not complete grey areas until you are submitting your Follow-Up Report.

Revenues and expenses MUST balance on your proposed budget.

Revenues	Amount Budgeted	Follow-up Actual Revenues
Grant Requested from the City of Saskatoon		
Fund-raising		
Registration fees		
Other (complete chart at bottom of page)		
Total Revenues		

Expenses	Amount Budgeted	Actual Expenses	Receipts Enclosed
Facility rental Provide a breakdown(i.e. hours and cost/hour)			
Equipment costs Provide a breakdown below			
1.			
2.			
3.			
Transportation costs Provide a breakdown (i.e. trips and cost/trip)			
Instructor's fees Provide a breakdown below			
1.			
2.			
3.			
Promotions			
Materials			
Other direct related expenditures Please list			
1.			
2.			
3.			
Total Expenses			

Other Sources of Income – Have you applied for funding from other agencies for this project?

Yes No

If yes, please provide contact information for every other funder to which you have applied for purposes of verification.

Funder Name	Contact Person	Phone # and e-mail	\$ Amount Requested	\$ Amount Confirmed

Please keep in mind that Learn-To grants are not to be used to fund regular entry-level programs.

C. COST AS A BARRIER COMPONENT

Please provide a brief project description. Title _____

Project length and duration

Start Date: _____ Completion Date: _____

Project Time: _____ Number of weeks: _____

Location(s): _____

Have you offered this program previously? Yes No

1. Objectives

What do you wish to achieve with this project?

How will you accomplish the project objectives?

2. What format will be used for this project? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> registered program | <input type="checkbox"/> drop-in program |
| <input type="checkbox"/> workshop | <input type="checkbox"/> special event |
| <input type="checkbox"/> other _____ | |

3. a) Who is the program intended for?

b) Are any of the groups below being specifically targeted? (If yes, check ONE)

- | | |
|---|---|
| <input type="checkbox"/> Aboriginals | <input type="checkbox"/> Economically disadvantaged |
| <input type="checkbox"/> Older Adults (65+ years) | <input type="checkbox"/> Persons with a disability |
| <input type="checkbox"/> Single-parent families | <input type="checkbox"/> Women |
| <input type="checkbox"/> Youth at risk | |

4. Estimate numbers, ages range and gender of participants.

Age Ranges	Number of Females	Number of Males	Total
For All Ages			
OR			
0-5 years (Preschool)			
6-12 years (Child)			
13-18 years (Youth)			
19-30 years (Young Adult)			
31-65 year (Adult)			
65 + years (Older Adult)			
Total			

5. How do you plan to involve your target population in planning, promoting, delivering and/or evaluating your program? (check all that apply)

- representatives will sit on the advisory committee
- community consultations/focus groups will be held
- members of the target group will assist with delivery of the program
- informal contacts and conversations will be used
- other _____

6. How will you make the target population aware of your project/program?

(check all that apply)

- newspaper ads
- TV ads
- radio ads
- posters in area/buildings where target population goes
- referral from professionals (e.g., social workers, seniors homes, schools, etc.)
- brochures distributed to target population
- other _____
- online communications
- community meetings
- word of mouth

7. How will you measure and evaluate that your program has achieved your objectives?

(check all that apply)

- Number of Participants
- Quality of the project/event
- Other _____
- Participant Attendance (for ongoing programs)
- Value to the Participants

8. How many volunteers will be involved with this project?

- 0
- 1-10
- 11-25
- 26-50
- Over 50

What will they do?

9. What results and/or benefits will the participants receive from this project?

Projected Budget – Cost as a Barrier

Organization: _____

Note: Show expenses and revenues for the entire project, not just those covered by the grant.
Do not complete grey areas until you are submitting your Follow-Up Report.
Revenues and expenses MUST balance on your proposed budget.

Revenues	Amount	Follow-up Actual Revenues
Grant Requested from the City of Saskatoon		
Fund-raising		
Other (complete chart at bottom of page)		
Total Revenues		

Expenses	Amount	Actual Expenses	Receipts Enclosed
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Other Sources of Income – Have you applied for funding from other agencies for this project?

Yes No

If yes, please provide contact information for every other funder to which you have applied for purposes of verification.

Funder Name	Contact Person	Phone # and e-mail	\$ Amount Requested	\$ Amount Confirmed

CHECKLIST

Be sure to include the following items:

- Completed application form.
- Proof of current registration as a non-profit corporation, e.g., most recent Corporate Registry Profile Report, Saskatchewan Justice Corporations Branch.
- Most recently completed financial statements. Non-profit corporations with budgets over \$100,000 must be audited; for those with annual revenues less than \$100,000, financial statements approved by the board of directors is sufficient.

Also:

- The application form has been signed.
- You have retained a copy of the completed application form for your files.

**Application forms must be received in our office by
12 noon, Monday, April 16, 2012**

Deliver to: Community Services Department

Community Development Branch
Cosmo Civic Centre, 2nd Floor
3130 Laurier Drive
Saskatoon, SK S7L 5J7

OR

Leisure Services Branch
Saskatoon City Hall
222 – 3rd Ave. N.
Saskatoon, SK S7K 0J5

T – 975-3383 or 975-3391

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