

# LOCAL SPORT RELIEF FUND

## APPLICATION CRITERIA AND GUIDELINES

*Deadline: Applications will be accepted until 11:59 p.m. PST on Friday, October 16, 2020*

### BACKGROUND

The Local Sport Relief Fund has been developed to provide one-time financial relief for non-profit, community level sport organizations, clubs and associations at risk of collapse or insolvency due to the impacts of COVID-19. The fund is supported by the Province of B.C. and administered through viaSport British Columbia.

### PURPOSE

The goal of the funding is to support local sport organizations that have been significantly impacted by COVID-19. The Province of B.C. recognizes the importance of community-based sport organizations and has allocated this funding to help in their recovery.

### WHO CAN APPLY?

Applications may be submitted by organizations that are:

- Non-profit local sport organizations; or
- Non-profit local sport organizations, which exist for the **sole purpose** of serving underrepresented populations and have well-established sport programming. Underserved populations include Indigenous peoples, girls & women, LGBTQ+, low-income individuals, persons with disabilities, ethnic or religious minorities, and newcomers to Canada or refugees

All organizations must be located in British Columbia and focus on sport delivery at the local or community level. Organizations must be non-profit and have a B.C. registered society or CRA charity number. For-profit organizations and those with a provincial scope of delivery are ineligible; including viaSport's funded Provincial Sport, Disability Sport, Multi-Sport and Regional Alliance partners.

### USE OF FUNDS

Eligible organizations are invited to apply for up to \$7,500 to help offset fixed and operating costs. Funding must support administration and operational needs for an eventual return to sport, and new sport programming or initiatives are ineligible.

Eligible expenses may include, but are not limited to costs associated with:

*Date: September 18, 2020*

- Day-to-day administrative costs (essential fees and dues, IT costs, office supplies)
- Salaries, wages or benefits\*
- Professional fees (accounting, bookkeeping, legal)
- Rent, mortgage, storage costs or utilities\*
- Insurance
- Equipment essential to providing sports programming
- COVID-19-related supplies (cleaning supplies, signage, PPE)

\*Funds must **not** be used to cover expenditures already supported by other government COVID-19 emergency measures including, but not limited to, the Canada Emergency Response Benefit ([CERB](#)), the Canada Emergency Wage Subsidy ([CEWS](#)), the Canada Emergency Business Account ([CEBA](#)), and the Canada Emergency Commercial Rent Assistance ([CECRA](#)) for small businesses.

Other ineligible expenses include:

- Professional development activities created and delivered on a one-to-one basis including coach training
- Costs related to attending professional development activities (including travel costs)
- Feasibility and market study costs
- Travel
- Hospitality
- Taxes

## CRITERIA

With amateur sport delivered in communities across in B.C., viaSport anticipates a significant number of competitive applications. A tiered funding approach will be used, meaning that funding will be allocated based on highest need and impact. Each application is assessed on its own merit by an independent review panel.

**Applications will be scored on the following criteria:**

### Financial Need

- Priority will be given to organizations that have suffered significant financial loss due to the impacts of COVID-19, and are at immediate and severe risk of closure or insolvency
- Financial need will consider not only financial risk, but also an organization's ability to retain volunteer board members, rebuild operations and prepare for return to sport

### Governance

- Priority will be given to organizations that demonstrate strong oversight and governance
- Governance is strengthened by the election of a Board chair and Treasurer, affiliation with Provincial or Disability Sport Organization and a Return to Sport safety plan in place

#### Community Impact

- Priority will be given to organizations that demonstrate significant community impact, and whose loss would result in a significant gap in sport programming and services in their community (i.e. there are no other clubs able to service that region)

#### Use of Funds

- Priority will be given to organizations who can clearly articulate how funds will be used, and to those that intend to use funds to prevent facility loss, job loss, closure or insolvency

## MATERIALS REQUIRED

As you move through the application process, you will be required to submit the following information and documents:

- B.C. registered society or CRA charity number
- A Board-approved Return to Sport safety plan
- A copy of your last fiscal year end financial statements
- Certificate of Good Standing (if available)

Please have these materials ready prior to beginning the application process.

## SELECTION PROCESS

Eligible applications will be evaluated by an independent review panel consisting of specialists in the sport and recreation fields. The panel members are chosen to ensure balanced and diverse representation, and must disclose any conflicts of interest prior to involvement. The panel bases their recommendations on the eligibility and assessment criteria described in these guidelines, and where needed, viaSport may adjust panel selections or funded amounts to ensure fair and relative distribution across regions and sports.

It is anticipated that more applications will be received than can be funded, and therefore only eligible applications will be reviewed. An application does not guarantee any level of funding. The requested amount may not be approved.

## TERMS AND CONDITIONS

When acknowledging this funding, support from the Province of British Columbia and viaSport must be appropriately recognized on all materials. Formats and guidelines for logo use and acknowledgement of funding will be provided to successful applicants.

Only one application per organization will be accepted.

Recipients must submit a final report by **February 15, 2021** detailing the use of funds and its impact on the organization. An online report form template will be sent to successful applicants at the time of their funding notification.

## HOW TO APPLY

Applications for funding will only be accepted ONLINE. Please complete the online application form at the following link: <https://ca.surveymoz.com/s3/50084844/Local-Sport-Relief-Fund-Application>

Applications must be received by **11:59 p.m. PST on Friday, October 16, 2020**

If you wish to discuss your application and its eligibility prior to submitting an application, we ask that you contact us via email at [localsportfunding@viaSport.ca](mailto:localsportfunding@viaSport.ca). Due to the anticipated high number of applicants, please submit questions via email only and allow 72-hours for a staff member to respond. To ensure a transparent and unbiased process, viaSport staff are unable to discuss applications over the phone or via their staff email account.

## FUTURE GRANT OPPORTUNITIES

To stay informed about upcoming grant opportunities and the latest sport and physical activity news in the province:

- Sign up for our [monthly newsletter](#).
- Follow us on [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#)

To learn more about how we are transforming and scaling the impact of sport in our province, visit [viaSport.ca](http://viaSport.ca).