

# BC SPORT PARTICIPATION PROGRAM

## COMMUNITY SPORT PROGRAM DEVELOPMENT FUND

### APPLICATION CRITERIA AND GUIDELINES

*Deadline: Applications will be accepted until 11:59 PM PST on Thursday October 10, 2019*

*Programs running primarily between December 1, 2019 and March 31, 2020 are eligible to apply*

## BACKGROUND

The Community Sport Program Development Fund is a program of the BC Sport Participation Program (BCSPP), a sport participation funding program which is supported through bilateral contributions from the Province of BC and the Government of Canada and administered through viaSport British Columbia.

The Community Sport Program Development Fund makes community sport more accessible to people of all abilities by providing funding to sport programs delivered by non-profit organizations such as local and provincial sport organizations, municipalities, and Indigenous communities. Grants from the fund are available to isolated rural communities where sport opportunities are fewer, as well as large urban populations where low sport participation exists. Programming may also be offered exclusively to under-represented populations, or to the community as a whole.

## OBJECTIVE

The goal of the funding is to support clubs/organizations in developing opportunities leading to ongoing sport participation, and to activities such as training coaches, instructors and officials, purchasing or refurbishing equipment, or offering/adapting sport opportunities and programs to meet the needs of under-represented populations. Grants for under-represented Groups are intended to support individuals who face barriers to participating in sport. Those from under-represented groups, including women and girls, persons with disabilities (congenital, acquired, visible, invisible, physical, intellectual, cognitive and sensory), those identifying as LGBTQI2S, marginalized youth, Indigenous People, Socio-economically disadvantaged, newcomers to Canada, those living in rural, remote, and isolated regions, and older adults, are encouraged to apply.

## BUDGET

Eligible applicants are invited to apply for funding of up to \$3,000 for **new** and **expanded programs** that directly lead to **new** sport participation opportunities in their communities in one of two grant streams – Programming for General Population or Programming for Under-represented Groups.

## ELIGIBILITY

Applications may be submitted, individually or in partnership, by organizations that are:

- Not-for-profit clubs and associations that directly deliver organized sport programs in their community
- Municipalities or Community Centres
- Aboriginal bands or community associations
- Provincial Sport Organizations (**only** in the Programming for under-represented Groups category)

## CRITERIA

Community-based amateur sport programs that consist of organized sport activities are eligible for the Community Sport Program Development Fund. Applicants must demonstrate how their program will lead to **new sport participation opportunities**, increasing the number of people involved in an organized sport in their community. Possible use of funds for projects may include (but are not limited to):

- A program that needs specific equipment or coach training to become established and increase participant numbers
- A club that wants to start a new youth or seniors' division
- A club that wants to introduce their sport to local schools
- A single sport that wants to expand into a multi-sport/season club
- Other program development that will increase club capacity
- Preference will be given to programs and projects running between December 1 2019 and March 31 2020

Funding requests for the following types of activities are **NOT** eligible:

- Programs that provide services solely to an organization's existing membership
- Tournament, competition, and athlete travel fees
- General operating expenses (staff salaries, office rent, regular promotional or marketing activities)
- Activities not open to the general public
- Capital expenditures (renovation, construction, computer equipment)
- Deficits incurred from past activities
- Prizes or awards
- Re-granting programs
- Political or religious activities

Selected projects must be completed by **March 31, 2020** and must lead directly to new sport participation in their communities.

Assessment will be based on applications that best meet the following criteria:

*Date: September 3, 2019*

- Aligned with the purpose of the grant and acceptable use of funds
- Demonstrated commitment to an ongoing participation increase in organized sport activities
- Shows a plan for sustainability of the program in the community
- Demonstrated commitment to deliver programs by qualified instructors (NCCP)
- Organizational capacity to complete the outlined program and meet the goals and objectives
- Show a commitment to partner with other community groups and organizations
- Innovative programs that fit the needs of the participants and the community
- Shows community-matching capacity (in-kind sponsorship or cash)
- Shows the intent to invest funds in the long term infrastructure of the program
- Provides ample evidence that demonstrates success of the program is not solely dependent on CSPD funds
- Fit within the Active Start, FUNdamentals, Learn to Train, and/or Active for Life stages of the Canadian Sport 4 Life Long-term Athlete Development Model
  - For more information, see <http://canadiansportforlife.ca/coaches/ltad-stages>
- Preference will be given to applicants that have not previously received funding

## SELECTION PROCESS

Eligible applications are evaluated by a review panel consisting of specialists in the sport and recreational fields. The panel members are chosen to ensure balanced representation. The panel bases their recommendations on the eligibility and assessment criteria described in these guidelines, but reserves the right to recommend an application that falls outside of these guidelines if the program still supports the overall goals of the grant.

It is anticipated that more applications will be received than can be funded, and therefore only eligible applications will be reviewed. Applicants may be contacted to provide further information regarding their proposal before final funding selections are confirmed.

## TERMS & CONDITIONS

Support from the Province of British Columbia and viaSport must be appropriately acknowledged on all materials related to the funded project, but only with the expressed consent of viaSport. Formats and guidelines for logo use and acknowledgement of funding will be provided to successful applicants.

Only one application per organization will be accepted.

All previous recipients must be completely up to date with any Final Reports owed to viaSport to be considered.

A final report is expected to be submitted at the completion of the program or by **April 30, 2020**. An online report form template is available to all successful applicants on the viaSport website, under the [Community Sport Program Development Fund](#) web page.

Successful applicants may be asked to participate in interviews on their experience receiving this funding, to provide letters demonstrating project impact from program participants, or agree to participate in follow-up communications at the discretion of the viaSport grants team.

Any project funds not spent on eligible project expenses by March 31, 2020 must be returned to viaSport. An extension to spend funding past March 31, 2020 may be considered if submitted to viaSport in writing by March 15, 2020. While the program you develop is expected to be ongoing, at the minimum, an element of a program must be completed by March 31, 2020 and reported on by April 30, 2020.

## HOW TO APPLY

Applications for funding will only be accepted ONLINE. Please complete the online application form at the following link:

<https://viasport.formstack.com/forms/cspd>

Applications must be received by **11:59PM PST on Thursday October 10, 2019**

You are able to save the form and return to it at a future time. Please copy the link given and save it in a safe place. You can use this link from any computer anytime within the next 30 days to resume answering questions on the form. Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form from the beginning.

You may also have the link emailed by entering your email address and clicking send. If prompted with an error message, please remember to re-select all applicable check boxes/drop down menus (i.e. Province, Sport, etc.) and re-upload any attached documents before submission.

If you wish to discuss your proposal and its eligibility prior to submitting an application, please contact us at [grants@viaSport.ca](mailto:grants@viaSport.ca)

### 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).