



Paralympic Sport Development Fund Guidelines 2017-2018

The Paralympic Sport Development Guidelines provide important information on the application process and eligibility criteria. Please review carefully and consult the Frequently Asked Questions (FAQs) at <http://www.paralympic.ca/funding> prior to contacting the Canadian Paralympic Committee (CPC) with questions about your application.

BACKGROUND

The CPC is a non-profit, private organization with 27 member sport organizations dedicated to strengthening the Paralympic Movement. Its mission is to lead the development of a sustainable Paralympic sport system in Canada to enable athletes to reach the podium at the Paralympic Games. The CPC recognizes the importance of strong sport development programming to support a sustainable sport system as well as podium performances. The Paralympic Sport Development Fund is made possible through contributions from Sport Canada and the CPC.

Eligibility

- Local Sport Organization/Club
- Provincial Sport Organizations (PSO) / Disability Sport Organizations (DSO), these include provincial-level multi-sport organizations
 - PSOs may also apply on behalf of a group of local clubs to increase funding opportunities, and to decrease overall administrative workload
- Universities and Colleges
- Sport-based non-profit organizations
- Sport-based charitable organizations

We do **not** fund:

- Organizations that owe outstanding reports to the CPC from previous the five years will not be eligible to apply until all reporting is up to date. Please email grants@paralympic.ca if you have questions about your previous grants.



- National Sport Organizations (NSOs) are not eligible to apply, but will be part of the review process
- Sports not on the Paralympic program
- Individuals
- For-profit organizations
- Foundations
- Agencies of provincial or federal governments
- Organizations outside of Canada
- Projects in isolation (such as no contact with National or Provincial Sport Organization) and without a viable plan
- The CPC will not fund projects that target facility accessibility or architectural changes

Guidelines for Types of Initiatives

Recruitment

Recruitment initiatives may include the creation of a new sport program, or go towards the expansion of an existing successful initiative in order to get new athletes engaged in sport. Recruitment funds may also be used towards the identification of potential development athletes. Recruitment initiatives must be sport-specific and include concrete steps to ensure sustainable and quality engagement.

Equipment

The allocation of funds for equipment is awarded based on a two-tier system. Tier I refers to specific adaptive equipment used by the individual to participate in parasport (e.g. sit-ski or hockey sledge). Tier II refers to mainstream sport or training equipment (e.g. standard skis or standard weight training equipment).

Training Camps, Competition, & Coaching

Funds may be used to create or enhance training opportunities such as daily training environments (DTE), camps or coach support. Preference will be given to initiatives that will be sustainable and ongoing in the coming years (as opposed to a one-time initiative for an individual athlete/group of athletes).



Athlete Support

Individual Athletes

Funds may be used to enhance support for individual athletes showing evidence of tracking towards strong performance in the future, based on the sport-specific pathway. While individual athletes are *not* eligible to apply, applications can be received from their respective club or PSO, in cooperation with the NSO to demonstrate evidence on the sport specific pathway. Eligible athletes must be a member in good standing with their respective PSO and/or NSO and evidence must be shown of either provincial or national rankings, results at recent provincial or national championships or status on depth chart. Applications must clearly outline how funds will be spent and how this will enhance an athlete's performance. Eligible expenses can include funding to enhance DTE, training camps, skill testing and/or classification.

** Applicants are only eligible to apply for a maximum of \$5,000 for individual athlete support.*

Training Groups

Funds may be used to enhance support for small sport-specific training groups for athletes or teams that show evidence of tracking towards strong performance in the future, based on the sport-specific pathway. Applications must be received from their respective club or PSO (in cooperation with the NSO to demonstrate evidence on the sport specific pathway). Eligible athletes must be a member in good standing with their respective PSO and/or NSO and evidence must be shown of either provincial or national rankings, results at recent provincial or national championships or status on depth chart. Applications must clearly outline how funds will be spent and how this will enhance the group or team's performance. Eligible expenses include funding to enhance DTE, *skill testing*, training camps and/or classification.

** Applicants are only eligible to apply for funds of \$5,000 or \$10,000 for training group support.*

Funding Available

Funding amounts of \$5,000, \$10,000, \$15,000, will be available, except for Individual Athlete or Training Group support – please see funding note in the section above. Please indicate the amount for which you are applying in your application form.



APPLICATION PROCESS - What is required?

1. Complete the application form. It will ask you to provide 4 main components:
 - A. Core Organization Details
 - B. Project Information
 - C. Financial Information & Budget
 - D. Final Checklist & Signature

2. All applicants must include either a financial statement summary from the most recently completed operational year, or a letter of endorsement from your organization's financial representative.

Applications for individual athlete and training group support must include documentation clearly indicating the athlete's or group's provincial or national rankings or results on a depth chart and include a detailed plan for the athletes' training and competition for the upcoming year, such as a Yearly Training Plan (YTP). Supporting documents can be uploaded with the application.

3. To submit the application, complete the fillable web form at the following link on the CPC funding page <http://paralympic.ca/funding>. Once complete, attach the application form and required supporting documents.

IMPORTANT: Once the online web form is completed and submitted, you cannot make changes to the application. Please make sure all documentation is complete before starting the online web form.

SELECTION PROCESS– How are the recipients chosen?

The CPC's application review process consists of the following steps:

Step 1: Receipt of application and initial review by the CPC

- Verifies that the organization and application meet the eligibility requirements.

IMPORTANT: Please note that any incomplete applications will not be considered and applicants who fail to properly complete the application process will not be notified.



Step 2: Review and decision by the Application Review Team

- A group of knowledgeable individuals with representation from NSOs, the Paralympic Development Committee, and CPC staff will comprise the Review Team. This team will review eligible applications and make funding allocations.
- Preference will be given to:
 - Initiatives which address future program sustainability, demonstrate pathway links with provincial/national associations, and show links to follow up programs
 - Initiatives that include sports with short and long-term podium potential as described by Own the Podium and Sport Canada
 - Applicants that demonstrate sustainability through additional funding sources such as within their own organization or other external sources.

Applications will be reviewed based on individual merit. There is no preference between parasports, geographic regions, or delivery level (i.e., club, PSO/DSO).

Step 3: Notification of decision to applicant

- The applicant will receive a notification of the decision. If the applicant is successful, they will receive a Letter of Agreement which must be signed and returned within two weeks of receipt, or the recipient risks withdrawal of the funding offer.
- Upon receiving a signed Letter of Agreement from the successful applicant, funds will be distributed approximately 4-8 weeks later.
- Applicants who are not successful will receive a letter briefly outlining the reasons for the decline.

SUCCESSFUL APPLICANTS – What if my organization is selected?

Organizations that are selected will be required to sign a Letter of Agreement that details the terms and conditions of the grant. These include:

- The organization will receive 75% of the grant upon signing the Letter of Agreement, with a 25% holdback to be paid upon receipt and review of the required reports.



- Submission of Final Reports detailing successes, challenges and key learnings. The Final Report Templates will be provided with the Letter of Agreement and are due on the date specified in the Letter of Agreement
- Completion and submission of a final budget with copies of receipts/invoices for all project expenses
- List of all program participants and athletes taking part in the program including:

* Note: Athletes are required to sign a waiver expressing consent for their information to be shared with the CPC. All information will be kept confidential and used for primarily statistical purposes. The CPC may follow up with the athlete individually if the athlete gives consent.

- Name
- Contact Information
- Age
- Date of birth
- Impairment type and/or classification
- Competition results (if applicable)

Please note: a comprehensive list of successful applicants and their respective applications may be made available to our government partners at the federal and provincial levels, as well as publicly via the CPC communication channels.

QUESTIONS – Who do I contact?

Please first refer to these guidelines and to the FAQs available here:

Paralympic.ca/funding

Should you still have questions, you may email grants@paralympic.ca but please be advised that during periods of high demand responses may be delayed. Thank you for your understanding.