



Paralympic Sport Development Fund Guidelines 2018-2019

The Paralympic Sport Development Fund 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

Eligible Organizations

- 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

Eligible Projects

- Funding through the Paralympic Sport Development Fund will support initiatives and programs that contribute to athlete and coach development for those on a Paralympic pathway. It is designed to support developing athletes



and enhance programs at entry level competition stages (Learn to Train) and provincial levels (Train to Train & Train to Compete)

- Funding can cover recruitment, coaching, equipment, competition & club development, training camps and any other area that contributes to enhanced capacity for programs, athletes or teams on a sport specific Paralympic pathway.
- Preference will be given to initiatives that include sports with short and long-term podium potential as described by Own the Podium and Sport Canada.
- Applicants must clearly demonstrate that their project/funding is aligned with NSO, PSO pathways. Applications done in conjunction with the NSO will receive a higher priority.
- Preference will be given to applicants that have matching funding.
- Priority will be given to applications that demonstrate partnership, collaboration, sustainability and alignment.

We do *not* fund:

- National Sport Organizations (NSOs)
- Municipalities
- Elementary or secondary schools, school boards
- Foundations
- For profit organizations
- Agencies of federal or provincial governments
- Sports not on the Paralympic program
- Applications in isolation (no contact with NSO or PSO)
- Organizations outside of Canada
- Individuals (some athlete-specific support may be available- see details in funding categories)
- Organizations with outstanding reporting due to the Canadian Paralympic Committee

Ineligible Projects

- Projects that target facility accessibility or architectural changes
- Projects that support national team or Next Gen athletes
- One-day try it initiatives with no follow up plans or linked programs

FUNDING AVAILABLE:

- Funding amounts of \$5K, \$10K, \$15K, available. Applicants may apply for a maximum of \$15K.
- Funding will cover program expenses for one year (April 2018-March 2019).



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 and Training Group Support

Funds may be used to enhance program support for individual athletes and/or training groups showing evidence of tracking towards strong performance in the future, based on the sport-specific pathway. Applications must clearly outline how funds will be spent and how this will enhance the athlete's or group's performance. Additionally, athlete or training group support applications should illustrate greater benefit beyond the individual(s) such as by contributing to the enhancement of coach learning, technical leadership, or daily training environment. Applications must be received from a club or PSO with plans endorsed by the NSO.

Eligible expenses can include funding to enhance daily training environments, training camps, skill testing, strength and conditioning and/or national classification initiatives. Eligible athletes must be a member in good standing with their respective Provincial Sport Organization (PSO)/Multi-sport organization (MSO). The athlete's names and



corresponding Yearly Training Plan (YTP) must be submitted along with the application.

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.

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, and CPC staff will comprise the Review Team. This team will review eligible applications and make funding allocations.

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



* 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.

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](https://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.