



# 2024-2025 PARALYMPIC SPORT DEVELOPMENT FUND GUIDELINES

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 [FAQ - EN](#) prior to contacting the Canadian Paralympic Committee (CPC) with questions about your application.

## **BACKGROUND**

The CPC is a non-profit, private organization with 27 members sport organizations dedicated to strengthening the Paralympic Movement. Its mission is to deliver the best-prepared teams for games excellence while promoting inclusive communities through the power of Paralympic sport. The CPC recognizes the importance of strong sport development programming, we want to be a leader and an accelerator to create a sustainable Paralympic sport system. The Paralympic Sport Development Fund is made possible through contributions from Sport Canada, the Paralympic Foundation of Canada, and the CPC.

## **ELIGIBILITY**

In addition to the eligibility criteria below, the CPC expects all applicants to be committed to creating safe, welcoming, and inclusive environments for participants, athletes, coaches, staff, and volunteers.

### **Eligible Organizations**

- Local Sport Organizations/Clubs
- 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 and Train to Compete)
- Funding can cover recruitment, coaching, competition and club development, training camps and any other area that contributes to enhanced capacity for programs, athletes or teams on a sport specific Paralympic pathway.
- The CPC is also encouraging organizations to collaborate on planning and delivering initiatives across multiple sports. These collaborative projects that include multiple organizations and multiple sports are eligible to apply for the Paralympic Sport Development Fund. The intent is to provide organizations with opportunities to explore new ideas and approaches to collaborate within the Para sport system.

### **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, DSO, 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
- Equipment

### **FUNDING AVAILABLE:**

- Funding amounts of up to \$5K, \$10K, \$15K, available. Individual applicants may apply for a maximum of \$15K.



- Funding will cover program expenses for one year (April 2024-March 2025).

## **GUIDELINES FOR TYPES OF INITIATIVES**

### **Training Camps**

Funds may be used to enhance training opportunities for athletes through training camps. Please identify a list of potential athletes and coaches, and their spot along the sport-specific pathway, in your application. 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).

### **Coaching Clinics and Summits**

Initiatives may include knowledge transfer and education sessions on topics such as training principles, safe sport, gender equity, or integration. Please include what subjects the clinic/summit will cover, guest speakers, and number of coaches anticipated to attend. Preference will be given to initiatives that increase connection, collaboration, and sharing of knowledge across regions and/or provinces.

### **Talent ID and Transfer**

Talent ID 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. Talent ID initiatives must include concrete steps to ensure sustainable and quality engagement. Try it initiatives must be tied to a program, clinic, or camp.

Athlete Transfer initiatives may include multiple organizations working together to co-deliver a new or expanded program that introduces participants to multiple sports. For example, projects could include a winter and summer sport organization working together to provide cross-training opportunities and year-round participation, sports that require similar skillsets or equipment offering joint programming, clinics that educate and prepare athletes and coaches for career transitions, or programs which introduce athletes to peer mentors.

A co-signed letter of intent will be required and must outline each organization's role in the project, how the project will support new and on-going participation in their respective sport(s), and how the project will specifically benefit from a dual or multi-sport approach. Both/all parties in the project must be eligible to receive PSDF grant funding.

### **Athlete and Coach Enhancement**

Funds may be used to support athletes and coaches to achieve optimal performances through training, recovery, quality competitive opportunities, and national classification. Athletes and coaches must be showing evidence of tracking towards strong performance in the future,



based on the sport-specific Paralympic pathway. Applications must clearly outline how funds will be spent and how this will enhance the athlete's or coach's performance and/or learning. Applications must be received from a club or PSO with plans endorsed by the NSO and/or DSO. Eligible expenses can include training camps, skill testing, strength and conditioning, mental performance, learning opportunities, and/or national classification initiatives.

Eligible athletes and coaches 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 5 main components:
  - A. Core Organization Details
  - B. Project Information
  - C. Financial Information & Budget
  - E. 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 <https://paralympic.ca/funding-opportunities>. 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 CPC staff will comprise the Review Team and will consult with NSOs and other Para sport experts as appropriate. This team will review eligible applications and make funding recommendations.
- Applicants may be contacted for a one-on-one interview with the Review Team to seek clarification on specific elements of the application before it is approved.

Applications will be reviewed based on individual merit.

- 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, sustainability, knowledge transfer and system alignment.
- Preference will be given to initiatives led by organizations and/or sports that are building towards improvement in all their actions in their sports pathways, governance, athlete and coach development or system alignment.

## 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.
- Final Reports will detail successes, challenges, and key impacts. 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:
  - o Name
  - o Contact Information
  - o Age
  - o Date of birth
  - o Impairment type and/or classification
  - o Competition results (if applicable)

***Please Note:***

Athletes are asked 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.

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:

<https://paralympic.ca/funding-opportunities>.

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