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# Sport Canada Contribution Guidelines

## Sport Support Program

- National Sport Organization
- National Multisport Service Organization
- Canadian Sport Centre
- Other Supporting Initiative

2013-2014



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## **1. SPORT SUPPORT PROGRAM**

The Sport Support Program (SSP) is the primary funding vehicle for initiatives associated with the delivery of the Canadian Sport Policy. Note: This funding is provided to eligible organizations in support of programming that supports the goals of the Canadian Sport Policy. The program has five components:

- ❑ National Sport Organization (NSO);
- ❑ National Multisport Services Organization (MSO);
- ❑ Canadian Sport Centre (CSC);
- ❑ Federal-Provincial/Territorial (F-P/T) Bilateral<sup>1</sup>; and
- ❑ Other Supporting Initiative (SI).

### **1.1 OBJECTIVES**

Specific objectives of the Sport Support Program are:

- ❑ To increase the opportunities to participate in quality sport activities for all Canadians, including under-represented groups;
- ❑ To increase the capacity of the Canadian sport system to systematically achieve world class results at the highest international competitions;
- ❑ To contribute to the provision of technical sport leadership within the Canadian sport system; and
- ❑ To advance Canadian interests, values and ethics in sport at home and abroad.

### **1.2 EXPECTED RESULTS**

The expected results presented below represent the priorities of the Sport Support Program:

- ❑ Funded organizations provide sport programs and services consistent with program objectives;
- ❑ NSOs, MSOs and CSCs increasingly meet established national standards;
- ❑ Sport knowledge is developed and disseminated;
- ❑ Program/policy collaboration is expended and strengthened;
- ❑ Canadians, including identified under-represented groups, have opportunities to participate in sport;
- ❑ Canadian athletes have improved performances at Olympics, Paralympics, and senior world championships; and
- ❑ Canadians have access to quality sport programs and services.

Additionally, support is prioritized for programs and services that directly impact athletes and their development as well as initiatives that give children their first experience in sport and that meet the high performance and competitive sport objectives of the Canadian Sport Policy.

### **1.3 ELIGIBILITY**

As per the Sport Funding and Accountability Framework (SFAF), the eligibility process for NSOs, MSOs and CSCs determines which organizations are eligible for funding from Sport Canada. The SFAF eligibility criteria are available on Sport Canada's website at the following address:

<http://www.pch.gc.ca/pgm/sc/pgm/cfrs/index-eng.cfm>.

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<sup>1</sup> F-P/T Bilateral component has separate contribution guidelines.

**All other organizations under the SI component must meet the following eligibility criteria:**

- ❑ The lead organization is a federally incorporated not-for-profit organization, with a sport mandate;
- ❑ The lead organization has independently audited and Board-approved financial statements for each of the last four fiscal years; and
- ❑ The scope of initiative(s) of the lead organisation must be national, a pilot leading to a national initiative or component of a national program.

Or

- ❑ Is an international organization. For the purpose of the SSP, international organization is defined as a legally constituted non-for-profit international organization with a sport mandate.

## **2. SPORT SUPPORT PROGRAM - CONTRIBUTION DETAILS**

### **2.1 MULTI-YEAR FUNDING**

NSOs, MSOs and CSCs can apply for two-year funding in any of the first three years of their SFAF cycle. For MSOs, this only applies to services that were determined to be “designated” by the SFAF eligibility. SIs and MSO services that were determined to be “complementary” by the SFAF eligibility will only be considered for one-year funding. Organizations choosing to apply for two-year funding must submit the required documents in Table 2: Application Documents, covering each year of the application. Sport Canada may provide multi-year funding to any organization providing the following conditions are met:

- ☐ The organization has been eligible for federal funding via the SFAF for a minimum of one full cycle;
- ☐ The organization’s budgetary control is compliant with the Contribution Agreement;
- ☐ The organization has been in a viable financial position over the last four years or has been following a debt repayment plan;
- ☐ Over the last two years, the organization has submitted to Sport Canada required reports in a timely fashion;
- ☐ The organization demonstrates the ability to successfully carry out planned programs and achieve objectives;
- ☐ The organization monitors and evaluates the degree of program success; and
- ☐ The organization supplies a timely, satisfactory explanation for any returned funds.

### **2.2 EXPENDITURES**

Only eligible expenditures will be claimed against a SSP Contribution Agreement and must meet all the following:

- ☐ Be eligible according to these guidelines and funding policies set out in Section 3;
- ☐ Be supported by paid, original invoices;
- ☐ Be made in the fiscal year(s) covered by the Contribution Agreement;
- ☐ Not be, have been, or planned to be, reimbursed through an alternate source (e.g.: GST); and
- ☐ Be compliant with Section 3.2.1 – Travel, Meals, Accommodations

Ineligible expenditures:

- ☐ Capital costs: a tangible asset held for long-term use rather than for sale (e.g. building or land owned by the organization);
- ☐ Costs of sales;
- ☐ Fundraising;
- ☐ National team uniforms;
- ☐ Medals or trophies and banquets; and
- ☐ All clothing or equipment purchased must remain the property of the funded organization; purchased items or equipment must not be personal in nature.

*Note:* Accounting procedures and documentation requirements are addressed more thoroughly in Section 3 under Funding Procedures.

## 2.3 CONTRIBUTION BLOCKS

Funding requests cover initiatives in the areas of Governance and Management, Programs and Services, Engagement and Communication in both Sport Development and Enhanced Excellence. Each area is further divided into contribution blocks. This allows for analysis of the distribution of public funds in support of Government of Canada priorities.

Organizations can only apply for funding in the specific areas for which they were determined eligible or in the services that correspond with the stated reason for funding. Additionally, NSOs that have a program for athletes with a disability are eligible for support in all core and non-core contribution blocks if they have fully implemented programs supporting those athletes. NSOs that have non-Paralympic programs or a low volume of Paralympic activity may be provided with funding on an initiative basis. Please refer to Section 2.6 – Sport Development Above Reference funding for specific guidance.

In all instances,

- ❑ Planned initiatives, expected outputs, outcomes and targets must be clearly identified on Annex 6 - Reporting and Planning Form and must clearly and specifically refer to the appropriate items in the organization's strategic and operational plans;
- ❑ Expenditures and revenue details must be clearly presented and refer specifically to the appropriate sections of the organization's budget;
- ❑ Eligible expenditures must be directly related to the activities described in the blocks;
- ❑ Where organizations apply for numerous initiatives or for initiatives above their reference level, not all initiatives will be funded, or may not be funded to the maximum requested amount;
- ❑ Duplication with any other funding is not permitted; and
- ❑ An application for funding does not guarantee funding; the final funding decision rests with the Minister.

**NSOs, MSOs and CSCs, are expected to respect their reference levels when completing Annex 2 – Project detail.**

Organizations may manage the redistribution of funds within the Sport Development - Core contribution blocks and between specific initiatives inside each block to best meet their program needs unless a specific amount of funding is earmarked, or specific restrictions on the block exist (i.e. Administration). In such cases, a written request for a transfer of funds must be approved by the Program Officer, prior to any transfer. Funds for athletes with a disability are restricted and may only be redistributed within blocks specifically designated for athletes with a disability. Funds must be used for costs associated with items indicated in Annex E – Eligible Expenditures and Approved Projects of the Contribution Agreement.

## **2.4 SPORT DEVELOPMENT – CORE FUNDING**

### **2.4.1 Sport Development – Governance and Management**

#### **Administration**

*Applicable to: NSOs, MSOs, CSCs and SIs*

This block provides support for general administrative costs related to the management of an organization.

*Eligible expenditures:*

- ☐ General administrative costs;
- ☐ Meetings (domestic), including travel, meals, accommodation and rental; and
- ☐ General organizational promotion and communication activities, including website.

*Restrictions and conditions:*

- ☐ Organizations may allocate up to 10% of the total SSP contribution towards the Administration block. For NSOs, this applies individually to mainstream programs and programs for athletes with a disability (AWAD).
- ☐ Organizations requiring more than 10 per cent of the total SSP contribution towards the Administration block must present a justification in advance and must be approved by the Director, Sport Development.

#### **Staff Salaries**

*Applicable to: NSOs, MSOs, CSCs and SIs*

This block provides support for the costs of employing or contracting part time and full time technical, management and administrative staff.

*Eligible expenditures:*

- ☐ Base salaries, contract amount or honoraria;
- ☐ Statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans; and
- ☐ Benefits (social and medical).

*Restrictions and conditions:*

- ☐ The Sport Canada contribution towards staff salaries and expenses is limited to \$90,000 per eligible full-time position. The contribution limit for part-time positions is prorated against this amount.
- ☐ Requests for exceptions must be presented in advance and must be approved by the Director, Sport Development.

Organizations will be required to indicate that any former federal public office holder or federal public servant they employ is in compliance with the post-employment provisions of the Government of Canada's Values and Ethics Code for the Public Service or the Conflict of Interest and Post-Employment Policy.



## 2.4.2 Sport Development – Programs and Services

### **National Sport Organization (NSO)**

#### **Coaching Salaries and Professional Development**

This block provides support towards the costs of employing or contracting coaches for national teams (head, assistant, event, sub-discipline, development, youth, espoir and national training centre coaches). Professional development for these coaches is also applicable under this block.

##### *Eligible expenditures:*

- ❑ Base salaries, contract amount or honoraria;
- ❑ Statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans; and
- ❑ Benefits (social and medical).

##### *Restrictions and conditions:*

- ❑ Organizations must be eligible under high performance to apply for funding in this block;
- ❑ This is a restricted block. Funds allocated to this block may not be used for other purposes;
- ❑ The Sport Canada contribution for each coaching position is limited to \$90,000; and
- ❑ Coaches that have been recommended by Own the Podium for 2013-2014 are eligible for a maximum of \$120,000 in annual salary support. The coaches must meet the Sport Canada funding requirements listed below and be named on the Annex 7 – National Team Coach Planning Form and on Own the Podium's Schedule A.

##### *Application requirements:*

- ❑ The NSO must include all positions it intends to support on Annex 7 – National Team Coach Planning Form, including those for which it is requesting a financial contribution in the coaching salaries and professional development block of Annex 2 – NSO Project Detail. Sport Canada will share this information with Own the Podium.
- ❑ To be eligible for salary support, head national coaches at all levels, full-time assistant national, junior national, event or discipline or Canadian Sport Centre coaches (including shared support positions) must have National Coaching Certification Program (NCCP) Level 4 certification or the NCCP Competition – Development context. The Coaching Association of Canada, in conjunction with the National Coaching Training Institutes, offers the possibility to evaluate the competencies of a coach. It is recommended to use this process for any equivalency.
- ❑ Exceptions are for coaches currently registered in the NCCP Level 4 and coaches in sports where the NCCP Level 4 or the NCCP Competition – Development and Advanced or Competition – High Performance context has not yet been developed. In these cases, the coach must normally have the highest NCCP level offered by the sport and the coach's training program must be approved in advance by Sport Canada.
- ❑ Coaches who do not meet the prerequisite or exceptions requirements may still be nominated for funding by the NSO. Therefore, NSOs are required to demonstrate that the coach has:
  - Commensurate education (Masters degree in coaching) at a Canadian university (copy of diploma); or
  - Commensurate education at a foreign university (copy of diploma) or;
  - Commensurate education at a sport institute or equivalent (copy of diploma) or;
  - Demonstrated performances as a coach of an athlete with international success at senior world championships, Olympic Games or Paralympic Games (performance record) or;
  - Commensurate combination of education and experience (copy of diploma and performance record) or;
  - The designation of Chartered Professional Coach from Coaches of Canada.

Sport Canada reserves the right to accept or reject the application. NSOs are encouraged to consider shared coaching responsibilities whereby high performance coaches work with both able-bodied athletes and athletes with a disability.

## **National Team Programming**

This block provides support for training and competition needs of athletes selected by the NSO for sport development or performance objectives, including Olympic/Paralympic Games, world championships and Jeux de la Francophonie (JDLF). This would typically correspond to the Train to Train, Train to Compete and Train to Win LTAD stages.

### *Eligible expenditures:*

- ☐ Honoraria (medical, paramedical or national team support personnel);
- ☐ Travel, meals, accommodation, facility rental for high performance training and competitions;
- ☐ High performance competition entry fees;
- ☐ National training center programming and services;
- ☐ Sport science and medical/paramedical services; and
- ☐ Equipment rental/purchase.

### *Restrictions and conditions:*

- ☐ Organizations must be eligible under the high performance to apply for funding in this block.

## **Operations and Programming**

### Coaching / Officiating / Volunteer or Staff Professional Development and Education

- ☐ Development and training of coaches for initiatives aimed at developing and implementing quality technical programs for athletes corresponding to Learning to Train through Train to Win LTAD stages;
- ☐ Development and training of officials for initiatives aimed at developing and implementing quality programs at the national level. Organizations with Paralympic programs, this includes classifiers; and
- ☐ Staff and volunteers to acquire skills and competencies required for their positions.

LTAD implementation: - *for NSOs with a LTAD model only.*

*NOTE:* see Section 2.5.2 for information about (a) joint LTAD initiatives and (b) disciplines without LTAD models.

- ☐ Initiatives integrating the sport LTAD model with *Canadian Sport for Life* principles into the programs and services;
- ☐ Development or revision of programs and services (including competitions) for LTAD alignment; and
- ☐ Development and training of coaches, officials, volunteers or staff on LTAD and its implementation.

### National Competitions

- ☐ Advancing opportunities for hosting national championships and related regional qualifying competitions.

### Program Development

- ☐ National organizations' initiatives supporting or delivering sport programs facilitating athlete development pathways from sport initiation up to national team programs (typically corresponding to First Contact through Train to Train LTAD stages). This block would

generally include initiatives previously funded through the Sport Participation Development (both mainstream and for athletes with a disability) and the Canadian Heritage Sport Fund.

#### Women's Initiatives

- ❑ Programs that will increase the participation of women as athletes, coaches, officials, volunteers or administrators.

#### *Eligible expenditures:*

- ❑ Coaching/officiating/athlete development program content development and delivery;
- ❑ Facilitators' honoraria ;
- ❑ Travel, meals, accommodation, facility rental for program delivery or development opportunities;
- ❑ Participant / officials' travel to national competitions;
- ❑ Accommodation for officials at national competitions;
- ❑ Equipment rental/purchase;
- ❑ Database design, development and maintenance;
- ❑ Resource material specifically designed to communicate LTAD implementation or LTAD-aligned programs; and
- ❑ Any other initiatives that are not listed and for which funding is requested must be approved by the Director, Sport Development.

## **National Multisport Services Organization (MSO)**

### **Operations and Programming**

#### Leadership, Equity and Access

- ❑ Services focused on improving conditions for, or improving engagement of, a target group.

#### National Games, International Games and Program Support

- ❑ Support for Canadian teams at Olympic, Paralympic, Commonwealth, Pan American or Para Panamerican games, FISU, Deaflympic and Special Olympics international games – from preparation to final participation; and
- ❑ Support for the hosting of multisport events or post-secondary school championships held in Canada.

#### Sport Programs

- ❑ Priority services that are focused on the delivery of sport programming, complimentary to NSOs and that strengthen sport pathways.

#### Sport Promotion

- ❑ Services that promote Canadians' participation in sport through outreach to all Canadians, promoting the benefits of sport and facilitating actions, including through grants.

#### Supporting Initiative

- ❑ Services that support the sport system/community such as: Franchise Holders Working Group, Physical Literacy Advancement Program, Communication and Knowledge Mobilisation/Exchange services.

#### Standards Services

- ❑ Support for the development and delivery of services associated with mandated system-wide standards for quality assurance (coaching, anti-doping and dispute resolution).

#### *Eligible expenditures:*

- ❑ Coaching/officiating/athlete development program content development and delivery;
- ❑ Training (workshops, conference and e-learning content design and delivery);
- ❑ Dispute resolution, facilitation, mediation and arbitration;
- ❑ Research and development;
- ❑ Sport science and medical/paramedical services;
- ❑ Communication products specific to the service;
- ❑ Travel, meals, accommodation, facility rental for program delivery, site visits, training and competitions;
- ❑ Database design, development and maintenance;
- ❑ Laboratory testing;
- ❑ Honoraria (facilitators, medical, paramedical or team support personnel);
- ❑ Equipment rental/purchase;
- ❑ Shipping costs; and
- ❑ Any other initiatives that are not listed and for which funding is requested must be approved by the Director, Sport Development.

## **Canadian Sport Centre (CSC)**

### **Operations and programming**

#### High performance coach professional development and education

- ❑ Support for services that provide customized professional development opportunities for targeted high performance coaches and coach education opportunities for current and potential coaches of national team members including, where appropriate, the National Coaching Institute (NCI).

#### Life services

- ❑ Support for education, career planning and lifestyle services, which contribute to an integrated and holistic approach to athletes' development and their confidence in their potential to achieve international podium results and beyond.

#### Medical services

- ❑ Support for sport medicine services, provided by hired professionals and certified service providers, that allow:
  - athletes to train and reach their peak performance while staying healthy;
  - coaches to reach their peak performance while staying healthy.

#### Sport sciences

- ❑ Support for sport science services, provided by hired professionals, service providers and national sport organizations, focussing on athletic performance.

#### *Eligible expenditures:*

- ❑ Testing, monitoring, planning, consulting, advising services;
- ❑ Career planning and transition, including workshops, education, anti-doping education, self-marketing, nutrition services;
- ❑ Honoraria (facilitators, medical, paramedical or team support personnel);
- ❑ Travel, meals, accommodation, facility rental for program delivery;
- ❑ Equipment rental / purchase;
- ❑ Research and/or development and/or talent Identification initiatives as recommended by Own the Podium; and
- ❑ Any other initiatives that are not listed and for which funding is requested must be approved by the Director, Sport Development.

## **Supporting Initiative (SI)**

### **Coaching Salaries and Professional Development**

This block provides support towards the costs of employing or contracting coaches for national teams (head, assistant, event, sub-discipline, development, youth, espoir and national training centre coaches). Professional development plans for these coaches are also applicable under this block.

#### *Eligible expenditures:*

- ☐ Base salaries, contract amount or honoraria;
- ☐ Statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans; and
- ☐ Benefits (social and medical).

#### *Restrictions and conditions:*

- ☐ This block is only applicable if recommended by Own the Podium

### **National Team Programming**

This block provides support for training and competition needs of athletes selected by the NSO for sport development or performance objectives, including Olympic/Paralympic games, world championships. This would typically correspond to the Train to Train, Train to Compete and Train to Win LTAD stages.

#### *Eligible expenditures:*

- ☐ Honoraria (medical, paramedical or national team support personnel);
- ☐ Travel, meals, accommodation, facility rental for high performance training and competitions;
- ☐ High performance competition entry fees;
- ☐ National training center programming and services;
- ☐ Sport science and medical/paramedical services; and
- ☐ Equipment rental/purchase.

#### *Restrictions and conditions:*

- ☐ This block is only applicable if recommended by Own the Podium

### **Operations and Programming**

- ☐ General operations of the multilateral organization; and
- ☐ Delivery of sport programming in line with the objectives of the SSP.

## **2.5 SPORT DEVELOPMENT – NON-CORE FUNDING**

### **2.5.1 Sport Development – Governance and Management (restricted)**

#### **International Sport Initiatives (ISI)**

This block provides support for the following two specific purposes. Annex 5 – International Sport Initiatives Application Form must be completed.

*Applicable to: NSOs*

- ❑ Supporting Canadians, to **attain** positions of influence in international sport federations. While it is recognized that organizations all have roles within their international federations, this funding is **NOT** intended to support ongoing participation in international positions.

*Applicable to: MSOs*

- ❑ Advance Canadian sport interests and knowledge, primarily via meeting obligations by virtue of membership in key multilateral bodies.

*Eligible expenditures:*

- ❑ Administrative, operational, salary, and communication costs; and
- ❑ Travel, meals and accommodation

*Restrictions and conditions:*

- ❑ This is a restricted block. Funds allocated to this block may not be used for other purposes.
- ❑ Funds allocated to this block may not be used for hosting or participating in conferences, forums, or seminars.

### **2.5.2 Sport Development – Programs and Services (restricted)**

#### **Canadian Sport for Life (CS4L)/Long-Term Athlete Development (LTAD)**

This block provides support for three specific purposes for CS4L/LTAD.

##### **Long-Term Athlete Development – LTAD Discipline Development**

*Applicable to: NSOs*

- ❑ Support for the development of discipline-specific LTAD models. Disciplines must be distinct with significantly different athlete development pathways compared to the completed sport LTAD model, and be on the Olympic or Paralympic program.

##### **Long-Term Athlete Development – Coordination of the CS4L Leadership Team**

*Applicable to: CSCs*

- ❑ Support for the ongoing operations of the CS4L Leadership Team

##### **Long-Term Athlete Development – Joint CS4L Initiatives**

*Applicable to: NSOs, MSOs, and CSCs*

- ❑ Support for initiatives where a group of three or more organizations work together with the purpose of advancing LTAD implementation (including research), centered on a theme or topic which provides benefit to those involved. All organizations listed must be actively involved in the initiative.

*Restrictions and conditions for Joint CS4L Initiatives:*

- ❑ Only the lead SFAF-eligible organization should make an application for LTAD – Joint CS4L Initiative funding under the SSP. This lead organization will be responsible to manage the initiative and partnerships through to the final reporting stage;
- ❑ An organization can lead an initiative with other organizations which may or may not be recipients of Sport Canada funding;
- ❑ The scope of the initiative must be intended to make a difference for sport on a national scale; and
- ❑ Pilot initiatives are not eligible.

*Restrictions and conditions for all LTAD non-core funding:*

- ❑ Organizations may apply for more than one initiative in a given fiscal year, but should identify them in priority order; and
- ❑ This is a restricted block. Funds allocated to this block may not be used for other purposes.

*Eligible expenditures for all LTAD non-core funding:*

- ❑ Honoraria or contracts for technical, management, administrative staff, writer/coordinator or facilitator;
- ❑ Coaching/officiating/athlete development program content development and delivery;
- ❑ Resource material specifically designed to communicate LTAD implementation or LTAD-aligned programs; and
- ❑ Travel, meals, accommodation, facility rental for program delivery and development opportunities.

### **2.5.3 Sport Development – Engagement and Communication (restricted)**

#### **Official Languages**

*Applicable to NSOs, MSOs, CSCs and SIs*

This block provides support to ensure that communications and documents are available simultaneously in both official languages, organization's activities and sport events are held in both official languages and to improve the organization's capacity to provide programs and services in both official languages and to foster bilingual capacity.

Organizations are encouraged to allocate funding to translation services, interpretation services, training and education.

*Eligible expenditures:*

- ❑ Website, promotional material and activities, social media, communications, documents related to programs and services and national competitions;
- ❑ Interpretation services at press conferences, conferences, congresses, general meetings, symposia, special activities and at national competitions; and
- ❑ Language training and education for coaches, officials, staff and key volunteers.

### **2.6 SPORT DEVELOPMENT – ABOVE REFERENCE FUNDING**

Organizations have the opportunity to apply for additional funding (in addition to the reference level) for programs and services that are not part of the ongoing work of the organization and which were not assessed as part of the SFAF process or for specific initiatives of focus determined yearly by Sport Canada.



Organizations are strongly encouraged to discuss such a request with their Sport Canada Program Officer before completing the application. CS4L/LTAD initiatives and winter NSOs' Participation initiatives must be requested in this area. Annex 3 – Above Reference Application Form must be completed with the requested amount included in the Annex 2 – Above Reference Request column.

## **2.7 ENHANCED EXCELLENCE**

Funding for Enhanced Excellence is primarily based on recommendations made by Own the Podium to the Government of Canada for targeted Olympic and Paralympic sports. It also includes the administration of Own the Podium and the targeted excellence portion of anti-doping initiatives.

In all instances funding requested must meet the same eligibility, restrictions and conditions as listed under Sport Development - Core Funding, and must be specific to the delivery of high performance sport.

### **2.7.1 Enhanced Excellence – Governance and Management**

*Applicable to: NSOs, CSCs and SIs*

- ☐ Administration
- ☐ Staff salaries

### **2.7.2 Enhanced Excellence – Programs and Services**

*Applicable to: NSOs, MSOs, CSCs and SIs, as indicated*

- ☐ Coaching salaries and professional development (NSOs, SIs)
- ☐ National team programming (NSOs, SIs)
- ☐ Operations and programming
  - Anti-doping services (MSOs)
  - Life services (CSCs)
  - Sport medicine (CSCs)
  - Sport sciences (CSCs)
  - Research and/or development and/or talent identification initiatives (CSCs)

## **2.8 APPLICATION PROCESS**

Applications must be fully supported by documentation in the financial, operational, technical, and high performance program areas, as applicable, that clearly demonstrates the past year's achievements, impacts and future plans for 2013-2014 and each year of a multi-year request, as applicable. NSOs supporting both mainstream athletes and athletes with a disability should submit an application which is combined, yet fully describes each program.

All forms of the application are to be provided **electronically in the original PDF, Word or Excel format** to your Sport Canada Program Officer. Please note that the Annex 1 - General Application Form must be signed by an authorized official, and may be submitted either in original or electronic form.

## **2.9 REPORTING**

### **2.9.1 Financial reporting**

Organizations must provide certified cash flows (current and forecast) at various times throughout the year. They are also required to provide a copy of audited financial statements. Specific details for financial reporting are included in the Contribution Agreement.

A certified cash flow is defined as a statement of revenue and expense for a specific period of time in which Sport Canada's funding blocks are clearly outlined. Organizations will be provided with a template which must be used.

The audited financial statements shall be signed by two authorized representatives of the organization and **include the auditor's management letter, if available**. The audited financial statements must also be supported by a schedule of the revenues realized and expenditures incurred as per the budget categories set out in Annex E – Eligible Expenditures and Approved Projects of the Contribution Agreement. Any other sources of revenues or expenditures added to the initiatives after the Contribution Agreement is signed shall also be included in this schedule. Where circumstances warrant, an organization will be asked to provide an action plan to address any concerns outlined in their auditor's management letter.

Please refer to Section 3: Funding Requirements and Procedures for more information.

### **2.9.2 Accountability**

Organizations will have activity and financial accountability requirements outlined in the Contribution Agreement.

The Accountability Performance Measures for the SSP is the means by which the Government of Canada ensures the progress towards its priorities. All nationally funded organizations are required to incorporate the Accountability Performance Measures areas within their strategic plans (including expected results).

## **2.10 APPLICATION DUE DATES**

**Summer NSOs, MSOs, CSCs and SIs**  
**Applications are due at Sport Canada on February 19, 2013.**

**Winter NSOs**  
**A letter of intent to apply with the amount being requested is due February 19, 2013.**  
**Complete application is due May 13, 2013.**

**Organizations submitting applications after the date noted above may experience a delay in receiving an initial payment and may have their funding reduced.**

Organizations requiring more information should contact their  
Sport Canada Program Officer or:  
Sport.Canada@pch.gc.ca  
Toll-Free number: (866) 811-0055  
TTY: (888) 997-3123

## **3 FUNDING REQUIREMENTS AND PROCEDURES**

### **3.1 FUNDING REQUIREMENTS**

#### **3.1.1 Recognition of Federal Government Support**

Organizations are required to provide public acknowledgment of federal contributions in programs, publications and at events where appropriate. Electronic copies of the Canadian Heritage/Sport Canada Federal Identifiers (logos) can be downloaded from the Canadian Heritage website at: <http://www.pch.gc.ca/logos/index-eng.cfm>

Plans and initiatives should be discussed with the Sport Canada Program Officer assigned to your organization.

#### **3.1.2 Official Languages**

Sport Canada requires organizations to ensure that the official languages requirements of the Treasury Board Guidelines on Grants and Contribution and the spirit and intent of the *Official Languages Act* ([http://www.ocol-clo.gc.ca/html/act\\_loi\\_e.php](http://www.ocol-clo.gc.ca/html/act_loi_e.php)) are respected where the program funding supports activities that benefit members of both official language communities, namely by providing its communications with and services to the public in both official languages.

In cases where an activity, project or program receiving financial assistance is national in scope and includes services and communications to the general public of both linguistic communities, federal institutions, such as Canadian Heritage (Sport Canada), must ensure that recipient organizations will:

- ❑ Provide communications, announcements and information to the public concerning activities, projects and programs in both official languages;
- ❑ Actively offer services to members of the sport community and the general public in both official languages;
- ❑ Make available in both official languages to members of the sport community and the general public any communications and documents relating to activities, projects and programs;
- ❑ Encourage members of both official language communities to actively participate in the planning and staging of activities, projects and programs; and
- ❑ Organize activities, projects and programs, when appropriate, in such a manner as to meet the needs of the two linguistic communities.

Funded organizations seeking clarification on the implementation of this policy should contact their Sport Canada Program Officer.

#### **3.1.3 Tobacco Policy**

The 1985 *Federal Government Policy on Tobacco Sponsorship of National Sport Organizations* (<http://www.pch.gc.ca/pgm/sc/pol/tbc/index-eng.cfm>) precludes all organizations in receipt of a Sport Canada contribution from entering into sponsorship arrangements with the tobacco products industry. Under this policy, Sport Canada will withhold all funds from organizations associating in any sponsorship, promotional, or other financial support arrangements (for example: advertising...) with the tobacco products industry for events or programs predominantly involving athletes or sports.

### **3.1.4 Doping-free Sport**

The Government of Canada (Sport Canada) has had a policy against doping in sport since October 1983. The current policy, the *Canadian Policy Against Doping in Sport* (2011), was endorsed by the Federal, Provincial and Territorial Ministers responsible for Sport, Physical Activity and Recreation in February 11, 2011 and came into full force on December 15, 2011. The policy provides that, with the cooperation and support of sport organizations and governments, the Canadian Centre for Ethics in Sport shall maintain and carry out the Canadian anti-doping program. This program is to be consistent with the World Anti-Doping Code and is available at <http://www.pch.gc.ca/eng/1307468243922>.

Endorsement of the principles of the *Canadian Policy Against Doping in Sport* (2011) and adoption of the Canadian anti-doping program (as applicable) is a condition of eligibility for all funded NSOs, MSOs and CSCs.

The Government of Canada's commitment to anti-doping is further evidenced by the restriction of funding eligibility under the SSP and the Athlete Assistance Program (AAP) for any individual who has committed and been sanctioned with a sport ineligibility for an anti-doping rule violation pursuant to or recognized under the Canadian anti-doping program (CADP). The automatic funding ineligibility sanctions are described in Sport Canada's anti-doping sanctions directive. Organizations applying for support through the SSP are responsible to be familiar with, and respect the funding ineligibility sanctions as set out in the directive, which is available at: <http://www.pch.gc.ca/pgm/sc/pol/dop/sanct-eng.cfm>

### **3.1.5 Alternate Dispute Resolution**

The Sport Dispute Resolution Centre of Canada (SDRCC) was established by the *Physical Activity and Sport Act* to provide to the Canadian sport community a national alternative dispute resolution service for sport disputes and expertise and assistance regarding alternative dispute resolution. Sport Canada has made it a condition of funding that the appeal policies of all funded NSOs, MSOs and CSCs develop discipline and appeal procedures that includes access to independent dispute resolution through the SDRCC once the organization's internal appeal process has been exhausted (or when both parties agree to bypass such internal appeal process), to disputes involving athletes and coaches emanating from activities related to national team programs and/or national teams representing Canada at international single sport events and multisport games. More specific details regarding the nature and type of disputes requiring SDRCC consideration are available through Sport Canada or the SDRCC.

## **3.2 FUNDING PROCEDURES**

In order to be considered for support, applications must be complete and received no later than the deadlines identified in Section 2.10 of the Contribution Guidelines.

### **3.2.1 Travel, Meals, Accommodations**

Where the conditions of an initiative allow for the support of participants' travel expenditures, organizations may determine who qualifies and the method of transportation to be used. Although trip cancellation insurance may normally be claimed, other personal accident or medical insurance costs are not allowable. The cost of travel, meals and accommodation may be claimed up to the rates set by Treasury Board guidelines. Setting of rates generally occurs in April and October. These guidelines can be found at the following web address:

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv01\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv01_e.asp)

Travel options include:

- ❑ Air: Actual return costs up to economy rates, including connecting ground transportation. The use of reduced fare packages is encouraged.
- ❑ Train and bus: Actual return costs, including connecting transportation;
- ❑ Rental vehicles: Actual rental and operating costs (including collision insurance, but excluding personal accident insurance); and
- ❑ Private motor vehicles: Reimbursement up to current Treasury Board rates. The total cost, including meals and accommodation, may not exceed the equivalent economy airfare.

### **3.2.2 Contribution Agreement**

The Contribution Agreement is the legal document governing the relationship between Sport Canada and the organization and defines the roles and responsibilities of each party. Upon receipt of the Contribution Agreement and any related documents, the organization should examine them to ensure that they are accurate and complete. The Contribution Agreement must be signed by an authorized individual of the organization and returned to Sport Canada within 30 days. No payment can be initiated until the signed Contribution Agreement has been received by Sport Canada.

### **3.2.3 Subsequent Agreements**

In certain cases, Sport Canada has a Contribution Agreement with a recipient who then uses part of this funding for one or more projects run by another organization, for example associations for athletes with a disability that are integrated with an NSO. In such cases, the organization must:

- ❑ Inform the third party of Sport Canada's role in the provision of funds;
- ❑ Enter into an agreement with this third party that is similar to the organization's original Contribution Agreement with Sport Canada;
- ❑ Oversee, evaluate and, as appropriate, audit the third party and provide copies of any resulting reports to Sport Canada, as requested.

### **3.2.4 Stacking Limit and In-kind Contributions**

A stacking limit is the maximum level of total Canadian government funding (including federal, provincial, territorial and municipal) for any initiatives of an organization.

Total Canadian government funding for Sport Canada support programs and services may not exceed 100% of the total cost of the initiative. To calculate total government funding, organizations are required to disclose all sources of funding, including in-kind contributions.

An in-kind contribution is any non-cash donation of goods or services. Any expenditure offset by an in-kind contribution is not eligible for reimbursement by Sport Canada. Documentation providing details of all in-kind contributions must be provided upon request.

Should total Canadian government funding received by the organization exceed the maximum percentage, Sport Canada shall recover the surplus in proportion to its contribution in relation to total government assistance.

### **3.2.5 Eligibility of Expenditures**

The eligibility of expenditures is determined by Sport Canada and is presented in section 2.4 of the Contribution Guidelines. Organizations are encouraged to obtain advance rulings on the eligibility of any expenditure that may be in doubt. All requests should be made in writing to the organization's

Sport Canada program officer. A written response from Sport Canada should be obtained and kept on file for audit purposes.

Expenditures are only eligible from the date of receipt of the electronic application or the letter of intent is received by Sport Canada or April 1<sup>st</sup> of the current fiscal year, whichever date is later. Expenditures incurred prior to the receipt of the application or letter of intent are not eligible for reimbursement.

The Department of Canadian Heritage assumes no responsibility for any contractual commitments entered into by the organization prior to confirmation of financial support from the Department of Canadian Heritage.

### **3.2.6 Prepayment of Expenditures**

Organizations may, if approved by Sport Canada, use current fiscal year contributions to prepay the cost of travel/accommodation for an initiative scheduled to occur in April of the next fiscal year, where the costs are essential to the initiative provided the invoices are dated in the current fiscal year.

### **3.2.7 Public Disclosure**

To enhance transparency and oversight of public resources, Sport Canada will proactively disclose the organization's name and the Government of Canada contribution amount. Such disclosure will comply with the *Privacy Act*.