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2014-2015 Sport Canada Contribution Guidelines Sport Support Program

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



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TABLE OF CONTENTS

1.	<i>SPORT SUPPORT PROGRAM</i>	4
1.1	OBJECTIVES	4
1.2	EXPECTED RESULTS	4
1.3	ELIGIBILITY	4
2.	<i>SPORT SUPPORT PROGRAM - CONTRIBUTION DETAILS</i>	6
2.1	MULTI-YEAR FUNDING	6
2.2	EXPENDITURES	6
2.3	CONTRIBUTION BLOCKS	6
2.4	CORE FUNDING	7
2.4.1	Governance and Management	7
	Administration	7
	Staff Salaries	7
2.4.2	Programs and Services	8
	National Sport Organization (NSO).....	8
	Coaching Salaries and Professional Development (restricted).....	8
	National Team Programming	9
	Operations and Programming	9
	National Multisport Services Organization (MSO)	11
	Operations and Programming	11
	Canadian Sport Centre (CSC).....	12
	Operations and programming	12
	Other Supporting Initiative (SI).....	13
2.5	SPORT DEVELOPMENT – NON-CORE FUNDING (RESTRICTED).....	14
2.5.1	Governance and Management	14
	International Sport Initiatives (ISI)	14
2.5.2	Programs and Services	14
	Canadian Sport for Life (CS4L)/Long-Term Athlete Development (LTAD)	14
2.5.3	Engagement and Communication	15
	Official Languages	15
2.6	SPORT DEVELOPMENT – ABOVE REFERENCE FUNDING.....	16
2.7	ENHANCED EXCELLENCE	16
2.7.1	Governance and Management	16
2.7.2	Programs and Services	16
2.8	APPLICATION PROCESS	17
2.9	APPLICATION DUE DATES	17
3.	<i>FUNDING REQUIREMENTS AND PROCEDURES</i>	18
3.1	FUNDING REQUIREMENTS	18
3.1.1	Recognition of Federal Government Support.....	18
3.1.2	Official Languages	18
3.1.3	Tobacco Policy	18
3.1.4	Doping-free Sport.....	18
3.1.5	Alternate Dispute Resolution.....	19
3.2	FUNDING PROCEDURES.....	19
3.2.1	Travel, Meals, Accommodations.....	19
3.2.2	Contribution Agreement	19
3.2.3	Subsequent Agreements	20
3.2.4	Stacking Limit and In-kind Contributions	20
3.2.5	Eligibility of Expenditures.....	20
3.2.6	Prepayment of Expenditures.....	20
3.2.7	Public Disclosure.....	21

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. 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) Bilateral¹; and
- ❑ Other Supporting Initiative (SI).

1.1 OBJECTIVES

Specific objectives of the SSP 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 SSP:

- ❑ 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 expanded 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 that give children their first experience in competitive sport and 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 to apply for funding from Sport Canada.

The World Anti-doping Agency and Confejes are eligible organizations under the SI component. All other organizations wishing to apply under the SI component must meet the following criteria:

- ❑ The organization is a federally or provincially incorporated not-for-profit organization, with a sport mandate;
- ❑ The organization has independently audited and Board-approved financial statements for the past fiscal year; and

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

- ❑ The scope of initiative(s) of the organisation must be national, a pilot leading to a national initiative or component of a national program.

2. 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 eligible “designated” services in the SFAF IV. Sport Canada may provide multi-year funding to organizations demonstrating the ability to successfully carry out planned programs, to achieve objectives and to apply sound financial management.

2.2 EXPENDITURES

Eligible expenditures are as outlined in Sections 2.4-2.7 of these guidelines.

The following expenditures are not eligible:

- ☐ 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;
- ☐ Personal items; and
- ☐ Medals or trophies and banquets.

NOTE: All uniforms and equipment for development programs and sporting and office equipment must remain the property of the funded organization.

2.3 CONTRIBUTION BLOCKS

The Sport Support Programs funds initiatives in two components Sport Development (core and non-core) and Enhanced Excellence. Consistent with the SFAF, each of these components is divided into three areas: Governance and Management, Programs and Services and Engagement and Communication. 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.

NSOs, MSOs and CSCs are expected to use their funding reference levels when completing Annex 2. Organizations can only apply for funding for the specific areas for which they were determined eligible or in the services that correspond with the stated reason for funding.

NSOs that have a program for athletes with a disability (AWAD) are eligible for support in all core and non-core contribution blocks if they have fully implemented programs supporting those athletes. NSOs that do not have Paralympic programs or that have a low volume of Paralympic activities may be provided with funding on a case-by-case basis. Organizations must discuss such a request with their Sport Canada Program Officer before requesting and completing the Above Reference Application Form.

In all instances the instructions below must be followed:

- ☐ Planned initiatives, expected outputs, outcomes and targets must be clearly identified in Annex 6 and must clearly and specifically refer to the appropriate items in the organization’s strategic and/or operational plans;
- ☐ Expenditures and revenue details must clearly refer 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; and
- ❑ An application for funding does not guarantee funding; the final funding decision rests with the Minister.

2.4 SPORT DEVELOPMENT - CORE FUNDING

2.4.1 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); and
- ❑ 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 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; and
- ❑ Requests for exceptions must be presented in advance and must be approved by the Director, Sport Development.

2.4.2 Programs and Services

National Sport Organization (NSO)

Coaching Salaries and Professional Development (restricted)

This block provides support towards the costs of employing or contracting technical leadership (high performance directors) and coaches for national teams (head, assistant, event, sub-discipline, development, youth, espoir, 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 have met the SFAF V high performance eligibility elements to apply for funding in this block;
- ❑ The Sport Canada contribution for each coaching position is limited to \$90,000; and
- ❑ Coaches and technical leadership positions that have been recommended by Own the Podium for 2014-2015 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 Annex 7 and on Own the Podium's Schedule A.

Application requirements:

- ❑ Annex 7 must include all coaches receiving a salary from the NSO, including those supported by Sport Canada.
- ❑ 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 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 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, and are subject to approval by Sport Canada. In this case, 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.

- ❑ 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 and 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 centre programming and services;
- ❑ Sport science and medical/paramedical services; and
- ❑ Equipment rental/purchase.

Restrictions and conditions:

- ❑ Organizations must have met the SFAF V high performance eligibility elements 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 Learn 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. For 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/framework only.

NOTE: see Section 2.5.2 for additional information.

- ❑ 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).

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 based on the SFAF IV MSO Services

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

Other Supporting Initiative (SI)

Funding for an Other Supporting Initiative is based on specific Government of Canada priorities.

In all instances funding requested must meet the same eligibility, restrictions and conditions as listed under Sport Development - Core Funding.

SIs can apply in the following blocks:

- ☐ Coaching salaries and professional development (if recommended by OTP);
- ☐ National team programming (if recommended by OTP); and
- ☐ Operations and programming

2.5 SPORT DEVELOPMENT - NON-CORE FUNDING (RESTRICTED)

2.5.1 Governance and Management

International Sport Initiatives (ISI)

This block provides support for the following two specific purposes:

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.

Organizations must discuss such a request with their Sport Canada Program Officer before requesting and completing the application.

Eligible expenditures:

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

Restrictions and conditions:

- ❑ Funds allocated to this block may not be used for hosting or participating in conferences, forums, or seminars.

2.5.2 Programs and Services

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

This block provides support for CS4L/LTAD advancement in specific areas, complementing organizations' ongoing LTAD implementation work. Organizations must discuss such a request with their Sport Canada Program Officer before requesting and completing the application. The Above Reference Level Application Form must be completed with the requested amount included in Annex 2 – Above Reference Request column. You may wish to consult the CS4L tool [*Shaping the Ideal NSO*](#) for additional information.

LTAD Foundations

Applicable to: NSOs and appropriate MSOs

- ❑ Support for the development and finalization of specific LTAD products, namely:
 - Discipline-specific LTAD model: 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;
 - AWAD sport-specific LTAD Framework;
 - Skills matrix, if not already sufficiently included in the Framework document; and
 - Stage-by-stage assessments and tests.

Restructuring and Redesign

Applicable to: NSOs and appropriate MSOs that have completed the LTAD Framework and all Foundations elements (see above).

Support for the development and finalization of specific LTAD products, namely:

- Competition Review (including report and board-approved recommendations);
- Competition Restructuring; and
- Program Alignment and (re)Design.

Advanced Program Support

Applicable to: NSOs and appropriate MSOs that have completed all Restructuring and Redesign elements

- ❑ Support for the development and finalization of specific LTAD products, namely:
 - Audit of LTAD pathway programming, restructuring and other implementation;
 - Detailed pathway mapping, including stage-by-stage periodization; and
 - Joint sport initiatives may also be led by MSOs or CSCs, 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 all involved. All organizations listed must be actively involved in the initiative.

****Please indicate in the application the number of Expert Days (supplemental to the requested amount) that would support completion of the proposed LTAD initiative.**

Coordination of the CS4L Leadership Team

Applicable to: CSCs

- ❑ Support for the ongoing operations of the CS4L Management Group/Leadership Team.

Restrictions and conditions for Advance Program Support:

- ❑ Only the lead SFAF-eligible organization should make an application. 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.

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 Restructuring and Redesign of LTAD-aligned programs or program alignment and (re)design; and
- ❑ Travel, meals, accommodation, facility rental for program delivery and development opportunities.

2.5.3 Engagement and Communication

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:

- ☐ Translation services for 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 LEVEL FUNDING

Organizations have the opportunity to apply for additional funding (in addition to the reference level) for initiatives that are not part of the ongoing work of the organization. Organizations must discuss such a request with their Sport Canada Program Officer before requesting and completing the application.

The Above Reference Level Application Form must be completed with the requested amount included in the Annex 2 – Above reference request column.

2.7 ENHANCED EXCELLENCE FUNDING (RESTRICTED)

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 Governance and Management

Applicable to: NSOs, CSCc and SIs

- ☐ Administration; and
- ☐ Staff salaries

2.7.2 Programs and Services

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

- ☐ Coaching salaries and professional development (NSOs, SIs);
- ☐ National team programming (NSOs, SIs); and
- ☐ Operations and programming
 - Anti-doping services (MSOs);
 - Life services (CSCs);
 - Sport medicine (CSCs);
 - Sport sciences (CSCs); and
 - 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 plans for 2014-2015 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 annexes of the application must be provided **electronically in the original PDF, Word or Excel format** to your Sport Canada Program Officer. Please note that the Annex 1 must be dated and signed by an authorized official.

2.9 APPLICATION DUE DATES

Summer NSOs, MSOs, CSCs and SIs
Applications are due at Sport Canada on February 18, 2014.

Winter NSOs
A letter of intent to apply with the amount being requested is due February 18, 2014.
Complete application is due May 12, 2014.

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

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

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. Examples of this include event signage, logos in program material or on websites. Electronic copies of the Canadian Heritage/Sport Canada Federal Identifiers (logos) can be downloaded from the [Canadian Heritage Website](#).

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 Policy on Transfer Payments](#) and its [Directive](#) and the spirit and intent of the [Official Languages Act](#) are respected.

In cases where an initiative is national in scope and includes services and communications to the general public of both linguistic communities, organizations must:

- ❑ Provide communications, announcements and information to the public concerning initiatives 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 initiatives;
- ❑ Encourage members of both official language communities to actively participate in the planning and staging of initiatives; and
- ❑ Organize initiatives, when appropriate, in such a manner as to meet the needs of the two linguistic communities.

3.1.3 Tobacco Policy

The 1985 [Federal Government Policy on Tobacco Sponsorship of National Sport Organizations](#) 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 \(2011\)](#) (CPADS), 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 \(2009\)](#) (CADP) as revised from time to time. This program is to be consistent with the [World Anti-Doping Code](#).

Endorsement of the principles of the CPADS and adoption of the CADP (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 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 2.9 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. While organizations should consider alternatives to travel such as virtual presence and other remote meeting solutions, the cost of travel, meals and accommodation may be claimed up to the rates set by [*Treasury Board of Canada Secretariat*](#). Setting of rates generally occurs in April and October. This [*travel directive*](#) is hosted by the National Joint Council.

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 a 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; and
- ❑ 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 initiative 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 Canadian 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 excess in proportion to its contribution in relation to total Canadian 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.

All expenditures must occur in the fiscal year for which they were requested. Expenditures incurred prior to the receipt of the electronic application (letter of intent for winter NSOs) are not eligible for reimbursement.

The Department of Canadian Heritage assumes no responsibility for any contractual commitments entered into by the organization before it confirms its financial support.

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*.