



Canadian
Heritage

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Sport Canada
Contribution Guidelines
Funding Policies and Terms

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Canada 

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SPORT CANADA FUNDING PROGRAMS

Canadian Heritage (PCH) is the federal Department responsible for sport. As a Branch of PCH, Sport Canada is striving to establish Canada as a leading sport nation at home and abroad, where all Canadians and their communities enjoy, value and celebrate the benefits of active participation and excellence in sport.

The mission of Sport Canada is to enhance opportunities for all Canadians to participate and excel in sport. This is achieved by enhancing interaction and capacity within the Canadian sport system, encouraging participation in sport and enabling Canadians with talent and dedication to achieve excellence in international sport.

Sport Canada programs and activities support the objectives of the Government of Canada *Physical Activity and Sport Act* (2003) (<http://laws.justice.gc.ca/en/P-13.4/text.html>) and of the *Canadian Sport Policy* (http://www.pch.gc.ca/progs/sc/pol/pcs-csp/index_e.cfm).

Sport Canada provides financial support through three funding programs:

- ❑ Sport Support Program
 - National Sport Organization (NSO);
 - Multisport Service Organization (MSO); and
 - Project Stream.
- ❑ Hosting Program
 - International Major Multisport Games;
 - International Single Sport Events;
 - International Multisport Games for Aboriginal Peoples and Persons with a Disability; and
 - Canada Games.
- ❑ Athlete Assistance Program (AAP)

To contact Sport Canada:

Sport Canada
Les Terrasses de la Chaudière
Jules Léger Building
15 Eddy St., 16th Floor
Gatineau, Quebec
K1A 0M5

Phone: 1-866-811-0055
Fax: (819) 956-8006
TTY: 1-888-997-3123

1 FUNDING POLICIES AND TERMS

1.1 FUNDING POLICIES

1.1.1 RECOGNITION OF FEDERAL GOVERNMENT SUPPORT

Recipients 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 website at: www.pch.gc.ca/signatures.

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

1.1.2 OFFICIAL LANGUAGES

Sport Canada requires recipients 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 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 to the general public of both linguistic communities, federal institutions, such as Canadian Heritage (Sport Canada), must ensure that recipient organizations will:

- ❑ make all announcements 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 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.

1.1.3 TOBACCO POLICY

The 1985 Federal Government Policy on Tobacco Sponsorship of National Sport Organizations (http://www.pch.gc.ca/progs/sc/pol/tabac-tobacco/index_e.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.

1.1.4 DOPING-FREE SPORT

The Government of Canada (Sport Canada) has had a policy against doping in sport in one form or another since October 1983. The current policy, the Canadian Policy Against Doping in Sport (2004), was endorsed by the Federal, Provincial and Territorial Ministers responsible for Sport, Recreation and Fitness in April 2004 and came into full force and effect on June 1, 2004. 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 Program and other international best practices.

Endorsement of the Canadian Policy Against Doping in Sport and adoption of the Canadian Anti-Doping Program (as applicable) is a condition of eligibility for all funded MSOs and NSOs. Project Stream recipients are equally responsible for ensuring that they subscribe to the principles and practices of anti-doping in sport.

The Government of Canada's commitment to anti-doping is further evidenced by the restriction of funding eligibility under the Sport Support Program and Athlete Assistance Program for any individual who has committed and been sanctioned for an anti-doping rule violation pursuant to or recognized under the Canadian Anti-Doping Program or its predecessors. The automatic funding ineligibility sanctions are described in Sport Canada's Anti-Doping Sanctions directive. It is the responsibility of organizations applying for support through the Sport Support Program to be familiar with, and respect the funding ineligibility sanctions as set out in the directive, which is available at the following link: <http://www.pch.gc.ca/pgm/sc/pol/dop/sanct-eng.cfm>

1.1.5 ALTERNATE DISPUTE RESOLUTION

The Sport Dispute Resolution Centre of Canada (SDRCC) was established via the Physical Activity and Sport Act to address the need to offer the Canadian sport community tools to prevent conflicts and, when they arise, to resolve them. To ensure access to the services of the SDRCC, Sport Canada has made it a condition of funding that the appeal policies of all funded NSOs, MSOs and CSCs provide for an appeal to the SDRCC (mediation and arbitration services are provided by the SDRCC in this regard). This requirement applies, once the organization's own 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.

In AAP related matters, NSO decisions regarding the nomination for carding or recommendation for withdrawal of carding are appealed to the internal NSO appeal process followed, if required, by an appeal to the Sport Dispute Resolution Centre of Canada (SDRCC).

An appeal of a Sport Canada decision to approve a carding nomination or withdrawal of carding is first heard by the Sport Canada AAP Review Committee followed, if required, by referring the matter to the SDRCC.

1.2 TERMS OF FUNDING

In order to be considered for support, applications must be complete and received no later than the deadlines identified for each component.

1.2.1 TRAVEL, MEALS, AND ACCOMMODATION

Where the conditions of an initiative/program/activity allow for the support of participants' travel expenses, 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

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.

1.2.2 CONTRIBUTION AGREEMENT

The Contribution Agreement is the legal document governing the relationship between Sport Canada and the recipient and defines the roles and responsibilities of each party. Upon receipt of the Contribution Agreement and any related documents, the recipient should examine them to ensure that they are accurate and complete. The Contribution Agreement must be signed by an authorized individual of the recipient 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.

1.2.3 THIRD PARTY 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 or third party, for example associations for athletes with a disability that are integrated with an NSO or Organizing Committees for hosting an international event. In such cases, the recipient 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 recipient'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.

1.2.4 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 one activity, initiative, or project of a recipient,

Total Canadian government funding for Sport Canada support programs may not exceed 100% of eligible expenditures. To calculate total government funding, recipients 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.

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

1.2.5 ELIGIBILITY OF EXPENSES

The eligibility of expenses is determined by Sport Canada and is presented in the respective Program Component sections of the Contribution Guidelines. Recipients 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.

Expenses may only be eligible from the date the recipient receives confirmation of funding from the Minister. In some cases, depending on the Program Officer's assessment of risk, expenses may be eligible during the period of the project being funded from the date the application is received. However, any eligible expenses incurred prior to the receipt of the confirmation of funding are assumed at the risk of the recipient.

1.2.6 PREPAYMENT OF EXPENSES

Recipients may, if approved by Sport Canada, use current fiscal year contributions to prepay the cost of travel/accommodation for an activity, project or program scheduled to occur early in the next fiscal year, where the costs are essential to the activity, project or program, provided the invoices are dated in the current fiscal year.

1.2.7 REIMBURSEMENT OF UNUSED FUNDS

If the recipient determines, at any time, that there will be a decrease in expenditures or a decrease in activities within a fiscal year such that the recipient will not use all the funds provided through the Contribution Agreement in that fiscal year, the recipient must notify Sport Canada immediately. Any unused funds must be returned to Sport Canada as quickly as possible and, ideally, before the end of the fiscal year by cheque payable to the Receiver General of Canada.

1.2.8 AUDITS

Periodic audits of recipients will be conducted to ensure that recipients comply with the contribution guidelines and the terms and conditions of the Contribution Agreement signed with Sport Canada. Further, the audit will ensure that the recipients have proper internal and project financial controls and utilize funds only for intended purposes. The auditor will report any weaknesses to Sport Canada who may undertake further action if circumstances are warranted. If requested, the recipient must make records and information available to the Auditor General, as per the *Auditor General Act*.

1.2.9 EVALUATIONS

To more clearly determine program effectiveness, progress is monitored regularly through performance measurement and program evaluation activities. As a condition of funding, recipients are responsible for providing activity reports that show progress against identified objectives. Additionally, recipients are required to cooperate fully in any evaluation of the program that may be conducted by Sport Canada. This includes providing data necessary for the proper conduct of the evaluation. Full reporting requirements are outlined in the Contribution Agreement signed with Sport Canada.

1.2.10 PUBLIC DISCLOSURE

For purposes of openness and transparency, Sport Canada will publicly disclose the recipient's name and the Government of Canada contribution amount. Such disclosure will comply with the *Privacy Act*.

1.2.11 DOCUMENTATION

Contribution recipients must retain original invoices that provide details of transactions in support of all payments to be claimed against contribution funds. Where an invoice or receipt cannot be obtained or has been lost, a signed affidavit may be accepted in conjunction with other documentation, such as credit card purchase records. Where an organization is receiving contributions from more than one Sport Canada program, accounting records must be structured so that eligible expenditures are identifiable for each program contribution by block and project.

Organizations are required to maintain accounting records to the project level to meet year-end audit financial accounting requirements. Original receipts must be available in the event of an audit.

Cancelled cheques, invoices and bank statements must be retained for six years from the end of the year to which they relate or from the conclusion of an audit, whichever occurs first.

1.2.12 DUE DILIGENCE

In delivering the funding programs and exercising accountability, government officials must apply the principles of due diligence. As defined by the Office of the Auditor General, due diligence is a term used to refer to the practice of ensuring "that funding decisions take all of the criteria set by the Treasury Board and a department into account and are based on reliable information."

On behalf of the Government of Canada, Sport Canada's Program Officers apply diligence in ensuring that decisions are based on complete, accurate, reliable and quality information.

In addition, in order to demonstrate that due diligence has been effectively exercised when reviewing the applicant's funding requests, Sport Canada's Program Officers seek to ensure that the following key principles of due diligence are met and applied:

- Sound Justification

In order to demonstrate sound justification, there must be:

- confirmation of the eligibility of the applicant and project;

- an explanation of why funding is needed; and
 - clear linkage between the applicant's proposed activities and the objectives and priorities of the program.
- Reasonable Analysis
- To demonstrate a reasonable level of analysis, there must be:
- a rationale for the level of funding provided;
 - demonstrated evidence that the applicant is capable of performing the proposed activities; and
 - evidence/indication of the financial viability of the applicant (as appropriate).
- Accountability
- To demonstrate accountability, there must be:
- files that satisfy basic project management requirements, such as establishing deliverables, milestones, payment schedules and reporting requirements; and
 - expected results/outcomes and identified ways of measuring them.