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Sport Canada Contribution Guidelines

Sport Support Program National Sport Organization Component

2011-12

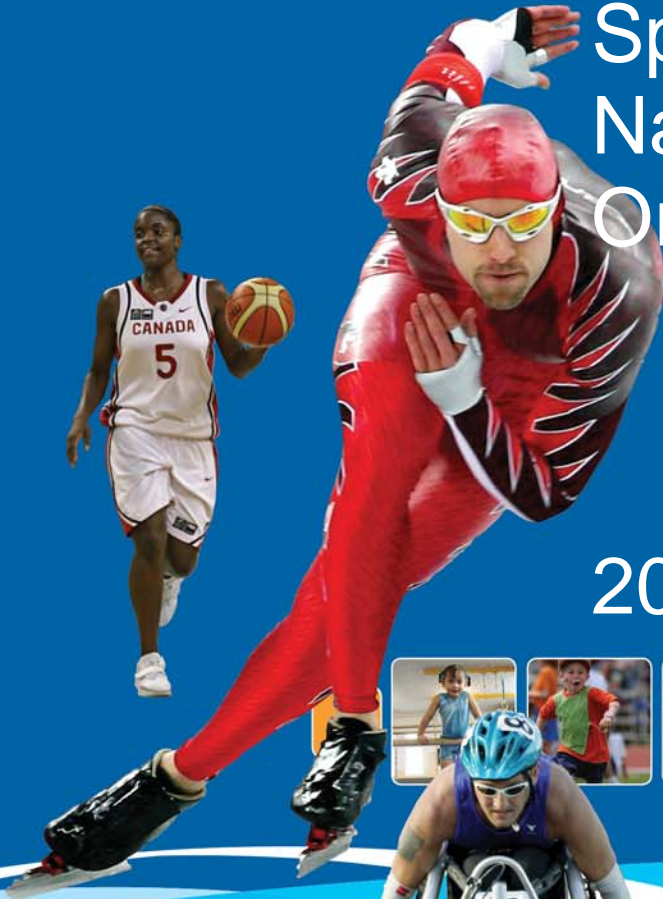


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1. SPORT SUPPORT PROGRAM

The Sport Support Program (SSP) is the primary funding vehicle for initiatives associated with the delivery of the Canadian Sport Policy. The SSP funding is aimed at developing athletes and coaches at the highest international levels; providing sound technically-based sport programming for all athletes; increasing the number of Canadians from all segments of society involved in sport, and advancing Canadian interests and values in Canada and abroad. This funding is provided to eligible organizations in support of programming that supports the goals of the Canadian Sport Policy. The program has three components:

- National Sport Organization (NSO);
- Multisport Service Organization (MSO); and
- Project Stream.

In addition, the SSP provides modest funding to support a limited number of international sport initiatives.

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 OUTCOMES

The expected outcomes of the Sport Support Program may be summarized as follows:

- Continued provision of sport programs and services to the Canadian sport system by National Sport Organizations and Multisport Service Organizations;
- Increased compliance with established national standards, with specific emphasis on increased official language capacity of sport organizations;
- Increased number of NSOs, especially targeted sports, with a sport specific Long-Term Athlete Development Model in place and linked to the organization's strategic plan;
- Increased number of NSOs that have implemented the revised National Coaching Certification Program (NCCP);
- Increased number of coaches participating in the NCCP;
- Full complement of qualified coaches for targeted sports to achieve their national team objectives;
- Advancement of Canadian interests, values and ethics in sport at home and abroad;
- Expanded and strengthened program and policy collaboration within the federal government and with P/T governments and the sport community;
- Increased opportunities for sport participation for all Canadians, including targeted under-represented groups; and

- ❑ Improved performances by Canadian athletes at Olympic and Paralympic Games and senior world championships, particularly in targeted sports.

1.3 ELIGIBILITY

The delivery of the SSP is governed by the Sport Funding and Accountability Framework (SFAF). The SFAF is the process used to determine which incorporated not-for-profit organizations are eligible for SSP funding, in what areas, at what level and under what circumstances.

Eligibility is limited to NSOs and MSOs that have met the full requirements of the Sport Funding and Accountability Framework and other organizations promoting the strategic priorities related to the Canadian Sport Policy as identified in the Project Stream component.

Considering that the network of Canadian Sport Centres (CSCs) was established by Sport Canada in conjunction with other funding partners such as Provincial Governments, the COC and CAC and that CSCs are not funded under the SFAF, the decision to create, recognize and fund an individual centre, within the network is based on the following principles, all of which must be met:

- Services complement and enhance programming for targeted national teams as well as all carded athletes;
- Services are provided in line with the principles of long-term athlete development;
- Delivery of core services are of a consistent standard;
- Services are available to athletes in accordance with their official language needs;
- Partnerships at both the national and provincial levels are important for the development of a sustainable Canadian sport system; and
- Support is provided for only one CSC per province or region of provinces/territories.

2. SPORT SUPPORT PROGRAM - NATIONAL SPORT ORGANIZATION (NSO) COMPONENT

The National Sport Organization (NSO) component is part of the Sport Support Program (SSP), the Government of Canada's primary funding vehicle for initiatives associated with the Canadian Sport Policy (CSP). More information about the SSP is available in the Introduction.

2.1 ELIGIBILITY

As per the SFAF, the eligibility process for National Sport Organizations determines which organisations meet the General, National and/or International scope criteria. The

NSO Eligibility Criteria document is available on Sport Canada's website at the following address:

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

NSOs that meet the requirements will be eligible to continue on to the next step, completion of the SFAF assessment for mainstream and/or athletes with a disability, as applicable.

2.2 ASSESSMENT

The SFAF assessment examines the scope and performance of NSO programs across key areas of high performance, sport participation/development and organizational management, by means of several questionnaires. The evaluation of the questionnaires will determine the relative level of funding that may be provided to the NSO.

2.3 MULTI-YEAR FUNDING

Two-year funding (2011-2012 and 2012-2013) is available for summer NSOs only. Winter NSOs must submit a one year application for 2011-2012.

Summer organizations choosing to apply for two-year funding must be able to submit the required documents covering each year of the application. Sport Canada reserves the right to offer multi-year funding to any NSO based on the following factors:

- ❑ The NSO has been eligible for federal funding via the SFAF for a minimum of one full cycle;
- ❑ The NSO's budgetary control is adequate and its use of public funds matches the purpose for which they were intended;
- ❑ The NSO 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 NSO has provided Sport Canada with the following reports in a timely fashion:
 - Activity reports;
 - Applications;
 - Yearly accounting / financial statements / updated cash flows;
 - Audited financial statements;
- ❑ The NSO demonstrates the ability to successfully carry out planned programs and achieve objectives;
- ❑ The NSO monitors and evaluates the degree of program success;
- ❑ The NSO supplies a timely, satisfactory explanation for any returned funds.

2.4 EXPENDITURES

To be eligible to be claimed against any Sport Canada contribution, expenditures must:

- ❑ be allowable according to these guidelines, other written conditions of the contribution and the general funding policies;
- ❑ be supported by paid, original invoices;
- ❑ be made in the fiscal year(s) covered by the Contribution Agreement; and

- ❑ not be, have been, or planned to be reimbursed through an alternate source (e.g.: GST).
- ❑ where travel, meals and accommodation costs are being claimed, these must be in accordance with Treasury Board guidelines as outlined in the Funding Policy and Procedures section of these guidelines.

Capital costs are not allowable expenditures.

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

Note: Accounting procedures and documentation requirements are addressed more thoroughly in the Funding Procedures section.

2.5 CONTRIBUTION BLOCKS

Funding requests are grouped into contribution blocks to allow for analysis of the distribution of public funds in support of Government of Canada objectives.

Objectives and expected outcomes must be clearly identified in the application and referenced in the NSO's strategic and operational plans. Expense/revenue details should be clearly presented and referenced in the NSO's budget.

Core Contribution funding is provided through the contribution blocks listed below. NSOs that meet the SFAF General and International Scope criteria will be eligible to apply for support in all funding blocks; NSOs meeting only the SFAF General and National Scope criteria will normally be eligible for the Administration and Operations/Programs blocks only. **NSOs are expected to respect the reference level provided to them for core funding when completing their application, including documents Annex NSO – 1 and Annex NSO – 2.**

- ❑ Core Contribution Blocks :
 - Administration
 - Operations/Programming
 - National Team Programs
 - Coaches' Salaries and Professional Development

All NSOs that meet the SFAF criteria will also be eligible to apply for support in the non-core protected funding blocks listed below.

- ❑ Non-Core Contribution Blocks (Protected) :
 - Sport Participation Development (SPD) / Sport Participation for Persons With A Disability (PWAD)
 - Long Term Athlete Development (LTAD)
 - Official Languages (OL)

Certain NSOs, identified in advance, may also be eligible to apply for support in the restricted funding blocks listed below.

- ❑ Restricted Non-Core Contribution Blocks (Protected):
 - Own the Podium
 - Heritage Sport Fund (HSF)

NSOs may manage the redistribution of funds between approved contribution blocks and between specific projects 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, Official Languages, Own the Podium, Long Term Athlete Development, Sport Participation Development, Heritage Sport Fund, Coaches' Salaries and Professional Development). A written communication between the organization and the Program Officer must exist prior to any transfer. Funds must be used for costs associated with items indicated in *Annex E – Eligible Expenditures and Approved Projects*, an annex that forms part of the Contribution Agreement.

2.5.1 FUNDING FOR NSOs SUPPORTING ATHLETES WITH A DISABILITY PROGRAMMING

NSOs that have a program for athletes with a disability are eligible for support in all of the 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 a project basis. For these NSOs, support for projects will be provided in the following contribution blocks:

- ❑ Operations / Programming;
- ❑ National Team Programs;
- ❑ Coaches' Salaries and Professional Development; and
- ❑ Sport Participation Development.

NSOs eligible to receive project support only must be able to demonstrate the ongoing provision of high performance services to athletes with a disability or sport participation projects.

Funding for athletes with a disability is protected and may only be redistributed within blocks specifically designated for athletes with a disability in *Annex E – Eligible Expenditures and Approved Projects* of the Contribution Agreement and according to the specifications listed above.

The lists of allowable expenses/projects contained in these contribution guidelines are intended to guide NSOs in submitting projects that would be considered by Sport Canada in their application for funding.

2.5.2 CORE CONTRIBUTION BLOCKS

Administration

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

Allowable expenses/projects:

- general administrative costs;

- meetings (domestic or international), including travel, meals, accommodation and rental;
- promotion and communication activities.

Restrictions and conditions:

- NSOs may allocate up to 25 per cent of the total Sport Support Program – NSO component contribution towards the Administration block. This applies individually to mainstream and AWAD programs.
- Any NSO wanting to allocate more than 25 per cent of the total Sport Support Program – NSO contribution towards the Administration block must receive prior written approval to do so from their Program Officer.

Operations / Programming

This block provides support for the costs of employing or contracting part-time and full-time technical, management and administrative staff. This block also provides support for the development and training of officials, coaches and sport leaders, for initiatives aimed at developing and implementing quality technical programs for competitors not in the High Performance Excellence stream, for advancing opportunities for hosting national competitions and related regional qualifying competitions and for advancing opportunities for girls and women in sport.

Allowable expenses/projects:

- salaries, contracts, honoraria;
- travel related to supported staff positions;
- statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans;
- benefits (social and medical)
- officials' training and education;
- coaches' training and education;
- volunteer development;
- staff development;
- women's initiatives;
- athlete development;
- national competitions; and
- NCCP content development.

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.
- The employer is responsible for:
 - payments in lieu of vacation leave;
 - overtime payments;

- costs resulting from an overlap of departing and new employees; and
 - severance payments.
- The purchase of medals/trophies and banquet costs are NOT covered.

Conflict of Interest: Recipients will be required to indicate that any former federal public office holder or federal public servant who is employed by the organization funded under these terms and conditions 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 Code for Public Office Holders.

National Team Programs

This block provides support for the training and competition needs of:

- athletes preparing for Olympic/Paralympic Games and/or World Championships; and
- athletes in the NSO High Performance Stream but not at the senior level.

Contributions to this block may be augmented by recommendations from Own the Podium.

Allowable expenses/projects:

- training (cost of travel, meals, accommodation, facility rental, entry fees, honoraria for medical, paramedical and other national team support personnel);
- competitions (cost of travel, meals, accommodation, facility rental, entry fees, honoraria for medical, paramedical and other national team support personnel);
- national training centres;
- sport science and medical/paramedical services; and
- equipment rental/purchase.

Restrictions and conditions:

- The purchase of national team uniforms and personal equipment is NOT covered.

Coaching Salaries and Professional Development

This is a restricted block. Funds allocated to this block may not be used for other purposes.

This block provides support towards the costs of employing or contracting coaches for national teams. Professional development plans for these coaches are also applicable under this block. Contributions to this block may be augmented by recommendations from Own the Podium.

Allowable expenses/projects:

- national coaches who have overall responsibility for athlete/team development at the junior or senior national team levels;
- assistant coaches who report to a national coach;
- coaches who are responsible for an event area or sub-discipline of the sport;
- benefits (social and medical)
- development, youth, espoir team coaches; and
- national training centre coaches.

Application requirements:

The application for the Coaching Salaries block must include an outline of **all** coaching positions, including those that the NSO intends to support as part of this application. The information requested for each position is the position title, incumbent, employment status, preferred official language, NCCP status and primary athlete level to be coached and whether funding is being requested for this coach as per Annex NSO 7. Sport Canada will share this information with Own the Podium.

Restrictions and conditions:

- ❑ The Sport Canada contribution for each coaching position is limited to \$90,000.
- ❑ Statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans may be claimed within the contribution limit.
- ❑ The employer is responsible for:
 - payments in lieu of vacation leave;
 - overtime payments;
 - costs resulting from an overlap of old and new employees; and
 - severance payments.

Notes:

To be eligible for salary support, coaches must have National Coaching Certification Program (NCCP) Level 4 certification or the NCCP Competition – Development Advanced or Competition – High Performance. NSOs may be required to show proof of equivalency. The CAC, 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.

This requirement applies to head national coaches at all levels and full-time assistant national, junior national, event or discipline and Canadian Sport Centre coaches (including shared support positions).

Exceptions are coaches currently registered in the Level 4 program and coaches in sports where the Level 4 program 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 criteria may still be nominated for funding by the NSO provided they can demonstrate that they have:

- *Commensurate education (Masters degree in coaching) at a Canadian University*
- *Commensurate education at a foreign University or;*
- *Commensurate education at a Sport Institute or equivalent or;*
- *Demonstrated performances as a coach of an athlete with international success at Senior World Championships, Olympic Games or Paralympic Games;*
- *Commensurate combination of education and experience, or;*
- *Charter coach of Coaches of Canada.*

Sport Canada will review the information submitted and determine if the coach is eligible for Sport Canada funding under the Coaching Salaries and Professional Development Block.

Information to be provided with the application for funding must include:

NCCP coaching number

Copy of Diploma (English or French)

Performance record as a coach

Other documentation may be included in order to support the application.

It is the NSO's responsibility to demonstrate the eligibility of its coaching staff for Sport Canada funding. Following the evaluation of the submitted documentation, 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.

Coaches that have been recommended by Own the Podium for 2011-2012 are eligible for a maximum of \$120,000 in annual salary support. The coaches must meet the Sport Canada funding criteria listed above and be named on Annex NSO - 7 and on Own the Podium's schedule A.

2.5.3 NON-CORE CONTRIBUTION BLOCKS (PROTECTED)

Own the Podium

This is a restricted block. Funds allocated to this block may not be used for other purposes.

This block provides supplementary support, based on recommendations made by Own the Podium. Allowable expenses/projects are those within the "National Teams" block, the "Coaching Salaries and Professional Development" block and for projects in the "Administration", and "Operations / Programming" blocks that are specific to the delivery of high performance objectives as recommended by Own the Podium and approved by Sport Canada. Requirements and restrictions for those blocks are also applicable to the Own the Podium block. NSOs must be able to provide detail concerning the allocation of Sport Canada and Own the Podium funding in the areas where Own the Podium funding is being recommended.

SPORT PARTICIPATION DEVELOPMENT PROGRAM (SPDP)

The SPDP block includes Heritage Sport Fund (HSF) and sport participation for Persons with a Disability (PWAD)

These blocks include projects aimed at increasing participation in sport, recruiting new participants and reducing dropout rates. Ideally these projects are undertaken in collaboration or partnership with municipalities, educational institutions, provincial/territorial sport organizations, multisport organizations, corporate sponsors and, in particular, PWAD projects are carried out in collaboration with the broader disability community. Eligible projects may include initiation programs, skill development, promotion of these programs and human resources capacity to support each of these programs.

Sport Canada has specifically identified Children and Youth, Persons with a Disability, Aboriginal People and Women and Girls as target groups that face barriers in increasing sport participation rates. Organizations are, therefore, encouraged to specifically consider including these groups in their initiatives and in the specific reporting of participation.

Eligibility:

SPDP and PWAD are open to NSOs and MSOs that have met the full requirements of SFAF IV.

HSF is only available to pre-identified NSOs (Lacrosse, Football, Bowling, Broomball, Wheelchair Rugby and Ringette).

NSOs must demonstrate the linkages of their application to their LTAD model and strategic plan.

Projects must be national in scope.

Funding:

SPDP/PWAD/HSF are restricted blocks. Funds allocated to these blocks may not be used for other purposes.

Allowable Expenses/Projects:

- ❑ Honoraria or salaries for full-time and/or part-time technical, management and administrative staff;
- ❑ General administrative costs;
- ❑ Promotion and communication related to the project;
- ❑ Facility rentals and equipment (equipment must remain as an asset of the National Sport Organization);
- ❑ Operational costs (planning, implementation and evaluation);
- ❑ Leadership development (training of instructors and program leaders – non NCCP programs);

- ❑ National pilot project being conducted at the P/T level.

Application Requirement:

ORGANIZATIONS APPLYING FOR FUNDING UNDER SPDP, PWAD & HSF BLOCKS MUST COMPLETE THE INFORMATION REQUESTED IN ANNEX NSO 9.

PLEASE NOTE: IF THE PROJECT WAS PREVIOUSLY FUNDED, A COMPLETE ANNEX NSO 6 **MUST** BE SUBMITTED.

Restrictions and conditions:

- ❑ Research projects will not be considered for funding support.
- ❑ Generally, NSOs will only receive support for one SPDP project and one PWAD project, at any one time during the funding cycle.
- ❑ Applications will be considered on a yearly basis.
- ❑ The NSO must have the capacity to develop and sustain project.
- ❑ NCCP and official certification are not eligible expenses.
- ❑ Duplication with any other funding is not permitted.

Long Term Athlete Development (LTAD)

This is a restricted block. Funds allocated to this block may not be used for other purposes.

LTAD Funding is allocated in 2011-2012 to assist with LTAD implementation.

This block provides support for the development and implementation of Long Term Athlete Development.

Allowable expenses/projects:

- honoraria or salaries for full-time and/or part-time technical, management, administrative staff , writer/coordinator;
- general administrative costs; and
- operational costs (planning and implementation).

For the project types described below, a NSO can lead a project or may decide to partner with a MSO or NSO or a group of MSOs/NSOs to deliver a project. In those cases, only the lead SFAF-eligible organization should make an application for LTAD funding under the Sport Support Program. This lead organization will be responsible to manage the project and partnerships through to the final reporting stage.

Four types of projects are eligible for consideration for NSOs as the lead organization. NSO may apply for more than one project area in a given fiscal year.

- A. Special Implementation Projects: Projects to advance LTAD implementation in a sport, to facilitate alignment with LTAD, to develop a population specific LTAD or to undertake a specific

initiative identified in a sport's LTAD: (*Funding not to exceed 20K per year for a maximum of 40k over two years*)

- B. CS4L Sport Joint Initiatives (Like Sports Projects): projects to advance LTAD/CS4L implementation, centered on a theme which is common to at least 3 identified NSOs. (*Funding not to exceed 30K per year for a maximum of 60k over two years*)
- C. LTAD Research Projects: research of monitoring of LTAD implementation. (Preference will be given to projects demonstrating partnership with an educational institution)
- D. Disciplines: development of discipline-specific LTAD models. Disciplines must be distinct with significantly different athlete development pathways, as per the completed LTAD model and be on the Olympic or Paralympic program. (*Funding not to exceed 20K per year for a maximum of 30k per discipline over two years*)

ORGANIZATIONS APPLYING FOR FUNDING OF A LTAD PROJECT MUST COMPLETE THE INFORMATION REQUESTED IN ANNEX NSO 8.

PLEASE NOTE: IF THE PROJECT WAS PREVIOUSLY FUNDED, A COMPLETE ANNEX NSO 5 **MUST** BE SUBMITTED.

Restrictions and Conditions;

- Not all project applications will be funded. Projects chosen for funding may not be at the maximum eligible amount.
- Duplication with any other funding is not permitted.
- Applications will be considered on a yearly basis.

Official Languages (OL)

This is a restricted block. Funds allocated to this block may not be used for other purposes.

This block provides support to ensure that programs and services are offered in both official languages.

Allowable expenses/projects:

- translation of written material;
- interpretive services; and
- training and education.

NSOs are encouraged to allocate funding to the areas listed below:

Translation of written material to be available simultaneously in both official languages to the appropriate target audience:

- coaching and officiating materials;
- technical and administrative documentation;
- national team information;
- key documents such as rules, regulations, policies and programs, etc;
- information intended for the website.

Interpretive services to ensure that events are held in a bilingual format:

- simultaneous interpretation at conferences, congresses, press conferences, symposia and special events.

Training and education to improve the NSOs' capacity to provide services in both official languages and to foster bilingual coaching capacity:

- for the NSO staff; and
- for the national team coaching staff.

2.6 APPLICATION PROCESS

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

All annexes are to be provided **electronically in the original Word or Excel format** to your Program Officer. Sport Canada also requires Annex NSO-1 in hard copy format with an original signature for its files. The following detailed information must accompany new applications.

Application item	Required in the first year of an application	Required in second year of a multiyear application	Required for in-year amendment	Comments
ANNEX NSO 1 - General Application Form	✓ for all years		✓ Amendment version	Amount requested for each year must be clearly identified. To be signed by an authorized official.
ANNEX NSO 2 - Project Form	✓ for all years			Provide the breakdown of requested funding by block based on the eligible projects and respecting the reference level provided . A 2-page form is required for each year of the application which includes programming for able-bodied athletes and for athletes with a disability.
ANNEX NSO 3a – NSO Priorities	✓ for all years	✓ if updates are required		To include high level priorities and measurable outcomes/impacts for each of the areas for which funding is requested based on their links with the Sport Support Program objectives.
ANNEX NSO 3b –	✓	✓		The column entitled

Application item	Required in the first year of an application	Required in second year of a multiyear application	Required for in-year amendment	Comments
NSO Priorities (monitoring section)				“Outcome/impact achieved” on the previous year’s ANNEX NSO-3a must be completed with details of the NSOs achievements against the identified expected outcomes/impacts.
ANNEX NSO 4 – Report on OL	✓	✓		For the previous year, OL protected block.
ANNEX NSO 5 – Report on LTAD	✓	✓		For the previous year, LTAD protected block.
ANNEX NSO 6 – Report on Participation	✓	✓		For the previous year SPDP/PWAD/HSF protected blocks. On report per funded project.
ANNEX NSO 7 - Coaching Chart	✓	✓		Provide an outline of all coaching positions for the upcoming year. Will be provided to Own the Podium.
ANNEX NSO 8 – LTAD PROJECT	✓	✓		Provide LTAD application for new or continuing projects (if applicable)
ANNEX NSO 9 – SPDP Application	✓	✓		Provide SPD/PWAD/HSF application for new or continuing projects (if applicable)
ANNEX NSO 10 -- National Standards	✓	✓		Provide update for the previous year.
Most recent Audited Financial Statement, and Management Letter	✓	✓		Audited Financial Statement must be signed by two authorized representatives. NOTE: Required if not already provided to Sport Canada.
Strategic Plan	✓			Must cover the entire duration of the contribution request and must identify objectives and targets linked to the pillars of the <i>Canadian Sport Policy</i> , if not already provided to Sport Canada.

Application item	Required in the first year of an application	Required in second year of a multiyear application	Required for in-year amendment	Comments
Operational Plan	✓	✓		The organization's planned activities for the current year with links to the strategic plan.
Projected Revenue and Expense Budget	✓ for all years	✓ updated	✓ updated, showing revenues and expenses for amendment	Provide all sources of revenue. Proposed projects should appear as line items to ensure the required level of detail. When necessary, NSOs will be required to provide clarification to the Sport Canada Officer.

2.7 REPORTING

Two types of reporting are required of organizations in receipt of Sport Canada contributions. The schedule of reporting will be reflected in the contribution agreement.

Financial Reporting

Organizations must provide a current cash flow and a copy of their audited financial statement for the previous fiscal year.

A 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 either clearly outlined or noted by the client. Particular attention should be paid to the protected blocks.

The audited financial statements shall be signed by two authorized representatives of the NSO and include the auditor's management letter. Where circumstances warrant, an organization will be asked to provide an action plan to address any concerns outlined in their auditor's management letter.

In the event that the NSO forecasts to incur fewer expenses than anticipated during the federal government's fiscal year, the NSO shall inform their Program Officer in writing, as soon as possible, but no later than 60 days prior to the end of the federal government's fiscal year.

Please refer to the Funding Procedures section for more information.

Activity Reporting

Organizations must provide a report of activities completed during the past fiscal year and their accomplishments in relation to their plans (Annex NSO 3). NSOs are also

expected to provide Sport Canada with regular activity updates through meetings, reports, and regular contacts, etc.

2.8 ACCOUNTABILITY

NSOs will be required to work towards meeting the National Standards as outlined in the contribution agreement.

The *Accountability Framework* is the means by which the Government of Canada ensures the achievement of key goals. All nationally funded organizations are required to incorporate the Accountability policy areas within their strategic plans (including expected outcomes).

2.9 APPLICATION DEADLINES

Summer NSO
Applications are due at Sport Canada on February 21, 2011.

Winter NSO
A letter of intent to apply with the amount being requested is due February 21, 2011.
Complete application is due May 16, 2011

Organizations submitting applications beyond the above noted deadlines may experience a delay in receiving an initial payment and a potential reduction in funding.

NSOs requiring more information on the NSO Support Program 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 POLICIES AND TERMS

3.1 FUNDING POLICIES

3.1.1 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.

3.1.2 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.

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 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. 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>

3.1.5 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.

3.2 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.

3.2.1 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.

3.2.2 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.

3.2.3 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.

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 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.

3.2.5 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.

3.2.6 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.

3.2.7 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.

3.2.8 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*.

3.2.9 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.

3.2.10 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*.

3.2.11 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.

3.2.12 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.