



Sport fund

In our community. For our community.

APPLICANT REFERENCE GUIDE

July 2023

OVERVIEW

The Nova Scotia Amateur Sport Fund (hereafter Sport Fund) started approximately 20 years ago as a means to raise money in order to support amateur sport in Nova Scotia. At that time, the fund was one of the few existing supports for sport programs and provided funding assistance for many elements of the sport system, including athletes, coaches, officials, and provincial and community sport organizations. Over time, as additional funding programs were put in place, the fund evolved to focus on community sport organization support.

Through the Regional Sport Consultant (RSC) positions, Sport Nova Scotia staff are located in six regions across the province. As a result, relationships between Sport Nova Scotia and community sport organizations and stakeholders have grown. For the past 3 years, the Regional Sport Consultants have managed Sport Fund in the Region, with the assistance of the Regional Sport Fund Committees.

These committees are responsible for reviewing, scoring regional applications and determining local funding allocations. All regional committees will report to a centrally located Provincial Oversight Committee (POC). The POC consists of Sport Nova Scotia CEO, Staff and Board Members, along with Canadian Sport Center Atlantic, Provincial Sport Organization and Provincial Government Representatives. They are established to review recommendations and set annual priorities and to review the operation of the Sport Fund on an annual basis and communicate to Regional Committees via RSCs.

Funding for the Sport Fund is a collaboration of several partners:

- **Sport Nova Scotia**
- **Government of Nova Scotia**
- **Sport Canada**
- **Support4Sport**
- **Canada Games Legacy Fund**

GOAL

Sport Fund focuses on community sport support. The goal of the fund is to support quality, sustainable programming, either by providing funds to help organizations create new programs, or to expand and/or enhance current programs to provide more opportunities for Nova Scotians to take part in sport.

REGIONAL COMMITTEE MANDATE

Each region has a Regional Sport Fund Review Committee. Their role is to review and score applications for funding from the Sport Fund specific to their region. The committee will determine allocation amounts which are to be awarded to successful applicants based on criteria and guidelines approved by the Sport Fund Provincial Oversight Committee.

The committee is made up of a minimum of five (5) to a maximum of eight (8) members. The Regional Sport Consultant located within the region will be designated as the Chair of the committee. Additional members include the Regional Manager (CCH) and a Municipal Recreation leader from the region. The remaining members will be made-up of individuals identified as being community sport champions, while striving for diversity and regional representation within the composition of the committee. Members of the committee will be determined annually, based by the renewal of terms by the Chair.



APPLICANT CRITERIA

Applicants must fit into one of the three following groups:

1. Local sport clubs and community sport organizations who are members in good standing of a Provincial Sport Organization (PSO).
2. Community organizations who provide sport opportunities and are incorporated with active status as a "not for profit" society under the Joint Stock Societies Act of Nova Scotia.
3. Municipalities, villages or First Nation communities.

Important eligibility notes:

- All applicants must be located and delivering sport within Nova Scotia.
- We do not directly fund schools/educational institutions.
- All applicants must reach out to their Regional Sport Consultant 2 weeks prior to the deadline, to determine eligibility.
- All Sport Fund applications must be started a minimum of 6 weeks before the start date of the organization's initiative. If the application process is started less than 6 weeks out, we cannot guarantee that a decision on funding would be made in this time (Regional Committees require 2-4 weeks post-deadline for funding review).
- Initiatives must be completed and reported upon within a 12-month period from the awarded funding, as directed by the terms and conditions.
- Sport Fund does not consider retroactive assistance for initiatives.
- Sport Fund will not fund 100% of any initiative. Initiatives must be cost shared, including a self-contribution from the applicant organization.
- All submitted applications go to a Regional Committee for final review, with decisions communicated in 2-4 weeks post submission.

WHAT WE FUND

Sport Fund supports projects that are intended to:

- Increase sustainable quality sport participation (either new programming or the expansion of existing programs).
- Increase Long Term Development in Sport and Physical Activity alignment. ([Click Here](#))
- Host coaching seminars or conferences that will have a positive impact on the quality of coaching in Nova Scotia (non-NCCP specific)
- Support diverse populations participation in quality sport opportunities.

These projects can include, but are not limited to:

- Equipment and/or program quality sport alignment.
- Field of play resources.
- Leadership development.

WHAT WE DON'T FUND

The following are examples of projects we do not fund:

- General operating costs of an organization or facility (i.e. insurance, heating, salaries, etc.).
- Equipment renewals (as they are considered operational).
- Registration or organizational (i.e. community, regional/district or provincial) membership fees.
- Uniforms.
- Team or individual travel (including Provincial, Regional and National Championships).
- Events (hosting of competitive tournaments or meets).
- Capital expenditures (such as docks, field repairs, court resurfacing, storage facilities, etc.)

APPLICATION PROCESS

Step One

Applicant organizations review the application guidelines and questions.

Step Two

When ready, applicants contact their RSC with a minimum of 2 weeks prior to the deadline to discuss their initiative and arrange for a consultation to determine eligibility and for assistance in the application process.

Step Three

Once eligibility and initiative alignment are confirmed, your RSC will share the application itself and connect the organization to their PSO via an intake form. When ready, it is submitted for review by the Regional Sport Fund Committee.

Step Four

Applicant organization will be updated on the status of their application within 2-4 weeks of the intake periods.

Step Five

Funding is released upon receipt of signed terms and conditions document.

Step Six

Initiatives must be completed and reported upon within a 12-month period from the awarded funding date.

INTAKE PERIODS

Sport Fund accepts applications 6 times per year, running bi-monthly, on the following dates*:

1. APRIL 15TH
2. JUNE 15TH
3. AUGUST 15TH
4. OCTOBER 15TH
5. DECEMBER 15TH
6. FEBRUARY 15TH

*This is a firm deadline, regardless of weekends or holidays.

HOW MUCH DO WE FUND?

Our goal is to support quality applications, but it is not always possible to fund every request. The maximum allocation amount for a Sport Fund application is \$5000 and Sport Fund does not support 100% of the cost of any initiative.



APPLICATION QUESTIONS

After initial consultation with a Regional Sport Consultant to determine eligibility, an application will be sent to the community sport organization to complete the following questions:

Sport Fund Program & Coach Education:

1. Please provide a detailed description of the initiative that your organization is requesting funding for.
2. Is this an enhancement to an existing initiative (program), or is it a new initiative (i.e. new participants)? Please explain.
3. What are the goals and objectives of the initiative?
4. How will funding help you achieve your goals and objectives?
5. How does this initiative align to the LTD stages for your sport?
6. How many participants are registered for this LTD/ age group in your organization or program?
7. How will the project impact the sport community? (example: increase of sessions, increase of programs, increase of participants/coaches, increase in retention, new equipment).
8. Please explain how success will be measured for this initiative.
9. What is the estimated timeline for delivery of your initiative?
10. Does your initiative target an equity deserving population? (Note: this will be indicated on your intake form) If yes, please specify the target group and how/what your organization is intentionally doing, to work with this target group.
11. Do you have partners that are supporting your initiative? If so, please list partner names and provide details of how they are providing support.
12. Does your organization have a plan to support sustainable programming in the future?

Sport Fund Equipment:

1. Please provide a detailed description of the equipment that you are looking to purchase.
2. How will this equipment help enhance or increase participation in your organization?
3. What program will this equipment be used for?
4. Does this equipment align with LTD? If so what stage(s)?
5. How many participants are registered for this LTD group in your organization or program that will use this equipment?
6. How will you know if this equipment has enhanced quality sport participation? Consider both quantity (number of people in a program, more offerings) and quality (LTD skill development, improvements made, participant knowledge).
7. What is the estimated timeline for delivery of your equipment?
8. When will this equipment start being used for programming?
9. Will this equipment be used with an equity deserving population? (Note: This will be indicated on your intake form) If yes, please specify the target group and how/what your organization is intentionally doing, to work with this target group.
10. Do you have partners that are supporting your organization with this purchase? If so, please list partner names and provide details of how they are providing support.
11. Does the organization have a plan to support equipment purchases in the future?
12. Provide quote for the equipment.



BUDGET EXPENSES & REVENUE

Please list the detailed expenses that are relevant to your initiative AND please identify your supporting sources of revenue identified as confirmed or anticipated. Demonstrate how your organization is planning on financing the initiative and submit any supporting documentation.

Example:

Expenses

Jr NBA Basketballs (\$24.99/ball) X 25 = \$718.46

Training Equipment (pylons, poly spots, bean bags, etc) = \$231.54

Cdn Basketball's FUNdamentals Coach Development Course (\$150/person) X 12 = \$1800.00

NCCP Coaching Athletes with a Disability – Online Course (\$15/person) X 12 = \$180.00

Revenue

PSO (In Kind – confirmed) = \$450.0

CSO (confirmed) = \$ 75.00

Fundraising (unconfirmed) = \$500.0

Expenses - Revenue = Sport Fund Amount Requested
2930.00 - 1625.00 = \$1305.00 Requested

Consider the following:

- Only show expenses and revenues related to the initiative.
- Please do not provide an organizational budget.
- Confirm initiative revenues are less than expenses.
- Your organization is self-supporting a percentage of the initiative.
- Identify supporting sources of revenues as confirmed or anticipated.

PSO ENDORSEMENT

All PSOs will be connected with community applicants once eligibility is determined. Upon application submission, PSOs will have a two week window to endorse member applicants, identifying the following:

- How does this project align with the current provincial strategy of participation development?
- Please state how this project aligns with the PSO LTD plan.
- Please state how the PSO will help support this initiative during implementation, development and longer-term integration.

PROGRESS REPORT

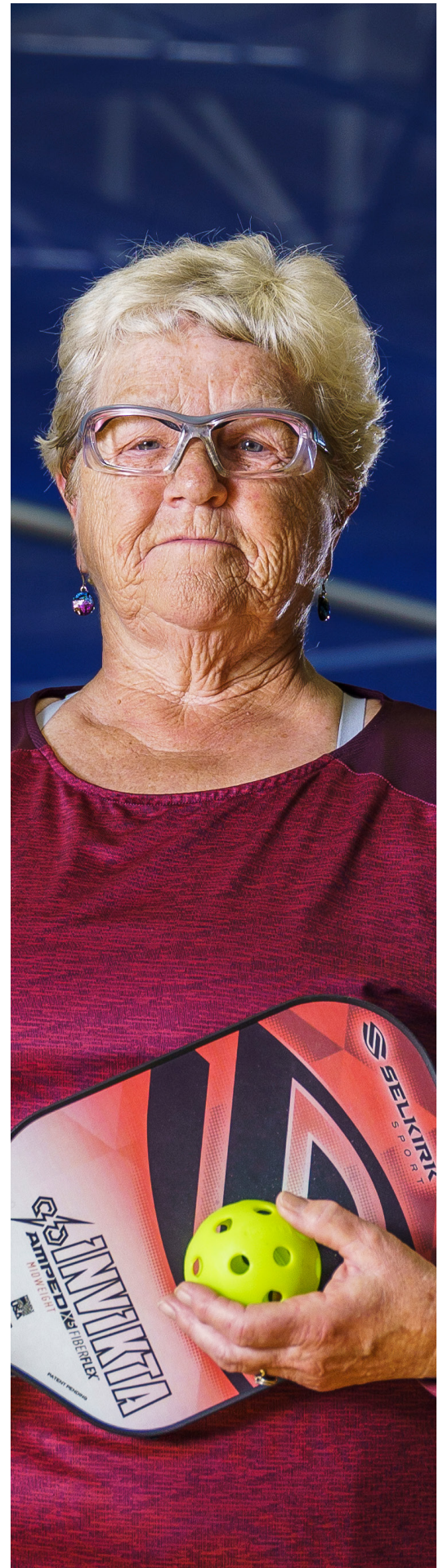
All community initiatives **must be completed and reported upon within a 12-month period from the awarded funding date**, as directed by the terms and conditions. The following questions will be asked of the applicant organization for the final report

Attachment of supporting documentation and/or receipts to be included in one file

AND

Please describe the following:

- What was the outcome of your initiative for your participants, both in terms of quantity and quality?
- What were your organization's key learnings? What worked well? What didn't go as expected?
- How does both the funding support and key learnings from this initiative impact your organization's future programming and planning?
- On a scale of 1-5 (with one being the lowest, five being the highest), please rate your organization's overall satisfaction with the entire process of Sport Fund.
- Please qualify your response with information from your experience.



CONTACT INFORMATION

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