

# Sport Development Grant Guidelines

## Introduction

The Town of Oakville is dedicated to the encouragement, promotion and development of sport activities in the community. Each year, the Town of Oakville's Sport Development Grant provides eligible local non-profit sport organizations the opportunity to receive financial support for their activities that support new program development, program expansion and enhancement, as well as coaching training and development. The Sport Development Grant is administered in partnership with Sport Oakville.

## Funding Priorities

The 2022 Sport Development Grant funding priorities include:

1. Coaching Training and Development
2. Program Development, Enhancement and Expansion
3. Supports the development and sustainability of new or existing initiatives or programs. This can include equipment required to grow a new program, funding required for training of coaches / volunteers, or associated costs. (See the assessment section for further details)

## Eligibility

In order to apply for funding, your organization must be a current, active member in good standing with Sport Oakville.

If you are not currently a member of Sport Oakville, please find further information and membership application at <http://sportoakville.com/membership-application/>.

## Eligible Initiatives

Proposals that demonstrate a clear and measurable set of outcomes that develop community sport initiatives in the Oakville community. The following are examples of projects and initiatives that would be eligible for funding support:

- Specialized training of administrators, executive, coaches, and officials (including referees and judges), such as [National Coaching Certification Program](#), HIGH FIVE® training.
- Development of new inclusive sport programming, expansion of existing programming to make it more accessible to all members of the community.
- Adaptation of existing programming to meet COVID-19 return to play guidelines, athlete management protocols and regulations, including purchase of specialized equipment\*.
- Volunteer training and development.
- Program resource development.

\*Specialized equipment for new program development, enhancement or expansion: Item(s) purchased must be directly related to the sport and program, and may not be used for administrative purposes. Funding proposals that do not link equipment purchase back to the funding priorities will not be considered for funding support.

## Ineligible Initiatives

Any expenses required for the general operation and administration of a Club on an ongoing basis are ineligible for funding support. The following are examples of items that are ineligible for funding support:

- Computers and other office equipment
- Consumable items such as stationery and office supplies.
- Any office related expenses such as rent, telephone, computers, fax, machines etc.
- Advertising, promotions or printing, especially printing of copyrighted manuals.

- Licensing fees, officials' fees, incorporation fees, or association fees for coaches or executives.
- Fees to pay for police or security checks, tournament fees, banquets or facility rentals.
- Officials, coaches or players' uniforms, awards or trophies.
- Any travel, meals, entertainment or accommodation costs including rentals and mileage.
- Salaries, consultant fees, bank charges, loans, interest or insurance, coaches' fees, etc.

NOTE: Payment for instructors of workshops, clinics or courses must go to an arms-length person/organization. Transactions involving members of their own organization will not be permitted. Fully document invoices will only be accepted.

## **Application Process and Timelines**

We encourage all applicants to contact Sport Oakville prior to submitting an application for funding to discuss the proposal.

Applications will be accepted online by visiting the Sport Oakville website. If you require an alternative application method, please contact us for assistance.

Application timelines and deadlines are outlined on the Sport Oakville website, as follows:

1. Applications Open: June 15<sup>th</sup>, 2022
2. Applications Close: August 5<sup>th</sup>, 2022
3. Assessment Period: August 5<sup>th</sup> – September 15<sup>th</sup>, 2022
4. Funding Recipients Contacted: October 1<sup>st</sup>, 2022
5. Final Project Report Submitted to Sport Oakville for Projects Funded: January 30<sup>th</sup>, 2023

## **Assessment**

Funding proposals are collected by the Town of Oakville, and are assessed by a panel consisting of two (2) or more members of the Sport Oakville board/executive, with assistance of one (1) staff representative from the Town of Oakville.

The application review panel assesses each proposal against the criteria and priorities outlined in these guidelines. The review panel makes recommendations to the Sport Oakville board for endorsement, and then to the Town of Oakville on the recommended distribution of funding support, for approval.

Proposals that will receive support are notified in writing, by one representative of Sport Oakville, and one representative of the Town of Oakville, within five (5) business days of approval.

## **Letter of Agreement**

Successful applicants will be required to sign a Letter of Agreement confirming their acceptance of the funding agreement and the terms outlined.

## **Grantee Responsibilities**

As a condition of receiving a grant, member organizations are required to:

- Have representation at Sport Oakville's Annual General Meeting for the year immediately following receipt of the grant.
- Appropriately acknowledge support from the Town of Oakville, and Sport Oakville on all materials related to the funded project, in the Club's annual report for the Club's Annual General Meeting, and include the Sport Oakville logo, with link to the Sport Oakville website, on the club's website.
- Contact Sport Oakville if for any reason your organization is unable to complete your initiative as outlined in your proposal.
- Failure to meet the conditions listed above shall render a club ineligible to apply for a grant in the following year.

## **Contact Us**

Please contact us at [sport.oakville.info@gmail.com](mailto:sport.oakville.info@gmail.com) with any questions