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Sport Canada
Contribution Guidelines
2005-2007

Canada 

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INTRODUCTION

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

The Government of Canada, in collaboration with its provincial/territorial partners, has confirmed the broad directions of the *Canadian Sport Policy* (CSP). The policy embodies four pillars:

- ❑ supporting sport **Excellence**;
- ❑ developing broader sport **Participation**;
- ❑ building organizational **Capacity**; and
- ❑ promoting increased **Interaction**.

The goal statements in support of the pillars are:

Enhanced <i>Excellence</i>	That by 2012, the pool of Canadian athletic talent is enlarged and the performance and ranking of Canadian athletes, obtained through fair means at the highest levels of national and international competitions, is reaching world standards.
Enhanced <i>Participation</i>	That by 2012, sport participation reflects the diversity of the Canadian population and a significantly higher proportion of Canadians be involved in quality sport activity at all levels and in all forms of participation.
Enhanced <i>Capacity</i>	That by 2012, the essential components of an ethically based participation and athlete-centred development system be in place and be continually strengthened as required.
Enhanced <i>Interaction</i>	That by 2012, the components of the sport system are more connected and coordinated as a result of the committed collaboration and communication amongst the stakeholders.

To achieve the CSP goals, Sport Canada provides financial support through the following three Programs, some with separate sub-components:

- ❑ the sport support program
 - national sport organization (NSO) component;
 - multisport service organization (MSO) component; and
 - the project stream component.
- ❑ the hosting program
 - international single sport events component;
 - international multisport events component;
 - international strategic focus events component; and
 - Canada Games component.
- ❑ the athlete assistance program (AAP).

For more information on Sport Canada:

<http://www.pch.gc.ca/sportcanada>

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15 Eddy St., 16th Floor
Gatineau, Quebec
K1A 0M5

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sportcanada@pch.gc.ca

1 SPORT SUPPORT PROGRAM

The Sport Support Program (SSP) is the Government of Canada's primary funding vehicle for initiatives associated with the *Canadian Sport Policy*. The SSP has three delivery components:

- ❑ national sport organization (NSO) component;
- ❑ multisport service organization (MSO) component; and
- ❑ project stream component.

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

The SSP is designed to provide contributions supporting the achievement of the aims of the *Canadian Sport Policy*. Specifically this includes initiatives that will:

- ❑ increase the pool of Canadian athletic talent and systematically achieve world class results at the highest international competitions, through fair and ethical means;
- ❑ increase the proportion of Canadians from all segments of society involved in quality sport activities at all levels and in all forms of participation;
- ❑ have in place the essential components of an ethically-based, participant/athlete centred development system that is continually modernized and strengthened as required; and
- ❑ have in place the components of the Canadian Sport System that is more connected and harmonized as a result of the committed collaboration and communication amongst the stakeholders.

ELIGIBILITY

Eligibility is limited to organizations and/or projects that have met the full requirements of the Sport Funding and Accountability Framework III (SFAF III).

ASSESSMENT

The assessment process examines a variety of key indicators as appropriate to each component.

FUNDING

The funding application elements of each component of the SSP are described in more detail in the following sections. Note that the funding is available to NSOs and MSOs that have completed the eligibility and assessment sections, while the eligibility and assessment phase for the project stream component will be done at the time of funding application.

ACCOUNTABILITY

Accountability is the means by which the Government of Canada ensures the achievement of key goals. Accountability comprises part of the reporting requirements and is linked to the organisations and/or projects.

1.1 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*. More information about the SSP is available on page 3 of the contribution guidelines.

1.1.1 ELIGIBILITY

As per the Sport Funding and Accountability Framework (SFAF), the eligibility process for national sport organizations determines which NSOs meet the General, International and/or National scope criteria. The NSO Eligibility Criteria document is available on the Sport Canada website at www.pch.gc.ca/sportcanada. NSOs that meet the requirements will be eligible to continue on to the next step, the completion of the SFAF Assessment for mainstream and/or athlete with a disability components, as applicable. The assessment examines the scope and performance of NSO programs across key areas of high performance, sport participation/development and organizational management, through the completion of several questionnaires. The results of the evaluation of the questionnaires will determine the relative level of funding that may be provided to the NSO.

1.1.2 FUNDING MODEL

A new funding model for NSOs is being introduced for 2005-2006. The model is based on the concept of providing a base level of funding for the two key program streams – high performance excellence and sport participation/development. General administrative capacity support will also be provided, at a level to reflect the combined NSO assessment and ranking for the two program streams. Base contributions in the program will be dependent upon a NSOs eligibility and assessment results as determined by the SFAF.

An additional dimension of high performance support will now be determined by the Canadian Sport Review Panel (CSRP), their recommendations targeting specific Olympic and Paralympic sports, based upon a 'look-forward' analysis. The extent of these contribution recommendations will depend upon the total resources available from the national funding partners.

Sport participation development project funding will be incorporated within the Sport Participation / Development Stream, within a protected block. NSOs that meet International Scope and General Eligibility Criteria will be eligible to apply for support in all funding blocks as described in this section. NSOs meeting only the National Scope and General Eligibility will not be eligible to access the High Performance Excellence Stream blocks.

1.1.3 MULTIYEAR FUNDING

Multiyear funding for a two year period is available commencing in 2005-2006. Organisations choosing this option must be able to submit the required documents covering the two year period. Organisations that do not submit all the required documents for the two years will continue to be considered for funding on an annual basis.

1.1.4 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. Project expense/revenue details should be clearly presented and referenced to the NSOs' Strategic and Operating plans.

Funding is provided through the following Contribution Blocks. All SFAF III eligible NSOs may apply in the Capacity Stream blocks as well as in either one, or both of the High Performance Excellence and/or Sport Participation/Development Streams, depending upon their particular eligibility status.

Sport Participation/Development Stream (All SFAF III eligible NSOs)

- athlete development;
- leadership development;
- national competitions;
- women's initiatives; and
- sport participation development initiatives.

High Performance Excellence Stream (NSOs that have met SFAF III International Scope Eligibility)

- senior national team programs;
- other national team program; and
- coaching salaries and professional development.

Capacity Stream (All SFAF III eligible NSOs)

- administration;
- official languages;
- staff salaries; and
- other.

NSOs may manage the application of funds between approved blocks and projects to best meet their program needs unless specific restrictions exist. Funds must be used for costs associated with approved projects. Where travel, meals, and accommodation costs are being claimed, these must be in accordance with Treasury Board guidelines as outlined in section 4 of these guidelines. Capital costs are not allowable.

Funding for NSOs Supporting Athlete with Disability Programming

NSOs that have a program for athletes with a disability are eligible for support for their athletes with a disability in all of the contribution blocks listed at section 1.1.4, if they have fully implemented programs supporting those athletes. The 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 only be provided in the following contribution blocks:

- athlete development;
- coaching salaries and professional development;
- leadership development;
- national competitions; and
- senior national team program.

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

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

1.1.4.1 Sport Participation/Development Stream (All SFAF III eligible NSOs)

Athlete Development

This block provides support for activities related to initiatives aimed at developing and implementing quality technical programs for competitive participants not in the High Performance Excellence Stream, Conceptual and implementation work for both Participant Development Models and Long Term Athlete Development Models will be considered under this block.

Allowable Expenses/Projects: Support is available towards:

- Participant Development Model (creation and implementation);
- Long Term Athlete Development Model (creation and implementation); and
- resource materials.

Restrictions and Conditions:

- to be determined on a project-by-project basis.

Leadership Development

This block provides support for activities aimed at the development and training of officials, coaches and sport leaders.

Allowable Expense/Projects: Support is available towards:

- officials' training and education;
- coaches' training and education;
- volunteer development; and
- staff development.

Restrictions and Conditions:

- support for the development of National Coaching Certification Program (NCCP) courses and materials is available from the Coaching Association of Canada (CAC) and is therefore not allowable under the Sport Support Program.

National Competitions

This block provides support for activities aimed at advancing opportunities for hosting national championships and related regional qualifying competitions.

Allowable Expenses/Projects: Support is available towards:

- cost of participant travel;
- cost of officials and officials travel and accommodation; and
- cost of facility rental.

Application Requirement:

- each competition should be listed separately in Annex NSO 2.

Restrictions and Conditions:

- the purchase of medals/trophies or banquet costs are NOT covered.

Women's Initiatives

This block provides support for activities aimed at advancing opportunities for girls and women in sport as athletes, coaches, officials and leaders.

Allowable Expenses/Projects: Support is available towards:

- conferences, seminars and other education sessions; and
- mentorship.

Restrictions and Conditions:

- to be determined on a project-by-project basis.

Sport Participation Development (formerly the SPDP)

Funding designated for the Sport Participation Development block cannot be used for other purposes.

This block includes projects aimed at increasing the number of children and youth participating in sport, recruiting new participants and reducing drop-out rates, ideally in collaboration or partnership with municipalities, educational institutions, provincial and multisport organizations and corporate sponsors. It also includes initiation programs.

Allowable Expenses/Projects: Support is available towards:

- honoraria or salaries for full-time and/or part-time technical, management and administrative staff;
- general administrative costs;
- operational costs (planning, implementation and evaluation);
- room/facility rental;
- translation and simultaneous interpretation;
- equipment purchase or rental; and
- resource material purchase or production.

Application Requirement:

- organizations that are applying for funding under the SPDP block for the first time must provide the information requested in Annex NSO 6.

Note:

- special consideration will be given to projects from the following underrepresented groups:**
 - girls and young women;**
 - aboriginal peoples;**
 - persons with a disability;**
 - the economically disadvantaged;**
 - youth at risk; and**
 - visible minorities.**

Restrictions and Conditions:

- research projects will not be considered for funding support; and
- generally, NSOs will receive support for only one SPDP project at any point in time in the funding cycle.

1.1.4.2 High Performance Excellence Stream (SFAF III NSOs meeting international criteria)

Contributions to blocks in this stream may be augmented by recommendations arising from the Canadian Sport Review Panel (CSRP).

Senior National Team Program

This block provides support for the training and competition needs of athletes preparing for Olympic/Paralympic Games and/or World Championships.

Allowable Expenses/Projects: Support is available towards:

- 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.

Application Requirement:

- each project should be listed separately on Annex NSO 2.

Note:

- A project could be a single competition where an athlete or team travels from Canada to an international location and returns directly to Canada, or it could be a series of competitions where an athlete or team travels from Canada to a number of locations prior to returning to Canada.**

Restrictions and Conditions:

- the purchase of national team uniforms and personal equipment are NOT covered.

Other National Team Programs

This block provides support for the training and competition needs of athletes and competition in the NSO high performance stream, but not at the senior level. Athletes supported in this block are the next generation or “la Relève”.

Allowable Expenses/Projects: Support is available towards:

- 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.

Application Requirement:

- each project should be listed separately on Annex NSO 2.

Note:

- ❑ **A project could be a single competition where an athlete or team travels from Canada to an international location and returns directly back to Canada, or it could be a series of competitions where an athlete or team travels from Canada to a number of locations prior to returning to Canada.**

Restrictions and Conditions:

- ❑ the purchase of national team uniforms and personal equipment are NOT covered.

Coaching Salaries and Professional Development

Funding designated for Coaching Salary and Professional Development Support cannot 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 is also applicable under this block.

Allowable Expenses/Projects: Support is available towards:

- ❑ national coaches having 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;
- ❑ “la Relève”, development, youth, espoir team coaches; and
- ❑ national training centre coaches.

Application Requirement:

- ❑ The application for the Coaching Support 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 title, incumbent, employment status, the preferred official language, NCCP status and primary athlete level to be coached as per Annex NSO 5.

Note:

- ❑ **To be eligible for salary support, coaches must have National Coaching Certification Program (NCCP) Level 4 certification or equivalent, as a minimum. 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 has not yet been developed. In these cases, the coach must have the highest NCCP level offered by the sport and, the coach’s training program must be approved in advance by Sport Canada.**
- ❑ **NSOs are encouraged to consider shared coaching responsibilities whereby high performance coaches work with both able-bodied athletes and athletes with a disability.**

Restrictions and Conditions:

- ❑ The Sport Canada contribution towards 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:
 - all discretionary benefits negotiated as part of an employment package;

- payments in lieu of vacation leave;
- overtime payment;
- costs resulting from an overlap of old and new employees; and
- severance payments.
- In advertising for positions supported by Sport Canada, NSOs must include the statement: "This position is made possible with financial support from the Government of Canada".

1.1.4.3 Capacity Stream (All SFAF III Eligible NSOs)

Administration

This block provides support towards the general administrative costs related to the operations and management of an NSO.

Allowable Expense/Projects: Support is available towards:

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

Restrictions and Conditions:

- NSOs may allocate up to 25 percent of the total Sport Canada contribution toward the Administration block.

Official Languages

This block provides support aimed at assisting NSOs with the presentation of its programs and services in both official languages.

Allowable Expenses/Projects: Support is available towards:

- translation;
- simultaneous interpretation at conferences, congresses, symposia, special events;
- language training and education;
- coaching mentorship; and
- other projects such as signage or lexicon.

Restrictions and Conditions:

- NSOs may allocate up to 10 percent of the total Sport Canada contribution toward the Official Languages block.

Staff Salaries

This block provides support towards the costs of employing or contracting technical, management and administrative full or part-time staff.

Allowable Expense/Projects: Support is available towards:

- salaries, contracts, honoraria;
- travel related to supported staff positions; and
- statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans.

Application Requirement:

- ❑ The NSO must identify each position for which a Sport Canada contribution is requested on Annex NSO 2.

Restrictions and Conditions:

- ❑ The Sport Canada contribution towards staff salary and expenses is limited to \$70,000 per eligible full-time position. The contribution limit to part-time positions is prorated against this amount.
- ❑ The employer is responsible for:
 - all discretionary benefits negotiated as part of an employment package;
 - payments in lieu of vacation leave;
 - overtime payment;
 - costs resulting from an overlap of departing and new employees; and
 - severance payments.
- ❑ In advertising for positions supported by Sport Canada, NSOs must include the statement: "This position is made possible with financial support from the Government of Canada".

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.

Other

This block provides support for other projects and activities that contribute to the objectives of the *Canadian Sport Policy*, but are not contained in the previously described blocks.

Support in this block will be reviewed on a case-by-case basis.

1.1.5 APPLICATION AND REPORTING 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 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.

Application item	Required February 28, 2005	Required February 2006	Comments
ANNEX NSO 1 - General Application Form	✓		Amount requested for each year must be clearly identified.
ANNEX NSO 2 - Project Form	✓ for 2005-2006 and 2006-2007	✓ if changed from Feb 28, 2005 forms	Provides a project-by-project breakdown of the requests in each block for each of the two years of the application. Indicate in the space provided at the top of the form whether the request is for programming for able-bodied athletes or athletes with a disability and for which year it is requested. NSOs should also list the

			measurable outcomes expected from this contribution.
ANNEX NSO 3 – Official Languages Report	✓ for 2004-2005	✓ for 2005-2006	Based on approved projects list.
ANNEX NSO 4 – Excellence Report	✓ for 2004-2005		This covers funds for Athens 2004 preparation and the Excellence funding.
ANNEX NSO 5 - Coaching Chart	✓ for 2005-2006	✓ for 2006-2007	Provides an outline of all coaching positions with the national teams programs.
ANNEX NSO 6 – SPDP Application			For first time applicants in the area only.
Progress report based on plans	✓ for 2004-2005	✓ for 2005-2006	A progress report based on the NSOs strategic and operating plans for each year that describes the progress towards the achievement of the indicators and targets identified, with specific emphasis on the areas noted by the sport program officer, if applicable. Reporting on “la Relève” must also be included.
Progress report on Accountability Framework National Standards.	✓ for 2004-2005	✓ for 2005-2006	Based on the forms provided by Sport Canada.
Most recent financial statement for the current fiscal year	✓	✓	The NSO must also be able to provide this, as requested, throughout the year.
Most recent audited financial statement, signed by an authorized representative	✓ for 2003-2004	✓ for 2004-2005	If not already provided to Sport Canada.
Strategic plan	✓		Must cover the entire duration of the contribution request and must identify objectives and targets that link to the pillars of the <i>Canadian Sport Policy</i> .
Operational plan	✓ for 2005-2006	✓ for 2006-2007	Yearly activities of the organization with links to the Strategic Plan.
Projected revenue and expense budget	✓ for 2005-2006 and 2006-2007	✓ update	Proposed projects should appear as line items to ensure the required level of detail. Where clarifications are necessary please provide the requested information to the Sport Canada Officer.
Projection of cash flow needs	✓ for 2005-2006 and 2006-2007	✓ update	Consistent with the principle that Government of Canada contributions should be delivered in accordance with an organization’s cycle of events and be related to projects for which funding is being provided, NSOs are asked to project their cash flow needs, in percentage terms, on a month-by-month basis for 2 years.
Articles of Incorporation demonstrating not-for-profit status	✓		For new applicants only.

Statement outlining the NSO's hosting plans (events, date) for the duration of the strategic plan.	✓	✓ if necessary	This plan should show links to the organization's strategic plan.
List of Board of Directors	✓ for 2005-2006	✓ for 2006-2007	

1.1.6 NATIONAL SPORT ORGANIZATION ACCOUNTABILITY FRAMEWORK

All nationally funded organizations are required to incorporate the accountability policy areas within their strategic and operating plans.

1.1.6.1 NSO Accountability Principles

The NSO Accountability policy areas have been selected to complement the goals of the *Canadian Sport Policy* (CSP). While the Framework applies equally to all NSOs, the principle of flexibility and customization will apply to each NSOs implementation strategy. Recognizing the varying strengths and capacities of NSOs, each will pursue the achievement of the accountability objectives in a sport-specific manner. To evaluate results and identify areas of greater or lesser progress, Sport Canada will monitor and assess the NSOs operating and strategic plans.

1.1.6.2 The Process

NSO accountability will be reflected in each organization's strategic and annual operating plans. Sport Canada recognizes that the strategic plan is the essential blueprint each sport creates to guide its athlete and sport development activities. These plans provide the basis of the NSO's accountability 'contract' with Sport Canada, and must incorporate the goals of the *Accountability Framework*, as well as sport specific performance indicators and targets for each policy area. This *Accountability Framework* and the NSO's implementation strategy will be the cornerstone of each NSOs funding relationship with the Government of Canada.

1.1.6.3 The Accountability Framework

The three Accountability Policy Areas are Enhanced Excellence, Enhanced Participation, and Enhanced Capacity. Each policy area includes several specific NSO accountability areas. For each area, there is an objective and national standards. The nine NSO accountability areas are:

Enhanced Excellence:

- high performance; and
- athlete focused.

Enhanced Participation:

- participation, access & opportunity.

Enhanced Capacity:

- sport development;
- official languages;
- governance and ethics;
- women in sport;
- athletes with a disability; and
- harassment and abuse.

1.1.6.4 National Standards

A unique aspect of the *Accountability Framework* is the identification of National Accountability Standards. The National Standards describe a consistent set of attributes that apply across all NSOs, ensuring a “standard” level of membership service from sport to sport. It is expected that each NSO will provide services to meet or exceed all the identified standards. Newly funded NSOs will be given reasonable time to meet the National Standards.

With the introduction of a new NSO Funding Model in 2005-2006, the NSO Accountability Standards will be reviewed and may be modified to complement the funding model. At the same time, program accountability will be strengthened through the use of a results-based approach which will focus on outcomes with respect to planned results.

Applications are due at Sport Canada on **February 28, 2005**.

Note: Winter Olympic & Paralympic NSOs are requested to provide a letter of intent to apply by **February 28, 2005**. The complete application is due on **May 6, 2005**.

Reporting in order to receive the second year of funding is required February 2006 for summer sports and April 2006 for winter sports.

NSOs requiring more information on the NSO Support Program should contact their Sport Canada Program Officer or:

Judy Rash, (819) 956-8041, judy_rash@pch.gc.ca

1.2 SPORT SUPPORT PROGRAM - MULTISPORT SERVICE ORGANIZATION (MSO) COMPONENT

The multisport service organization (MSO) 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 on pages 3 of the contribution guidelines.

1.2.1 ELIGIBILITY

As per the Sport Funding and Eligibility Framework (SFAF), the Eligibility process for MSOs determines which organizations meet the "Role within the sport system" and "General" requirements for funding. The Eligibility Criteria is available on the Sport Canada website at www.pch.gc.ca/sportcanada. MSOs that meet the requirements will be eligible to continue on to the next step, the completion of SFAF III Assessment. The assessment examines the nature of the core service the MSO provides within the sport system, as well as associated scope, volume and leadership elements.

An additional dimension of high performance support will now be determined by the Canadian Sport Review Panel (CSRP), their recommendations targeting specific Olympic and Paralympic sports, based upon a 'look-forward' analysis. The CSRP will also be providing recommendations concerning Canadian Sport Centres and their roles with targeted sports. Future Sport Canada contributions will reflect the CSRP analysis.

1.2.2 MULTIYEAR FUNDING

Multiyear funding for a two year period is available commencing in 2005-2006. Organisations choosing this option must be able to submit the required documents covering the two year period. Organisations that do not submit all the required documents for the two years will continue to be considered for funding on an annual basis.

1.2.3 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.

Expense/revenue details with respect to the core service provided by the MSO to the sport community should be clearly presented and referenced in the MSOs yearly or multiyear (if applicable) strategic and operating plans. Objectives and expected outcomes must be clearly identified in the application.

Funding is provided to MSOs in the Organization Support Stream and/or Games Mission Support Stream (as applicable, for Major Games Missions only) through the following Contribution Blocks:

- administration;
- official languages;
- staff salaries; and
- operations/programming.

Where travel, meals and accommodation costs are being claimed, these must be in accordance with Treasury Board guidelines as outlined in section 4 of this booklet. Capital costs are not allowable expenses.

1.2.3.1 Administration

This block provides support towards the general administrative costs related to the operations and management of a MSO.

Allowable Expenses/Projects - Organization: Support is available towards :

- general administrative costs; and
- meetings (domestic or international), including travel, meals, accommodation and rental.

Allowable Expenses/Projects – Games Missions: Support is available towards expenses such as:

- general administrative costs;
- meetings;
- cargo;
- cell phone rentals; and
- on-site office space rental.

Restrictions and Conditions:

- MSOs may allocate up to 25 percent of the total Sport Canada contribution toward the Administration block.

1.2.3.2 Official Languages

This block provides support aimed at assisting MSOs with the presentation of its programs and services in both official languages.

Allowable Expenses/Projects (Organization and Games Missions): Support is available towards:

- translation;
- simultaneous interpretation at conferences, congresses, symposia, special events;
- language training and education;
- mentorship, workshops; and
- other projects such as signage or lexicon.

Restrictions and Conditions:

- MSOs may allocate up to 10 percent of the total Sport Canada contribution toward the Official Languages block.

1.2.3.3 Staff Salaries

This block provides support towards the costs of employing or contracting technical, management and administrative staff.

Allowable Expense/Projects (Organization and Games Missions): Support is available towards:

- salaries, contracts, honoraria;
- travel related to supported staff positions; and
- statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans.

Application Requirements:

- ❑ MSOs must include in Annex MSO 2, the details regarding each position they intend to support as part of the application (name, position title, percentage of time on Organizational Support Stream and/or Games Mission Support Stream (if applicable)).

Restrictions and Conditions:

- ❑ The Sport Canada contribution towards staff salary and expenses is limited to \$70,000 per eligible full-time position. The contribution limit to part-time positions is prorated against this amount. Requests for exceptions are to be presented in advance and approved by Sport Canada.
- ❑ The employer is responsible for:
 - all discretionary benefits negotiated as part of an employment package;
 - payments in lieu of vacation leave;
 - overtime payment;
 - costs resulting from an overlap of departing and new employees; and
 - severance payments.
- ❑ In advertising for positions supported by Sport Canada, MSOs must include the statement: "This position is made possible with financial support from the Government of Canada".

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.

1.2.3.4 Operations/Programming

This block provides support towards the ongoing operations of the organization or mission.

Allowable Expenses/Projects - Organizations: Support is available towards:

- ❑ activities and programming being undertaken by the MSO in the delivery of its core service and in accordance with its strategic plans.

Allowable Expenses/Projects – Games Missions: Games Mission specific support is available towards:

- ❑ site visits;
- ❑ athlete/coach/volunteer travel;
- ❑ meals and accommodations; and
- ❑ medical services.

Restrictions and Conditions:

- ❑ The purchase of team uniforms is NOT covered for Games Missions; and
- ❑ The purchase of medals/trophies or banquet costs are NOT covered.

1.2.4 APPLICATION AND REPORTING PROCESS CHECK LIST

Applications must be fully supported by documentation in the financial, operational, and technical program areas, and clearly demonstrate the past year's achievements and future plans.

The following detailed information must accompany the application:

Application item	Due February 28, 2005	Due February 2006	Comments
ANNEX MSO 1 - General Application Form	✓		Signed by an authorized official. The amount requested for each year must be clearly identified.
ANNEX MSO 2 - Project Application Form	✓ for 2005-2006 and 2006-2007	✓ if changed from Feb 28, 2005 forms	For each year of the multi year application. Provides a project-by-project breakdown of the requests in each block for each year of the multi year application. Indicate in the space provided at the top of the form whether the request is for Organization Support Stream and/or Games Mission Support Stream and for which year. The list of projects provided in each block should relate directly to the multi year plans and the proposed budget. Section 1.2.3 provides details specific to each block.
ANNEX MSO 3 – Official Languages report	✓ for 2004-2005	✓ for 2005-2006	As per the approved project list.
ANNEX MSO 4 - Excellence report	✓ for 2004-2005		This covers funds for Athens 2004 preparation and Excellence funding for Sport Centers only.
Progress report based on plans	✓ for 2004-2005	✓ for 2005-2006	A progress report based on the MSO's strategic and operating plans for each year that describes the progress towards the achievement of the indicators and targets identified, with specific emphasis on the areas noted by the Sport Program Officer, if applicable.
Progress report on Accountability Framework National Standards		✓ for 2005-2006	This Framework will be introduced in 2005-06. Continued funding will require progress towards the achievement of National Standards.
Most recent financial statement for the current fiscal year	✓	✓	The MSO must also be able to provide this, as requested, throughout the year.
Most recent audited financial statement, signed by an authorized representative	✓ for 2003-2004	✓ for 2004-2005	If not already provided to Sport Canada.
Strategic plan with objectives and targets that link to the pillars of the <i>Canadian Sport Policy</i>	✓		Must cover the entire duration of the contribution request and must identify objectives and targets that link to the pillars of the <i>Canadian Sport Policy</i> .
Operational Plan	✓ for	✓ for 2006-	Yearly activities of the organization with

	2005-2006	2007	links to the Strategic Plan.
Statement outlining the MSO's hosting plans (events, date) for the duration of the strategic plan	✓	✓ if necessary	This plan should show links to the organization's strategic plan
Projected revenue and expense budget for duration of multi year application	✓ for 2005-2006 and 2006-2007	✓ update	Proposed projects should appear as line items to ensure the required level of detail. Where clarifications are necessary please provide the requested information to the Sport Canada Officer.
Projection of cash flow needs	✓ for 2005-2006 and 2006-2007	✓ update	Consistent with the principle that federal government contributions should be delivered in accordance with an organization's cycle of events and be related to projects for which funding is being provided. MSOs are asked to project their cash flow needs, in percentage terms, on a month-by-month basis for two years.
Articles of Incorporation demonstrating not-for-profit status	✓		For new applicants only
List of Board of Directors	✓ for 2005-2006	✓ for 2006-2007	

1.2.5 ACCOUNTABILITY

MSOs are required to work towards meeting the National Standards outlined in the Sport Canada Accountability Framework for multisport service organizations. The *Accountability Framework* is the means by which the Government of Canada ensures the achievement of key goals. All nationally funded organizations will be required to incorporate the Accountability policy areas within their strategic plans (including expected outcomes). The framework document is available through Sport Canada.

Applications are due at Sport Canada on **February 28, 2005.**

Reporting in order to receive the second year of funding is required February 2006.

MSOs requiring more information on the MSO Support Program should contact their Sport Canada Policy/Program Officer or:

Phone: (819) 956-8003

Fax: (819) 956-8006

sportcanada@pch.gc.ca

1.3 PROJECT STREAM COMPONENT

Applications for Projects will be considered in the following areas:

- ❑ Ethics Strategy
 - For Secretariat functions; and
 - For specific projects contributing to the Strategy and managed by the Secretariat.
- ❑ Information Sharing
 - Through electronic networks.
- ❑ Medical Missions coordination for Major Games.
- ❑ Promotion of sport
 - In the school system through role model programming;
 - In support of the 2005 United Nations International Year of Sport and Physical Education; and
 - Across Canada through the Canadian Sport Awards.
- ❑ Research
 - Data mining on a priority topic targeted by Sport Canada; and
 - For specific activities contained in requests for proposals released on an on-going basis.
- ❑ Sport Participation (for MSOs or other applicants)
- ❑ Transfer of Knowledge (as a conference, workshop, etc.)
 - Within a constituent group (i.e. officials); and
 - On a particular topic.

This list is subject to change and will be updated periodically.

In 2005-2006, as the SFAF will be in the process of implementation, organizations not eligible as MSOs but receiving funding under the Sport Support Program in 2004-2005 are eligible to apply in the project stream.

Partnerships between organizations to deliver projects are encouraged. Where more than one organization is involved, a Lead Organization must be designated.

1.3.1 ELIGIBILITY

The Eligibility process determines which projects meet the Strategic Content, General, and Lead Organization Guarantee requirements for funding. These criteria can be found in Annex PRO 2 and must be included in the application for funding.

1.3.2 MULTIYEAR FUNDING

Multiyear funding is available for projects for the duration of the project up to a two year period. Applicants choosing this option must be able to submit the required documents covering the multi-year period. Organizations that cannot submit all the required documents for the multiyear period would be funded/must re-apply on an annual basis.

1.3.3 CONTRIBUTION BLOCKS

Project requests are grouped into contribution blocks to allow for analysis of the distribution of public funds in support of federal government objectives.

Objectives and expected outcome must be clearly identified in the application. Project expense/revenue details should be clearly presented.

Funding is provided through the following Contribution Blocks:

- ❑ administration;
- ❑ official languages;
- ❑ staff salaries; and
- ❑ operations/programming.

Where travel, meals and accommodation costs are being claimed, these must be in accordance with Treasury Board guidelines as outlined in section 4 of this booklet. Capital costs are not allowable expenses.

1.3.3.1 Administration

This block provides support specifically related to the delivery of the project

Allowable Expenses/Projects: Support is available towards:

- ❑ general administrative costs; and
- ❑ meetings, including travel, meals, accommodation and room rental.

Restrictions and Conditions:

- ❑ Projects may allocate up to 25 percent of the total Sport Canada contribution toward the Administration block.

1.3.3.2 Official Languages

This block provides support specifically related to the delivery of the project in both official languages.

Allowable Expenses/Projects: Support is available towards:

- ❑ translation;
- ❑ simultaneous interpretation at conferences, congresses, symposia, special events;
- ❑ mentorship; and
- ❑ other projects such as signage or lexicon.

Restrictions and Conditions:

- ❑ Projects may allocate up to 10 percent of the total Sport Canada contribution toward the Official Languages block.

1.3.3.3 Staff Salaries

This block provides support towards the costs of employing or contracting technical, management and administrative staff specifically related to the delivery of the project.

Allowable Expense/Projects: Support is available towards:

- ❑ salaries, contracts, honoraria;
- ❑ travel related to supported staff positions; and
- ❑ statutory deductions such as Canada Pension Plan, Employment Insurance and provincial medical plans.

Application Requirement:

- ❑ The Project must provide details (name, position, title, percentage of time dedicated to the delivery of the project) on Annex PRO 3.

Restrictions and Conditions:

- ❑ The Sport Canada contribution towards staff salary and expenses is limited to \$70,000 per eligible full-time position. The contribution limit to part-time positions is prorated against this amount. Requests for exceptions are to be presented in advance and approved by Sport Canada.
- ❑ The employer is responsible for:
 - all discretionary benefits negotiated as part of an employment package;
 - payments in lieu of vacation leave;
 - overtime payment;
 - costs resulting from an overlap of departing and new employees; and
 - severance payments.
- ❑ In advertising for positions supported by Sport Canada, Lead Organizations must include the statement: "This position is made possible with financial support from the Government of Canada".

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.

1.3.3.4 Operations/Programming

This block provides support towards activities and programming being undertaken specifically related to the delivery of the project.

Allowable Expenses/Projects: Support is available towards:

- ❑ activities and programming being undertaken by the Lead Organization in the delivery the project.

Restrictions and Conditions:

- ❑ The purchase of medals/trophies or banquet costs are NOT covered.

NOTE:

- ❑ **applications in the Project area will be evaluation in the context of funding provided under the other streams of the SSP.**

1.3.4 APPLICATION AND REPORTING PROCESS CHECK LIST

Applications must be fully supported by documentation in the financial, operational, and technical program areas, and clearly demonstrate the past year's achievements and future plans.

The following detailed information must accompany the application:

Application item	Due February 28, 2005	Due February 2006	Comments
ANNEX PRO 1 - General Application Form	✓		Signed by an authorized official. The amount requested for each year must be clearly identified.
ANNEX PRO 2 – Project Eligibility/Description Form	✓		Signed by the authorized officials for partner organizations in the project.
ANNEX PRO 3 - Project Activity Form	✓ for 2005-2006 and 2006-2007	✓ if changed from Feb 28,2005 forms	For each year of the multiyear application. Provides an activity-by-activity breakdown of the requests in each block for each year of the multiyear project. The list of activities provided in each block should relate directly to the multiyear project plans and the proposed budget. Section 1.3.3 provides details specific to each block.
Progress report based on project plans	✓ for 2004-2005	✓ for 2005-2006	A status report on the project, if funding was provided in previous years. Updates must clearly link to the targets described in the project plan.
Project plan with objectives and targets	✓		Must cover the activities related to the project for the entire duration of the contribution request and: <ul style="list-style-type: none"> <input type="checkbox"/> provide measurable outcomes; <input type="checkbox"/> link to long-term sport system objectives; <input type="checkbox"/> describe how each of the partners are involved in the project (as applicable); <input type="checkbox"/> describe how Official Languages requirements will be met in the delivery of the project.
Most recent financial statement for project for the current fiscal year	✓	✓	The initial statement is only required if the project has already begun. Lead organizations must be able to provide this, as requested, throughout the year.
Most recent audited financial statement for the Lead Organization signed by an authorized representative.	✓ for 2003-2004		If not already provided to Sport Canada.
Projected revenue and expense project budget for duration of multiyear application	✓ for 2005-2006 and 2006-2007	✓ update	Proposed projects should appear as line items to ensure the required level of detail. Where clarifications are necessary please provide the requested information to the Sport Canada Policy/Program Officer. Detailed updates required every year for the duration of the contribution request
Projection of cash flow needs.	✓ for	✓ update	Consistent with the principle that federal

	2005-2006 and 2006- 2007		government contributions should be delivered in accordance with an organization's cycle of events and be related to projects for which funding is being provided, organizations are asked to project their cash flow needs, in percentage terms, on a month-by-month basis for two years.
Articles of Incorporation demonstrating not-for-profit status	✓		For lead organizations not already recognized as a NSO or MSO
Current list of Board of Directors for Lead Organization	✓ for 2005-2006	✓ update	

1.3.5 ACCOUNTABILITY

Accountability is the means by which the federal government ensures the achievement of key goals. The Lead Organization is required to ensure that all reporting requirements and Accountability standards are met. The Accountability standards are related specifically to each project, and are determined based on established standards.

Applications are due at Sport Canada on **February 28, 2005.**

Reporting in order to receive the second year of funding is required February 2006.

Applicants requiring more information on the Sport Support Program – project stream should contact their Sport Canada Policy/Program Officer or:

Phone: (819) 956-8003

Fax: (819) 956-8006

sportcanada@pch.gc.ca

1.3.6 PROJECT STREAM ANNEXES

2 HOSTING PROGRAM

The Hosting Program is a key instrument in the Government of Canada's overall approach to enhancing sport development in Canada and implementing the Canadian Sport Policy by assisting sport organizations or organizing committees to host international sport events or the Canada Games in Canada. These events are expected to produce significant sport, economic, social and cultural benefits and ensure legacies. The Hosting Program is viewed not only as a means to support the development of athletes and sport programming, but also as a support for the achievement of other Government of Canada objectives.

The Hosting Program has four delivery components:

- ❑ International Single Sport Events (ISSE);
- ❑ International Strategic Focus Events (ISFE);
- ❑ International Multisport Events (IMSE); and
- ❑ Canada Games.

Two frameworks shape the Hosting Program:

The 1997 Clear Lake Resolution for the Canada Games

This agreement governs how the Federal and Provincial/Territorial Governments collaborate to deliver the Canada Games.

The Strategic Hosting Framework

In April 2004, 14 Federal-Provincial/Territorial (F-P/T) governments adopted the *Strategic Framework for Hosting International Sport Events*. This Strategic Hosting Framework forms the basis for the *Federal Policy for Hosting International Sport Events* (under revision at the time of publication), and guides decision-making with respect to bidding for and hosting international sport events in Canada, in order to:

- ❑ allow for strategic investment in international sport events held in Canada;
- ❑ strengthen planning resulting in fiscally responsible decisions;
- ❑ maximize the benefits of hosting, including sport development, social, community and economic impacts; and
- ❑ enhance collaboration among municipalities, both orders of government and the sport community.

Specifically, the targets outlined in the Strategic Hosting Framework are to support:

- ❑ two (2) International Major Multisport Games every ten (10) years;
- ❑ one (1) Large/Tier II International Single Sport Event every two (2) years. An event is considered Tier II if the request for government funding exceeds \$250,000;
- ❑ thirty (30) or more Small/Tier I International Single Sport events each year. An event is considered Tier I if the request for government funding is for \$250,000 or less; and
- ❑ to meet these objectives, hosting projects would be considered for each type of event, and bidding projects would be considered for International Major Multisport Games and for Large/Tier II International Single Sport Events. The International Sport Events Coordination Group (ISECG) will be formed to coordinate input from governments and the sport community on hosting projects and long-term strategic planning for hosting international sport events.

The elements of the International Single Sport Hosting and International Strategic Focus Events components of the Hosting Program are described in more detail in the following sections.

Note – the other two components are in development at the time of publication.

Please refer to the description of the appropriate component in this section and consult the Sport Canada website at www.pch.gc.ca/sportcanada for updated information.

2.1 HOSTING PROGRAM – INTERNATIONAL SINGLE SPORT EVENT (ISSE) COMPONENT

2.1.1 ELIGIBILITY

National Sport Organizations (NSOs) that have met the **full** requirements of the SFAF are eligible for funding for their projects under this program. Rankings from the SFAF II will be used to assess requests until the SFAF III has been fully implemented.

If a multisport service organization (MSO) that is currently funded by Sport Canada wishes to apply, the General Application Form (ANNEX ISSE 2) must be signed by both the MSO President and the President(s) of the NSOs endorsing the event.

2.1.2 FUNDING PRIORITIES

Funding for all types of requests is provided based on the following priorities as described in ANNEX ISSE 3.

Category	Type of Event
1	Senior World Championships
2	Senior World Cup Events, Continental Championships and World University Championships
3	Junior World Championships, Junior World Cup Events and Junior Continental Championships
4	Annual International Events

Note:

- For all categories, priority is given to those events that include competitive opportunities for disciplines on the Olympic/Paralympic programs and for under-represented groups.**

2.1.3 APPLICATION AND REPORTING PROCESS

NSOs/MSOs applying for support under the HP-ISSE should consider the following points:

- NSOs/MSOs must seek federal support before any bid is made to the International Federation;
- Applications must be sent to Sport Canada via the appropriate NSO/MSO only;
- Requests for support are generally restricted to operating costs only. Prize monies and capital expenditures are not allowable expenses;
- Contributions for annual recurring events which have received 3 consecutive years of funding may not receive maximum funding;
- A contribution to any one event can be multiyear if the funding application is made over a year in advance;
- The funding amount for each category represents a contribution maximum only. Therefore, contributions for an event may be less than the indicated maximum;
- All events must meet the conditions of the Canadian Anti-Doping Program; and
- Contributions will be issued to recipients upon receipt of the signed Contribution Agreement. A 10% holdback will be issued when Sport Canada has received signed Financial Statements for the event and a Final Activity Report.

Additionally, NSOs/MSOs must ensure the following is completed with their applications:

Application/Reporting item	Required in original application	Update required in subsequent years	Comments
ANNEX ISSE 1 – Application Timelines			Please review
ANNEX ISSE 2 – General Application Form	✓		Must be signed by the Event Chair, NSO President and/or the MSO President (if applicable)
ANNEX ISSE 3 - Category Information	✓		
ANNEX ISSE 4 - Event Information	✓		For requests up to \$50,000
ANNEX ISSE 5 - Operational Budget	✓	✓	
ANNEX ISSE 6 – Final Activity Report (if applicable)	✓		Previous event’s final activity report is required to release 10% holdback and if not already on file with Sport Canada.
ANNEX ISSE 7 – Business Plan Information	✓		For requests greater than \$50,000
Status report on the organization of the event		✓	Required in the case of multiyear funding
Signed Financial Statements/Year End reporting	✓	✓	Previous years statements must be provided if not on file with Sport Canada. For multiyear funding, year end reporting is required annually.
Copy of liability insurance for event	✓		
Schedule of event	✓		
International Federation calendar (provide event calendar link to IF website)	✓		
Letters of incorporation	✓		If applicable and for first time applicants only
High Performance / Competition Plan (use applicable portion of Sport Support Program)	✓		If applicable
Hosting policy / plan	✓		If not on file and/or if update is required

Complete information about the Sport Hosting Program, including application procedures, can be found on the Sport Canada web page at: www.pch.gc.ca/progs/sc/prog/index_e.cfm

Organizations interested in submitting an application for funding under this program should contact their Sport Canada Program Officer or:

Monique Giroux, (819) 956-8156, monique_giroux@pch.gc.ca or

François Allaire, (819) 956-9362, francois_allaire@pch.gc.ca

2.2 HOSTING PROGRAM – INTERNATIONAL STRATEGIC FOCUS EVENTS (ISFE) COMPONENT

2.2.1 ELIGIBILITY

Multisport service organizations (MSOs) with bidding/hosting plans and eligible according to the Sport Funding and Accountability Framework (SFAF), and organizing committees will be considered on a case-by-case basis for events that meet the following criteria:

- ❑ events increase equity, access and opportunity for targeted under-represented groups to participate in sport by reducing barriers to participation and increasing partnerships with the national sport community;
- ❑ events are multisport and international in scope;
- ❑ events are endorsed by organizations that have met the full requirements for the SFAF: MSOs and the applicable National Sport Organizations (NSOs) for the sports on the competition program;
- ❑ Sports on the competition program must demonstrate technical expertise through partnerships with the applicable NSOs;
- ❑ organizing committees must be incorporated under federal or provincial law for the specific Games/events, as non-profit corporations;
- ❑ events must comply with the definition of sport, as set out in the SFAF; and
- ❑ these events must target athletes with a disability or aboriginal athletes.

2.2.2 APPLICATION AND REPORTING PROCESS

MSOs/organizing committees applying for support under the HP-ISFE should consider the following points:

- ❑ support is available towards the operating expenses required to host Strategic Focus Events, according to the negotiated Multiparty Agreement, or Contribution Agreement;
- ❑ prize monies, team uniforms and capital expenditures are not allowable expenses;
- ❑ a contribution to an event can be multiyear if the funding application is made over a year in advance;
- ❑ MSOs/organizing committees must seek federal support before any bid is made to the International Federation;
- ❑ proof of NSO endorsement/partnership of the event’s international component is required; and
- ❑ applications must be submitted a minimum of six months prior to the event.

Additionally, MSOs/organizing committees must include the following components in their applications:

Application/Reporting item	Required in original application	Update required in subsequent years	Comments
ANNEX ISFE 1 – General Application Form	✓		Must be signed by the Event Chair, NSO Presidents for the sports on the competition program and/or by the MSO

			President (if applicable)
ANNEX ISFE 2 – Event Information	✓		For requests up to \$50,000
ANNEX ISFE 3 – Operational Budget	✓	✓	
ANNEX ISFE 4 – Final Activity Report	✓		Previous event’s final activity report is required to release 10% holdback and if not already on file with Sport Canada.
ANNEX ISFE 5 – Business Plan Information	✓		For requests greater than \$50,000
Status report on the organization of the event		✓	Required in the case of multiyear funding
Signed Financial Statements/Year End Reporting	✓	✓	Previous years statements must be provided if not already on file with Sport Canada. For multiyear funding, year-end reporting is required annually.
Proof of MSO endorsement/partnership	✓		May take various forms
A copy of the liability insurance for the event	✓		
A schedule of the event	✓		
Letters of incorporation	✓		If not already on file with Sport Canada

Complete information about the Sport Hosting Program, including application procedures, can be found on the Sport Canada web page at: www.pch.gc.ca/progs/sc/prog/index_e.cfm

Organizations interested in submitting an application for funding under this program should contact their Sport Canada Program Officer or:

Major Games and Hosting Division, 819-956-8130

3 ATHLETE ASSISTANCE PROGRAM

The Athlete Assistance Program (AAP) is an athlete-centred grant program that provides a focal point for the Government of Canada's support to high-performance athletes. The AAP provides direct financial assistance to carded athletes in the form of a living and training allowance, and where applicable, tuition and special needs assistance. The goal of the AAP is to contribute to improved Canadian performances at major international sporting events, such as the Olympic and Paralympic Games, Commonwealth Games, Pan American Games and World Championships. To this end, the AAP identifies and supports athletes already in the top 16 in the world or having the potential to reach that level. Athletes supported through the Program are referred to as "carded athletes."

3.1 ATHLETE ASSISTANCE PROGRAM PRINCIPLES

AAP Support is subject to the athletes availability to represent Canada in major international competitions, including World Championships, Olympic Games and Paralympic Games; participation in preparatory and annual training programs and adherence to their Athlete/National Sport Organization (NSO) Agreement.

AAP financial support is usually limited to athletes in sports whose high performance programs are financially supported by Sport Canada as a result of the implementation of the Sport Funding and Accountability Framework (SFAF).

In Olympic sports supported by Sport Canada, only events that are on the program of the upcoming Olympic Games are eligible for AAP support.

Sport Canada reserves the right to cancel or reduce the amount of funding if Parliament changes the funding levels.

3.2 ELIGIBILITY OF NSOs

- ❑ Normally, the NSO's high performance program must be funded by Sport Canada through the SFAF.
- ❑ The sport must have a sanctioned World Championship, World Cup or equivalent championship that is held at least biennially.
- ❑ The NSO must have a clearly articulated national team program with appropriate training and competitive opportunities (both domestic and international) for each of the proposed carded athletes.
- ❑ The NSOs national team program must also be based on year-round training principles that include significant daily training activities.
- ❑ Athletes nominated for the AAP must have an individualized annual training program based on year-round training principles that include significant daily training activities.
- ❑ The NSO must formally monitor and evaluate athletes' training and competitive programs. The NSO must designate a national coach or a person of equivalent qualifications and status to perform these tasks.

- ❑ The NSO must conduct a formal process for selecting athletes for national teams. Rules and procedures for selection must be published and made known to all concerned, along with procedures for appealing decisions.
- ❑ The NSO must have in place an Athlete/NSO agreement that is approved by Sport Canada and signed by all National Team athletes.

3.3 ELIGIBILITY OF ATHLETES

The athlete must be a **Canadian citizen or permanent resident of Canada**, on the date of the beginning of the carding cycle, and the athlete shall have been a legal resident in Canada (student status, refugee status, work visa or permanent resident) for a minimum period of one year before being considered for AAP support. The athlete would normally be expected to have participated in NSO-sanctioned programs during that time period.

The athlete, under the eligibility requirements of the sport's International Federation (IF), as it pertains to citizenship or residency status, must currently be eligible to represent Canada at major international events, including World Championships.

Athletes must meet the carding criteria as a member of a Canadian Team at international events or in a domestic event or events sanctioned by the NSO for such purposes.

For athletes in Olympic or Paralympic sports, following a three-year period as a permanent resident, continued eligibility to receive AAP support is contingent on the athlete becoming eligible to represent Canada at the Olympic or Paralympic Games.

Note:

- ❑ **It is recommended that NSOs include the above information with their carding criteria. Athletes in Olympic sports competing in World Championship events that are not on the Olympic program are not eligible for carding based on performances in those events.**
- ❑ **Athletes in non-Olympic events which are under consideration for inclusion in the official program of future Olympic Games may be considered for carding under the Olympic sport criteria following confirmation by the International Olympic Committee (IOC) that the sport/event has been added to the program of the next Olympic Games.**

3.4 AVAILABLE CARDS

Cards are available in both individual and team sports. The following cards are available to athletes in both individual and team sports:

- ❑ Senior Cards; and
- ❑ Development Cards.

3.5 CARDING CRITERIA FOR SENIOR CARDS

Senior Cards are awarded on the basis of two different sets of criteria:

- ❑ International criteria - Sport Canada sets these criteria for Senior Cards; and
- ❑ National criteria - NSOs set the national criteria for Senior Cards.

3.5.1 INTERNATIONAL CRITERIA

Sport Canada establishes the international criteria used to award Senior Cards. These criteria are based on international performance at Olympic Games, Paralympic Games or World Championships. In Paralympic events that do not have a minimum of 10 countries entered, these cards will be available to athletes who placed in the top 3 at Paralympic Games or World Championships with a minimum of 10 entries and a minimum of five (5) countries. International criteria recognize and reward Canadian athletes for outstanding performances in World Championships or Olympic/Paralympic Games.

Generally, Senior Cards based on international criteria are available to athletes in eligible sports based on results achieved in the Olympic Games, Paralympic Games or World Championships. In Olympic years, new Senior Cards based on these criteria will be awarded only on the basis of results achieved in the Olympic/Paralympic Games. The following are the current standards for the international criteria. Sport Canada reserves the right to review and revise these criteria with appropriate notice:

- ❑ finish in the top 8, 12, or 16, depending on the number of entries per country, as follows:
 - in events limited to one entry per country, finish in the top 8;
 - in events limited to two entries per country, finish in the top 12;
 - in events with 3 or more entries per country (counting a maximum of 3 athletes per country)
- ❑ finish in the top 16; and
- ❑ finish in the top half of their field.

Note:

- ❑ **In cases where the Olympic/Paralympic or World Championship field is restricted by either the sport's IF or the International Olympic Committee (IOC) as a result of qualification processes or other types of entry restrictions, the requirement regarding the top half of the field may be waived.**

3.5.2 NATIONAL CRITERIA

National criteria for Senior Cards are negotiated between Sport Canada and the NSO and should, wherever possible, be based on objective results achieved in designated competitions. The competitions that may be used are domestic competitions (preferably National Championships), international competitions or a combination of both. The competitions used for the criteria for the National Criteria should be consistent with the sport's national training and competitive program and be accessible to the majority of the best athletes in Canada.

Senior cards awarded to athletes who meet the national criteria for Senior Cards for the first time are called C-1 cards and are funded at the Development Card level.

3.6 CARDING CRITERIA FOR DEVELOPMENT CARDS

Development Cards are generally allocated to sports in which the technical complexity or training cycle is such that athletes must follow sophisticated programs for many years before attaining international standards at the senior level and where it is in the best interest of the athlete and the sport to bring the athlete under the auspices of the NSO and the National Team Program.

Development Cards are intended to support the developmental needs of younger athletes who clearly demonstrate the potential to achieve Senior Card international criteria. Athletes at the developmental level who have not clearly demonstrated the potential to meet Senior Card international criteria should be supported by provincial AAP programs.

In addition, if the development needs of the athlete would be largely met by existing club/provincial programming and related assistance opportunities, the athlete would generally not be considered for Sport Canada AAP support.

3.6.1 CRITERIA FOR DEVELOPMENT CARDS

The athlete must finish in the top third of their field in a world championship at the junior level. The athletes must finish in the top 4, 6, or 8 in a world championship at the junior level, with the finish depending on the number of entries per country, as follows:

- ❑ in events limited to one entry per country, finish in the top 4;
- ❑ in events limited to two entries per country, finish in the top 6; and
- ❑ in events with three or more entries per country, finish in the top 8.

In addition, the athlete must meet the following criteria:

- ❑ Have a record of international and domestic success; and
- ❑ Exhibit dominant domestic results in their sport or event, or have been a national junior champion. Sport Canada reserves the right to review and revise these criteria with appropriate notice.

3.6.2 SPORT-SPECIFIC CRITERIA

Each NSO can negotiate sport-specific criteria for Development Cards with Sport Canada. The NSO must demonstrate that the majority of the requirements outlined in the principles for Development Cards above are in place. Consideration will be given to the NSOs demonstrated ability to develop athletes who are capable of achieving the Senior Card's international criteria through its programming and leadership and the demonstrated capability of the NSO to apply this expertise to the athletes nominated as Development Cards.

3.6.3 TRAINING CENTRE CRITERIA

Development Cards are intended for athletes who have the potential to achieve Senior Card status. Certain athletes may qualify for Development Card status if they are required to make a long-term commitment to a Sport Canada/NSO-recognized High Performance Training Centre. Only athletes who meet the majority of the general considerations outlined in the Development Card criteria will be considered for such Development Cards. This may include athletes in team sports, athletes in sports with crew events or athletes in sports in which training partners are essential for the continuing development of the athlete.

These cards will generally be allocated to sports where the technical complexity or training cycle of the sport is such that athletes must follow sophisticated programs for many years before attaining international standards and where it is in the best interest of the athlete and the sport to bring the athlete under the auspices of the NSO, the National Team Program and the High Performance Training Centre.

The specific criteria required for these Development Cards should be negotiated on a sport-specific basis by the NSO and Sport Canada. The criteria should, wherever possible, be based on objective results obtained in designated domestic or international competitions. The competitions used in the criteria should be consistent with the sport's international and domestic training and competitive program and be accessible to the majority of the best young athletes in Canada.

3.7 AVAILABLE FINANCIAL BENEFITS

The AAP offers three main types of financial support to eligible athletes:

- living and training allowance;
- tuition support, including deferred tuition support; and
- special-needs assistance.

3.7.1 LIVING AND TRAINING ALLOWANCE

Athletes approved by Sport Canada for the AAP are eligible for a living and training allowance. This assistance is usually paid in advance every other month. The support paid varies with the athlete's carding status:

<i>Carding Status</i>	<i>Monthly Allowance (\$)</i>
Senior Card	1500
Development Card	900

3.7.2 TUITION SUPPORT

Sport Canada provides tuition support to athletes able to attend school and meet high-performance training and competition requirements. This support is available during the period the athlete is carded.

Tuition support also takes the form of deferred tuition support. This AAP option provides tuition credits to carded athletes for each year they are carded and allows them to use these credits when they have retired from sport or are no longer carded. Athletes who are eligible to attend a post-secondary institution and who do not access tuition support in a year they are carded are eligible for deferred tuition credits for that year. Deferred tuition credits may be accessed in any year an athlete is not carded, provided that year is within five years of the last year of carding support. Sport Canada's Deferred Tuition Program became effective September 1, 1995. Deferred tuition policies are not applicable before that date.

Note:

- AAP tuition support applies only to post-secondary schooling.**

3.7.3 SPECIAL-NEEDS ASSISTANCE

Certain special needs have been recognized by Sport Canada as deserving of support under the AAP. All special-needs requests from athletes must initially be sent to the NSO for recommendation. Generally, special-needs requests are considered only from athletes for whom AAP support is their primary or major source of income or for athletes who must relocate for sport purposes.

With the exception of relocation expenses, athletes requesting special-needs assistance will be subject to an assessment of financial means. All special-needs requests must be approved in advance by the AAP Manager and be for the current carding year.

3.8 APPLICATION PROCESS

The athlete and his or her NSO:

- ❑ The athlete completes the AAP Application Form, which includes the Declaration to Accept/Decline AAP Financial Support, and submits it to the NSO.
- ❑ The NSO then applies to Sport Canada for AAP support on behalf of the individual athlete.
- ❑ NSOs prepare an application package and schedule a review of this package with their Sport Canada Program Officer. These review meetings occur annually, and NSOs apply annually.
- ❑ It is the NSOs responsibility to schedule the review meeting. To ensure that funding to carded athletes is not interrupted, the NSO and Sport Canada should schedule this meeting so that it occurs at least three weeks before the end of the NSO carding cycle.
- ❑ NSOs should send a copy of the entire application package to both their Sport Canada Program Officer and the Manager of the AAP. Each should receive a submission package at least five working days before the AAP review meeting.
- ❑ Application packages include:
 - covering letter;
 - table of contents;
 - summary of athletes' results;
 - National Team depth chart - team sports only;
 - recommendations for carding;
 - recommendations for non-renewal of carding;
 - outline of the National Team's competitive and training program;
 - recommendations for changes in carding criteria;
 - recommendations for changes in carding-cycle dates; and
 - athlete/NSO agreement.

Note:

- ❑ **Sport Canada recommends that athletes with annual income after sport expenses of \$50,000 or more decline AAP financial support. Funds declined in this way are reallocated to other athletes in the same sport who meet the carding criteria.**

Complete information about the AAP, including application procedures, can be found in the Sport Canada publication *Athlete Assistance Program – Policies, Procedures and Guidelines* located on Sport Canada's website at www.pch.gc.ca/sportcanada or by contacting:

Bob Price, (819) 956-8027, bob_price@pch.gc.ca

4 FUNDING POLICIES AND PROCEDURES

4.1 FEDERAL GOVERNMENT VISIBILITY

Organizations are required to provide public acknowledgment of federal contributions in programs, publications, and at events where appropriate, in accordance with the signed funding agreement. Electronic copies of the Canadian Heritage, Sport Canada Federal Identity Program government identifiers are available for use in publications and event programs. Banners are available on a loan basis and should be prominently displayed at federally supported events. Appropriate logos can be directly downloaded from www.pch.gc.ca/logos.

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

4.2 OFFICIAL LANGUAGES

The Government of Canada's programs and policies on Official Languages aim to ensure that communications with and services to the public are provided in both official languages. Accordingly, Sport Canada supports policies and initiatives that promote and strengthen the use of both English and French in the Canadian sport system and that provide equitable access to the sport system for both linguistic communities. To this end, Sport Canada requires recipient organizations to foster recognition and use of both English and French.

It is government policy that federal institutions providing grants or contributions to voluntary non-governmental organizations for activities, projects, or programs involving service to a public composed of members of both official language communities must take the necessary measures to ensure that the recipients of public funds respect the spirit and the intent of the *Official Languages Act* as well as Treasury Board policies on Official Languages when serving the public.

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 any announcements to the public concerning the activity, project, or program 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 any documents to members of the sport community and the general public relating to the activities, projects, or programs;
- ❑ encourage members of both official language communities to actively participate in the planning and staging of activities, projects, or programs; and
- ❑ organize activities, projects, or programs, when appropriate, in such a manner as to meet the needs of the two linguistic communities.

4.3 TOBACCO POLICY

In 1985, Sport Canada implemented a policy precluding all organizations in receipt of federal funds from associating in sponsorship arrangements with the tobacco products industry. As a result, the federal government 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.

4.4 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, among others, with athletes and coaches emanating from activities surrounding national team programs and/or national teams representing Canada at international multi-sport events. More specific details regarding the nature and type of disputes requiring SDRCC consideration are available through Sport Canada or the SDRCC.

4.5 TRAVEL, MEALS, AND ACCOMMODATION

4.5.1 TRAVEL

Where the conditions of a project 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. Treasury Board guidelines for travel, meals, and accommodation can be found at www.tbs-sct.gc.ca/travel/travel_e.html. 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.

4.5.2 MEALS AND ACCOMMODATION

The cost of accommodation and daily meal allowances may be claimed up to the rates set by the Treasury Board (see 4.5.1). Setting of rates generally occurs in April and October.

4.6 ACCOUNTING PROCEDURES

This section describes the requirement for maintaining accounting records and submitting reports regarding contributions.

4.6.1 CONTRIBUTION AGREEMENT

The Contribution Agreement is a central document to the financial arrangements between Sport Canada and an organization. Upon receipt of the Contribution Agreement and related documents, the organization should examine them to ensure 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 of funding can be initiated by Sport Canada until the signed Contribution Agreement has been received by Sport Canada.

The following documents are issued as part of the Contribution Agreement:

- ❑ *Application Review Summary*: outlining how the Sport Canada contribution has been allocated by block at the beginning of the fiscal year; and
- ❑ *Approved Project List*: a listing of approved projects within each block.

Although the *Approved Projects List* and *Application Review Summary* form part of the documentation relating to the approved financial contribution for each organization, the allocation of funds to specific projects and blocks is at the organization's discretion, except where specific restrictions apply. In particular, these restrictions include, but are not limited to, coaching salaries, the Sport Participation Development Program and the protection of funding designated for athletes with a disability.

In cases where Sport Canada has a Contribution Agreement with a recipient (NSO, MSO, or CSC), which then uses part of this funding for a project(s) run by another organization (i.e., associations for athletes with a disability that are integrated with an NSO or Local Organizing Committee for hosting an international event), the recipient should enter into an agreement with this organization similar to the recipient's original Contribution Agreement with Sport Canada.

4.6.2 EXPENDITURES

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

- ❑ be allowable according to the guidelines of the individual programs, other written conditions of the contribution, and the general funding policies;
- ❑ be supported by paid, original invoices; and
- ❑ have been made in the fiscal year(s) covered by the Contribution Agreement, except as noted at 4.6.3 below.

4.6.3 PREPAYMENT

Recipients may use current fiscal year contributions to prepay the cost of travel/accommodation for projects not scheduled to occur until early in the next fiscal year, where the costs are essential to the project, provided the invoices are dated in the current fiscal year.

4.6.4 TRANSACTIONS IN KIND

A transaction in kind is any transaction involving any item or service that is donated to the project where no cash is exchanged between the organization and the donor.

All costs that may be offset by a transaction in kind (i.e., accumulated credits or specific donations) are ineligible.

4.6.5 RULINGS

Recipients are encouraged to obtain advance rulings on any expenditure, the eligibility of which 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.

4.6.6 REPORTING

Two types of reporting are required of organizations in receipt of Sport Canada contributions:

4.6.6.1 Interim reporting

Organizations must provide a current financial statement as an interim report during the fiscal year. Timing of the report will be determined through discussion with the Sport Canada Officer

4.6.6.2 Reporting due at the end of every fiscal year

Activity report

Organizations must provide Sport Canada with a report of the activities completed during the past fiscal year and their accomplishments compared to their plans.

Yearly Accounting:

Yearly accounting is due by July 31st of each year. The payment of the September and subsequent monthly contributions are contingent upon the receipt of final accounting from the previous fiscal year. A summary of the organization's total contribution revenues and expenditures by block signed by an authorized officer is required, using the form provided by Sport Canada.

Reviews will be conducted by Sport Canada on final accounting submissions. If a review reveals evidence of spending that is not in accordance with contribution conditions, the organization will be notified in writing and advised of the appeal procedure that is available.

Audited Financial Statement:

Organizations must provide Sport Canada with a copy of their audited financial statements, signed by an authorized representative, including the auditor's management letter if one is provided. 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 cases where Sport Canada has a Contribution Agreement with a recipient (NSO, MSO, or CSC) that then uses part of this funding for a project run by a Third Party (e.g., associations for athletes with a disability that are integrated with an NSO or a local organizing committee for hosting an international event), the Third Party must provide the recipient with an audited financial statement for project funding of \$50,000 and above or a final financial statement for project funding below \$50,000. The above financial statements must show all revenue and expenses. These Third Party financial statements must then be forwarded to Sport Canada along with the organization's Contribution Application.

4.6.7 AUDITS

As part of Sport Canada's good management practices, periodic audits of recipients will be conducted to ensure that recipients comply with applicable program terms and conditions and

contribution guidelines, 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.

4.6.8 REPAYABLE CONTRIBUTIONS POLICY

Recipients under the program will not be subject to the Treasury Board's repayable contribution policy since they are not-for-profit organizations.

4.6.9 HOLDBACKS

In all cases, a holdback will be applied to the last year of the contribution agreement. This holdback will be 5% (Sport Support Program) or 10% (Hosting Program) of the allocation of the final year of the contribution agreement. A final repayment representing the holdback shall be made upon receipt and acceptance of final financial and activity reports.

4.7 DOCUMENTATION

Generally, 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 (See section 4.6.7).

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 a field audit, whichever occurs first.

4.8 DUE DILIGENCE

As defined by the Office of the Auditor General, "due diligence means ensuring that funding decisions take all of the criteria set by Treasury Board and a department into account and are based on reliable information."

Sport Canada's Program Officer is responsible for obtaining 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 Officer seeks to ensure that the following key principles of due diligence are met and applied.

4.8.1 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.

4.8.2 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 activities that he/she has proposed; and
- ❑ evidence/Indication of the financial viability of the applicant (as appropriate).

4.8.3 ACCOUNTABILITY

To demonstrate accountability:

- ❑ files that satisfy basic project management requirements, such as establishing deliverables, milestones, payment schedules and reporting requirements; and
- ❑ Expected results/outcomes and ways to measure them are identified.