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Sport Canada

Contribution Guidelines

PROJECT STREAM COMPONENT

2006-2007

Canada 

1.3 SPORT SUPPORT PROGRAM - PROJECT STREAM COMPONENT

The Project Stream 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 page 3 of these guidelines.

Applications for Projects will be considered in the following areas:

- ❑ Ethics Strategy
 - For Secretariat functions
 - 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
 - Across Canada through the Canadian Sport Awards
 - Research on a priority topic targeted by Sport Canada
 - 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)
 - On a particular topic

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

1.3.1 ELIGIBILITY

As in 2005-2006, organizations not eligible under the Sport Funding and Accountability Framework (SFAF) remain eligible in 2006-2007 to apply for funding from the SSP Project Stream. MSOs and NSOs who are eligible under the SFAF are also eligible to apply for Project Stream funding.

To be considered for funding, proposed projects must 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 MULTI-YEAR FUNDING

Multi-year funding is not available for organizations applying in 2006-2007.

Multi-year funding, for a two-year period, was made available in 2005-2006 for organizations that submitted all the necessary documents. Multi-year applicants from 2005-2006 are required to submit their updated documents and reporting as outlined in the application and reporting checklist in section 1.3.4 prior to May 5, 2006.

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.

Expense/revenue details with respect to the project should be clearly presented and referenced in the project plan. Objectives and expected outcomes must be clearly identified in the application.

Funding is provided through the following Contribution Blocks:

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

Organizations may manage the application of funds between approved blocks to best meet their program needs unless specific restrictions exist. Funds must be used for costs associated with items appearing in the approved projects list. 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 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 per cent 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 per cent 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 of the project

Restrictions and Conditions:

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

NOTE: Applications in the Project area will be evaluated 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 new applications (✓), and the following updates (*) must be submitted for multi-year applications received in 2005-2006:

Application item	Due May 5, 2006	Comments
ANNEX PRO 1 - General Application Form	✓	Signed by an authorized official. The amount requested 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 Application Form	✓ * if changed from Feb 28, 2005 forms	Provide a project-by-project breakdown of the request for each contribution block. 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. The list of projects provided in each block should relate directly to operational plans and the proposed budget. Section 1.3.3 provides details specific to each block. Please note this Annex must include specific details for Staff Salaries as outlined in section 1.3.3.3.
Progress report based on project plans	✓ *	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	✓ * update	Must cover the activities related to the project for 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.	✓ *	Must be signed by an authorized representative. For 2004-2005 if not already provided to Sport Canada, and 2005-2006 if available, otherwise please indicate date of anticipated delivery.
Projected revenue and expense	✓	Proposed projects should appear as line items to

project budget		ensure the required level of detail. Where clarifications are necessary please provide the requested information to the Sport Canada Program Officer.
Projection of cash flow needs.	✓ * 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, organizations are asked to project their cash flow needs, in percentage terms, on a month-by-month basis.
Articles of Incorporation demonstrating not-for-profit status	✓	For new applicants or lead organizations not already recognized as a NSO or MSO.
Current list of Board of Directors for Lead Organization	✓ * update	For 2006-2007.

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 **May 5, 2006**.

Reporting in order to receive the second year of funding is also required no later than May 5, 2006.

Applicants requiring more information on the Sport Support Program – Project Stream should contact their Sport Canada Policy/Program Officer or

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1.3.6 PROJECT STREAM ANNEXES