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Sport Canada

Contribution Guidelines

MULTISPORT SERVICE ORGANIZATION

2006-2007

Canada 

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 page 3 of these guidelines.

1.2.1 ELIGIBILITY

As per the Sport Funding and Accountability 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 is now determined by the Canadian Sport Review Panel (CSRP), their recommendations target specific Olympic and Paralympic sports, based upon a 'look-forward' analysis. The CSRP also provides recommendations concerning Canadian Sport Centres and their roles with targeted sports. Sport Canada contributions will reflect the CSRP analysis.

1.2.2 MULTIYEAR FUNDING

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

Multiyear funding, for a two-year period, was made available in 2005-2006 for organizations that submitted all the necessary documents. Multiyear applicants from 2005-2006 are required to submit their updated documents and reporting as outlined in the Application and Reporting Check List in section 1.2.4 prior to May 5, 2006.

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 multi-year (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.

MSOs 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.

1.2.3.1 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.
- ❑ 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 new applications (✓), and the following (*) must be submitted for multi-year applications received in 2005-2006.

Application item	Due May 5, 2006	Comments
ANNEX MSO 1 - General Application Form	✓	Signed by an authorized official. The amount requested must be clearly identified.
ANNEX MSO 2 - Project Application Form	✓ * if changed from Feb 28, 2005 forms	Provide a project-by-project breakdown of the requests in 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 1.2.3 provides details specific to each block. Please note this Annex must include specific details for Staff Salaries as outlined in section 1.2.3.3.
ANNEX MSO 3 - Official Languages report	✓ *	For 2005-2006 as per the approved project list received with the contribution agreement.
ANNEX MSO 4 - Excellence report	✓ * (if applicable)	To be completed by Sport Centres and MSOs who received Excellence funding in 2005-2006.
Progress report based on plans	✓ *	A progress report based on the MSOs strategic and operating plans for 2005-2006 which 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.
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 2004-2005 if not already provided to Sport Canada, and 2005-2006 if available, otherwise please indicate date of anticipated delivery.
Strategic plan	✓ *	Must cover the entire duration of the contribution request and must identify objectives and targets that link to the pillars of the Canadian Sport Policy.
Operational plan	✓ *	2006-2007 planned activities of the organization with 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	✓ * 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	✓ * 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.

Articles of Incorporation demonstrating not-for-profit status	✓	For new applicants only.
List of Board of Directors	✓ *	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 for 2006-2007 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.

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

Wallen Chang-Hong, (819) 956-8064, wallen_chang-hong@pch.gc.ca

1.2.6 MSO ANNEXES