



Canadian
Heritage

Patrimoine
canadien



Sport Canada
Contribution Guidelines

Sport Support Program
Multisport Service
Organization Component

2007-2009 (revised)

Canada 

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SPORT CANADA FUNDING PROGRAMS

The Department of Canadian Heritage, as the entity within the federal government responsible for sport, works to advance sport within the context of Government of Canada priorities. Moreover, the Department is striving to establish Canada as a leading sport nation at home and abroad, where all Canadians and their communities enjoy, value and celebrate the benefits of active participation and excellence in sport.

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 goals, defined as follows:

Enhanced *Participation*

That by 2012 a significantly higher proportion of Canadians from all segments of society are involved in quality sport activities at all levels and in all forms of participation.

Enhanced *Excellence*

That by 2012 the pool of talented athletes has expanded and Canadian athletes and teams are systematically achieving world-class results at the highest levels of international competition through fair and ethical means.

Enhanced *Capacity*

That by 2012 the essential components of an ethically based, athlete/participant-centred development system are in place and are continually modernized and strengthened as required.

Enhanced *Interaction*

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, two of which include separate sub-components:

- Sport Support Program
 - National Sport Organization (NSO) component;
 - Multisport Service Organization (MSO) component; and
 - Project Stream component.

- Hosting Program
 - International Major Multi-Sport Games component;
 - International Single Sport Events component;
 - International Strategic Focus Events component; and
 - Canada Games component.

- Athlete Assistance Program (AAP)

Due Diligence

In delivering the funding programs and exercising accountability, government officials must apply the principles of due diligence. As defined by the Office of the Auditor General, due diligence is a term used to refer to the practice of ensuring “that funding decisions take all of the criteria set by the Treasury Board and a department into account and are based on reliable information.”

On behalf of the Government of Canada, Sport Canada’s Program Officers are responsible for ensuring that decisions are based on 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 Officers seek to ensure that the following key principles of due diligence are met and applied:

- ❑ 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.

- ❑ 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 proposed activities; and
 - evidence/indication of the financial viability of the applicant (as appropriate).

- ❑ Accountability
To demonstrate accountability, there must be:
 - files that satisfy basic project management requirements, such as establishing deliverables, milestones, payment schedules and reporting requirements; and
 - expected results/outcomes and identified ways of measuring them.

To contact Sport Canada:

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Jules Léger Building
15 Eddy St., 16th Floor
Gatineau, Quebec
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1. SPORT SUPPORT PROGRAM

The Department of Canadian Heritage, through Sport Canada, is striving to establish Canada as a leading sport nation at home and abroad, where all Canadians and their communities enjoy, value and celebrate the benefits of active participation and excellence in sport. The Sport Support Program (SSP) is the primary funding vehicle for initiatives associated with the delivery of the Canadian Sport Policy.

The Sport Support Program has three delivery components:

- ❑ The National Sport Organization (NSO) component;
- ❑ The Multisport Service Organization (MSO) component; and
- ❑ The Project Stream component.

1.1 OBJECTIVES

Specific objectives of the Sport Support Program are:

- ❑ To increase the opportunities to participate in quality sport activities for all Canadians, including under-represented groups;
- ❑ To increase the capacity of the Canadian sport system to systematically achieve world class results at the highest international competitions;
- ❑ To contribute to the provision of technical sport leadership within the Canadian Sport System; and
- ❑ To advance Canadian interests, values and ethics in sport at home and abroad.

1.2 OUTCOMES

The expected outcomes of the Sport Support Program may be summarized as follows:

- ❑ Continued provision of sport programs and services to the Canadian sport system by National Sport Organizations and Multisport Service Organizations;
- ❑ Increased compliance with established national standards, with specific emphasis on increased official language capacity of sport organizations;
- ❑ Increased number of NSOs, especially targeted sports, with a sport specific Long-Term Athlete Development Model in place and linked to the organization's strategic plan;
- ❑ Increased number of NSOs that have implemented the revised National Coaching Certification Program (NCCP);
- ❑ Increased number of coaches participating in the NCCP;
- ❑ Full complement of qualified coaches for targeted sports to achieve their national team objectives;
- ❑ Advancement of Canadian interests, values and ethics in sport at home and abroad;
- ❑ Expanded and strengthened program and policy collaboration within the federal government and with P/T governments and the sport community;
- ❑ Increased opportunities for sport participation for all Canadians, including targeted under-represented groups; and
- ❑ Improved performances by Canadian athletes at Olympic and Paralympic Games and senior world championships, particularly in targeted sports.

1.3 ELIGIBILITY

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

Eligibility is limited to NSOs and MSOs that have met the full requirements of the Sport Funding and Accountability Framework III (SFAF III) and other organizations promoting the strategic priorities related to the Canadian Sport Policy as identified in the Project Stream component.

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 in the Introduction.

2.1 ELIGIBILITY

As per the Sport Funding and Accountability Framework (SFAF), the eligibility process for Multisport Service Organizations (MSOs) determines which organizations meet the "Role within the sport system" and "General" requirements for funding. The MSO Eligibility Criteria document is available on the Sport Canada website at the following address: http://www.canadianheritage.gc.ca/progs/sc/prog/cfrs-sfaf/index_e.cfm#2 MSOs that meet the requirements will be eligible to continue on to the next step: completion of the SFAF assessment.

2.2 ASSESSMENT

The SFAF assessment examines the nature of the core service the MSO provides within the sport system, as well as associated scope, volume and leadership elements by means of several questionnaires. The evaluations of the questionnaires and the MSO's contribution to the goals of the Canadian Sport Policy will determine the relative level of funding that may be provided to the MSO.

2.3 FUNDING MODEL

SFAF III for MSOs was introduced in 2006. Reference levels for MSOs are based on assessment scores. For organizations with international games missions, their reference level also includes a separate component for mission costs.

Where applicable, an additional dimension of High Performance support will be determined on the basis of recommendations by Podium Canada targeting specific Olympic and Paralympic sports, based upon a 'look-forward' analysis. The extent of these contribution recommendations will depend on the total resources available from the national funding partners.

2.4 MULTIYEAR FUNDING

Multiyear funding is now available until the end of the SFAF III, which will be extended to the end of March 2011 to match the winter NSO SFAF III cycle. As such, organizations may apply for multiyear funding up to the end of the SFAF III. Organizations choosing this option must submit the required documents covering all the years of the application. Sport Canada reserves the right to offer multiyear funding to a MSO based on the following factors:

- The MSO has received federal funding since fiscal year 2001-02.
- The MSO's budgetary control is adequate and its use of public funds matches the purpose for which they were intended;
- The MSO has been in a viable financial position over the last four years or has been following a debt repayment plan;

- ❑ Over the last two years, the MSO has provided Sport Canada with the following reports in a timely fashion:
 - Activity reports
 - Applications;
 - Yearly accounting/financial statements;
 - Audited financial statements;
- ❑ The MSO demonstrates the ability to successfully carry out planned programs and achieve objectives;
- ❑ The MSO monitors and evaluates the degree of program success;
- ❑ The MSO supplies a timely, satisfactory explanation for any returned funds.

2.5 EXPENDITURES

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

- ❑ be allowable according to these guidelines, other written conditions of the contribution and the general funding policies;
- ❑ be supported by paid, original invoices;
- ❑ be made in the fiscal year designated by the Contribution Agreement; and
- ❑ not be, have been, or planned to be reimbursed through an alternate source (e.g.: GST).

Note: Accounting procedures and documentation requirements are addressed more thoroughly in the Funding Procedures section.

2.6 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 and referenced in the MSO's strategic and operational plans. 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 MSO's budget.

Funding is provided to MSOs in the Organization Support Stream and/or Games Mission Support Stream (as applicable, for Major Games Missions only) through all funding blocks as described in this section. **MSOs are expected to apply for funding on Annex MSO-2 respecting the reference level provided to them for core funding.**

Core Contribution Blocks :

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

Non-Core Contribution Blocks (Protected) :

- ❑ official languages; and
- ❑ Podium Canada, if applicable.

MSOs may manage the redistribution of funds between approved contribution blocks and between specific projects inside each block to best meet their program needs unless a specific amount of funding is earmarked, or specific restrictions on the block exist (i.e.: Administration, Official Languages and Podium Canada). A written agreement between the organization and the Program Officer must exist prior to any transfer. Where travel, meals and accommodation costs are being claimed, these must be in accordance with Treasury Board guidelines as outlined in the Funding Policy and Procedures section of

these guidelines. Capital costs are not allowable expenses. Funds must be used for costs associated with items indicated in *Annex E – Eligible Expenditures and Approved Projects*, an annex that forms part of the Contribution Agreement.

2.6.1 CORE CONTRIBUTION BLOCKS

Administration

This block provides support for general administrative costs related to management of a MSO.

Allowable Expenses/Projects - Organization:

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

Allowable Expenses/Projects – Games Missions:

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

Restrictions and Conditions:

- MSOs may allocate up to 25 per cent of the total Sport Support Program – MSO component contribution towards the Administration block.

Staff Salaries

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

Allowable Expense/Projects (Organization and Games Missions):

- 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 the notes section of Annex MSO 2 details regarding each position they intend to support as part of the application (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 salaries and expenses is limited to \$70,000 per eligible full-time position. The contribution limit for 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 payments;
 - costs resulting from an overlap of departing and new employees; and
 - severance payments.

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.

Operations/Programming

This block provides support for the ongoing operations of the organization or mission for the delivery of its core service.

Allowable Expenses/Projects - Organizations:

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

Allowable Expenses/Projects – Games Missions:

- site visits;
- athlete/coach/volunteer travel;
- meals and accommodations;
- medical services; and
- Team Canada preparation activities contributing to attainment of performance objectives at Olympic and Paralympic Games.

Restrictions and Conditions:

- The purchase of team uniforms is NOT covered.
- The purchase of medals/trophies and banquet costs are NOT covered.

2.6.2 NON-CORE CONTRIBUTION BLOCKS (PROTECTED)

Official Languages

This is a restricted block. Funds allocated to this block may not be used for other purposes.

This block provides support to assist the MSO with the delivery of its programs and services in both official languages.

Allowable Expenses/Projects (Organization and Games Missions):

- translation of written material;
- interpretive services; and
- training and education.

MSOs are encouraged to allocate funding to the areas listed below:

Translation of written material to be available simultaneously in both official languages to the appropriate target audience:

- coaching and officiating materials;
- technical and administrative documentation;
- national team information;
- key documents such as rules, regulations, policies and programs, etc;
- information intended for the website.

Interpretive services to ensure that events are held in a bilingual format:

- simultaneous interpretation at conferences, congresses, press conferences, symposia and special events.

Training and education to improve the MSOs' capacity to provide services in both official languages and to foster bilingual coaching capacity:

- for the MSO staff; and
- for the national team coaching staff.

Podium Canada

This is a restricted block. Funds allocated to this block may not be used for other purposes.

Funding will be provided for initiatives or activities that directly impact an athlete's capacity to achieve podium performances at international events.

This block provides supplementary support, based on the recommendations made by the Canadian Sport Review Panel and approved by Sport Canada. Eligible expenses include those associated specifically with the delivery of high performance objectives and include funding in the "Operations/Programming", "Administration" and "Staff Salaries" blocks in support of performance enhancement team initiatives, sport science projects and the provision of other athlete services. Requirements and restrictions for those individual blocks are also applicable to the Podium Canada block.

2.7 APPLICATION PROCESS

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 for each year of the multiyear commitment.

All annexes of the application are to be provided **electronically** to your Program Officer. Sport Canada also requires Annex MSO 1 in hard copy format with an original signature for its files. The following detailed information must accompany new applications.

Application item	Required for the first year of an application	Required in subsequent years of a multiyear application	Comments
ANNEX MSO 1 - General Application Form	✓ for all years		Signed by an authorized official. The amount requested for each year of the contribution request must be clearly identified.

Application item	Required for the first year of an application	Required in subsequent years of a multiyear application	Comments
ANNEX MSO 2 - Project Application Form	✓ for all years		Provide a breakdown of the requests for support for each activity/initiative in each contribution block and respecting the reference level provided . 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. If applicable, insert both requests for organization and mission in the same form. The list of projects provided in each block should relate directly to operational plans and the proposed budget. Section 2.6 provides details specific to each block. A form is required for each year of the application.
ANNEX MSO 3 - SPORT PRIORITIES FORM	✓ for all years	✓ if updates are required	To include high level priorities and measurable outcomes/impacts for each of the areas for which funding is requested, based on the links with the Sport Support Program objectives, and in line with core services as provided by the MSO.
ANNEX MSO 4 - Excellence Report	✓	✓	To be completed by Canadian Sport Centres who received Excellence funding in 2007-2008.
ANNEX MSO 5 – Official Languages Report	✓	✓	For 2007-2008 as per the approved project list received with the Contribution Agreement.
Progress Report	✓	✓	A progress report based on the MSO's strategic and operating plans for 2007-2008, which describes progress towards achievement of the indicators and targets identified in the approved projects list, with specific emphasis on the areas noted by the Sport Program Officer, if applicable.
Most Recent Financial Statements for the Current Fiscal Year	✓	✓	The MSO must also be able to provide these, as requested, throughout the year.

Application item	Required for the first year of an application	Required in subsequent years of a multiyear application	Comments
Most Recent Audited Financial Statements	✓	✓	Note: must be signed by an authorized representative. For 2006-2007, if not already provided to Sport Canada, and for 2007-2008 please indicate anticipated date of delivery.
Strategic Plan	✓		Must cover the entire duration of the contribution request and must identify objectives and targets linked to the pillars of the Canadian Sport Policy if not already provided to Sport Canada.
Operational Plan	✓	✓	The organization's planned activities for the year with links to the strategic plan.
Projected Revenue and Expense Budget	✓	✓	Proposed projects should appear as line items for each contribution block to ensure the required level of detail. When necessary, you will be required to provide clarification to the Sport Canada Officer.
Projection of Cash Flow Needs	✓	✓	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 forecast their cash flow needs (expenses) and their planned incomes (revenues) on a month-by-month basis.

2.8 REPORTING

Two types of reporting are required of organizations in receipt of Sport Canada contributions, according to the schedule below. Organizations must contact their Sport Canada Program Officer if they anticipate that they will not be able to comply with the reporting schedule.

Financial Reporting

Organizations must provide current financial statements and a copy of their audited financial statements as indicated below. The audited financial statements must be signed by an authorized representative and include 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.

A financial statement is defined as a statement of revenue and expense for a specific period of time in which Sport Canada's funding blocks are either clearly outlined or noted by the client. Particular attention should be paid to the protected blocks.

Activity Reporting

Organizations must provide Sport Canada with a report of the activities completed during the past fiscal year and their accomplishments in relation to their plans and, as of 2009-2010, use Annex 3 to align them with the Sport Support Program objectives. MSOs are also expected to provide Sport Canada with regular activity updates through meeting information and reports, regular contact, etc.

Release of payment for	Payment Conditions		
	Report required	Period covered by the report	Report to be submitted by
April	Signed audited financial statement	Previous fiscal year based on MSO's fiscal year	March 15
July	Financial statement and Final Activity Report	April 1 - Mar 31 for previously funded fiscal year	June 15
October	Financial statement	April 1 – June 30 of current fiscal year	September 15
January	Financial statement	April 1 – September 30 of current fiscal year	December 15
HOLDBACK *	Financial statement and Final Activity Report	April 1 - Mar 31 of last year of contribution agreement	June 15 of year following last year of contribution agreement

In the event that the MSO forecasts to incur fewer expenses than anticipated during the current government's fiscal year, the MSO shall inform their Program Officer in writing, as soon as possible, but no later than 60 days prior to the end of the federal government's fiscal year.

* A holdback, representing 5% of the allocation for the final year of the Contribution Agreement, will be issued upon receipt of the financial statement and the Final Activity Report.

If an organization is applying for multiyear funding, these conditions will apply to each year of the agreement.

Please refer to the Funding Procedures section for more information.

2.9 ACCOUNTABILITY

MSOs will be required to work towards meeting the National Standards that will be 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). Once finalized, the framework document will be made available to organizations.

2.10 APPLICATION DEADLINES

Applications for 2008-2009 are due at Sport Canada on Nov. 7, 2007 or January 31, 2008

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

Sport_Canada_CFRS_SFAP@pch.gc.ca

3. FUNDING POLICIES AND PROCEDURES

3.1 FUNDING POLICIES

3.1.1 RECOGNITION OF FEDERAL GOVERNMENT SUPPORT

Recipients are required to provide public acknowledgment of federal contributions in programs, publications and at events where appropriate. Electronic copies of the Canadian Heritage/Sport Canada Federal Identifiers (logos) can be downloaded from the website at: www.pch.gc.ca/signatures.

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

3.1.2 OFFICIAL LANGUAGES

Sport Canada requires recipients to ensure that the spirit and intent of the Official Languages Act are respected where the program funding supports activities that benefit members of both official language communities, namely by providing its communications with and services to the public in both official languages.

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

Funded organizations seeking clarification on the implementation of this policy should contact their Sport Canada Program Officer.

3.1.3 TOBACCO POLICY

The 1985 Federal Government Policy on Tobacco Sponsorship of National Sport Organizations precludes all organizations in receipt of a Sport Canada contribution from entering into sponsorship arrangements with the tobacco products industry. Under this policy, Sport Canada 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.

3.1.4 DOPING IN SPORT

The Government of Canada (Sport Canada) has had a policy against doping in sport in one form or another since October 1983. The current policy, the Canadian Policy Against Doping in Sport (2004), was endorsed by the Federal, Provincial and Territorial Ministers responsible for Sport, Recreation and Fitness in April 2004 and came into full force and effect on June 1, 2004. The policy provides that, with the cooperation and support of sport organizations and governments, the Canadian Centre for Ethics in Sport shall maintain and carry out the Canadian Anti-Doping Program. This program is to be consistent with the World Anti-Doping Program and other international best practices.

Endorsement of the Canadian Policy Against Doping in Sport and adoption of the Canadian Anti-Doping Program (as applicable) is a condition of eligibility for all funded MSOs and NSOs. Project Stream recipients are equally responsible for ensuring that they subscribe to the principles and practices of doping in sport.

Any individual who has committed and been sanctioned for an anti-doping rule violation pursuant to or recognized under the Canadian Anti-Doping Program or its predecessors resulting in a two-year period of sport ineligibility or greater and, where applicable, has not been reinstated, is permanently ineligible to receive any direct financial support provided by the Government of Canada.

Any individual who has committed and been sanctioned for an anti-doping rule violation pursuant to the Canadian Anti-Doping Program resulting in a period of sport ineligibility of less than two years is ineligible to receive any direct financial support provided by the Government of Canada for a corresponding period.

3.1.5 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 involving athletes and coaches emanating from activities related to national team programs and/or national teams representing Canada at international single sport events and multisport games. More specific details regarding the nature and type of disputes requiring SDRCC consideration are available through Sport Canada or the SDRCC.

In AAP related matters, the appeal is first heard by the Sport Canada AAP Review Committee prior to going to the Sport Dispute Resolution Centre of Canada (SDRCC).

3.2 FUNDING PROCEDURES

In order to be considered for support, applications must be complete and received no later than the deadlines identified for each component.

3.2.1 TRAVEL, MEALS, AND ACCOMMODATION

Where the conditions of an initiative/program/activity 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. The cost of travel, meals and accommodation may be claimed up to the rates set by Treasury Board guidelines. Setting of rates generally occurs in April and October. These guidelines can be found at the following web address: 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.

3.2.2 CONTRIBUTION AGREEMENT

The Contribution Agreement is the legal document governing the relationship between Sport Canada and the recipient and defines the roles and responsibilities of each party. Upon receipt of the Contribution Agreement and any related documents, the recipient should examine them to ensure that they are accurate and complete. The Contribution Agreement must be signed by an authorized individual of the recipient organization and returned to Sport Canada within 30 days. No payment can be initiated until the signed Contribution Agreement has been received by Sport Canada.

In cases where Sport Canada has a Contribution Agreement with a recipient who then uses part of this funding for one or more projects run by another organization or third party (i.e.: associations for athletes with a disability that are integrated with an NSO or Organizing Committee for hosting an international event), the recipient should enter into an agreement with this third party organization similar to the recipient's original Contribution Agreement with Sport Canada. The recipient is obliged to ensure that the third party adheres to the same conditions that the recipient has with Sport Canada.

3.2.3 STACKING

Total government assistance (federal, provincial/territorial and municipal) may not exceed 100% of eligible expenditures. Should total government assistance received by the recipient exceed the maximum percentage, Sport Canada shall recover the surplus in proportion to its contribution in relation to total government assistance.

Recipients are required to disclose all sources of revenue including in-kind contributions.

3.2.4 IN KIND EXPENDITURES

An in-kind expenditure is any transaction involving any item or service that is donated to the project where no money is exchanged between the organization and the donor.

Any actual expenditure offset by an in-kind expenditure (e.g.: accumulated credits or specific donations) is not eligible for reimbursement by Sport Canada.

Eligible in-kind expenditures must be considered for the government-stacking limit.

3.2.5 PREPAYMENT OF EXPENSES

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

3.2.6 REIMBURSEMENT OF UNUSED FUNDS

If the recipient determines, at any time, that there will be a decrease in expenditures or a decrease in activities such that the recipient will not use all the funds provided through the Contribution Agreement, the recipient must notify Sport Canada immediately. Any unused funds must be returned to Sport Canada as quickly as possible and, ideally, before the end of the fiscal year by cheque payable to the Receiver General of Canada.

3.2.7 RULINGS

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

3.2.8 AUDITS

Periodic audits of recipients will be conducted to ensure that recipients comply with the contribution guidelines and the terms and conditions of the Contribution Agreement signed with Sport Canada. Further, the audit will ensure that the recipients 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.

3.2.9 DOCUMENTATION

Contribution 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.

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.