

BC Sport Agency

LOCAL SPORT PROGRAM DEVELOPMENT FUND 2012

PROGRAM GUIDELINES

Deadline: Applications will be accepted until 4:30 p.m. PST on Monday, February 6, 2012

Background:

The Local Sport Program Development Fund makes community sport more accessible to people of all abilities by providing funding to sport programs initiated by local sport organizations, municipalities and Aboriginal communities. Eligible applicants are invited to apply for funding of up to \$2,000 for new and expanded programs that directly lead to new, ongoing sport participation opportunities in their communities.

Selected projects will address a gap in sport participation, attracting new participants to sport (not athlete development or retention), and must be completed by August 31, 2012. Local organizations must have the internal capacity to manage and sustain the project in the future as a program and track and report on the progress of the project.

Possible opportunities for projects may include:

- A club that wants to start a youth or senior's division
- A group that gets together for casual play that wants to organize formally and expand membership
- A new sport program that needs specialized equipment or coach training to become established
- A single sport that wants to expand into a multi-sport/season club
- A club that wants to introduce their sport to local schools
- Other program development or enhancement that increase participation in organized sport

Information on projects that were previously awarded funding can be found on the 2010 Legacies Now website. Click [here](#) to view projects funded by the Local Sport Program Development Fund

The Local Sport Program Development Fund is supported by the Province of BC through the Ministry of Community, Sport and Cultural Development.

General Eligibility:

Applications may be submitted, individually or in partnership, by:

- Community, not-for-profit organizations and associations that directly deliver organized sport programs in their community
- Municipalities
- Aboriginal bands and community associations

Only one application per organization will be accepted.

Previous recipients of Local Sport Program Development Funds are eligible to apply.

Applications submitted by Provincial Sport Organizations will not be considered.

Local Sport Program Development Guidelines:

- Funding is available for new programs and for expansion to existing programs
- Funding is available up to a maximum of \$2,000 per project
- **Only one application per organization will be accepted**
- All project activities must be completed by August 31, 2012
- Recipients must submit a final activity and financial report by September 28, 2012, using the reporting template provided by the BC Sport Agency
- The Province of British Columbia shall be given appropriate recognition as a funding partner for funded projects, in accordance with the logo and recognition guidelines that will be provided to all successful applicants
- Applicants are responsible for keeping registration and participant information for up to two years after completion of program and information must be made available upon request to funders

Your organization will:

- Be a not-for-profit community organization that directly delivers organized sport programs to the community
- Be a member in good standing of an appropriate provincial sport organization or operating in partnership with an appropriate provincial organization
- Demonstrate inclusive and equitable practices that maximize sport, recreation, physical activity and leadership opportunities in the community

Selection Committee:

Eligible applications are evaluated by a review panel consisting of specialists in the sport and recreation field. The panel members are chosen to ensure balanced representation. The panel bases its recommendations on the eligibility and assessment criteria described in these guidelines, within the context of the applicant's organizational, community and regional needs. Consideration is given to the geographic distribution of funds throughout the regions of British Columbia, and to activities that are not already part of a provincial program.

Application Criteria and Assessment:

Applications will be assessed according to the following criteria:

- Submitted by an eligible applicant using the supplied application form
- Align with the purpose of the grant and acceptable use of funds
- Show a commitment to partner with other community groups and organizations
- Demonstrate commitment to increasing participation in organized sport activities
- Demonstrate commitment to delivering programs by qualified instructors (NCCP, First Aid)
- Innovative programs that fit the needs of the participants and the community
- Show a plan for sustainability of participation in sport in the community
- Show community matching capacity (in-kind or cash)
- Capacity to complete the outlined program and meet the goals and objectives

Final funding selections will be made by **February 29, 2012**. All applicants will be informed of the decision in writing in as timely a manner as is practical.

In the majority of cases, funds will be paid out in two instalments, up to 75% upon confirmation in writing of a successful application and 25% upon acceptance of a final report.

Conditions and Limitations:

Support from the BC Sport Agency and the Province of British Columbia must be appropriately acknowledged on all materials related to the funded project, but only with the expressed consent of the BC Sport Agency. Formats and guidelines for logo use and acknowledgement of funding will be provided to successful applicants.

Successful applicants will be required to submit a final report on their use of the funds and the outcomes of their project. Project results and outcomes may be shared and made public by the BC Sport Agency.

Any project funds not spent on eligible project expenses by August 31, 2012 must be returned to the BC Sport Agency. An extension to spend funding past August 31, 2012 may be considered if submitted to the BC Sport Agency in writing by August 1, 2012. While the program you develop is expected to continue, a successful project proposal must be completed by August 31, 2012 and reported on by September 28, 2012.

The Local Sport Program Development Fund cannot assist with general operating expenses (staff salaries, office rent, regular promotional or marketing activities), activities not open to the general public, capital expenditures (renovation, construction, computer equipment), deficits incurred from past activities, prizes or awards, re-granting programs, competitions, or expenses incurred prior to funding support issued.

How to Apply:

Deadline: Applications will be accepted until 4:30 p.m. PST on Monday, February 6, 2012

1. Read the Local Sport Development Fund *Program Guidelines*
2. If you wish to discuss your proposal and its eligibility prior to submitting an application contact:

BC Sport Agency
 Phone: 778-331-8642
 Email: information@bcsportagency.com

3. Submit the completed and signed application form:

- **OPTION #1: By Mail**

Local Sport Program Development Fund
 BC Sport Agency
 400 - 1095 West Pender Street
 Vancouver, BC V6E 2M6

-OR-

- **OPTION #2: By E-mail**

information@bcsportagency.com

Click [here](#) for a copy of the application form.

Please review the application checklist at the end of the Application Form prior to submitting your application.

Local Sport Program Development Fund Timeline

Activity	Date
Application Deadline	February 6, 2012 (4:30 p.m. PST)
Application Review	February
Notification of funding selection	February 29, 2012
Completion of program	August 31, 2012
Final Report and funding instalment	September 28, 2012

For more information about the BC Sport Agency, visit our website at www.BCSportAgency.com