

Active Living & Culture Grants

Sport Education Grant Guidelines

Open Intake – applications to be submitted a minimum of one (1) month prior to the commencement of the event.

These guidelines have been revised for 2020 – previous versions no longer apply.

If you have questions after reviewing these guidelines, you can obtain more information from Active Living & Culture staff. Please contact staff well in advance of application submission:

Doug Nicholas
(250) 469-8859
dnicholas@kelowna.ca

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(250) 469-8696
bduquette@kelowna.ca

Sport Education Grants
Active Living & Culture Division
Sport & Event Services
645 Dodd Road
Kelowna, BC V1X 5H1

CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION**CORE PRINCIPLES:**

The City of Kelowna's Active Living & Culture Division administers a number of grant programs and services for the community which:

- encourage active healthy lifestyles
- build strong neighbourhoods
- nurture lifelong participation in sport
- enhance cultural vibrancy
- facilitate development of events
- enhance social sustainability
- support effective management and operation of sport, recreation and cultural facilities

Organizations seeking funding support from the City of Kelowna through any of the grant programs administered by the Active Living & Culture Division should be aware of and aligned with one or more these core principles.

VALUES:

Any organization supported by the City of Kelowna will commit to the following values:

- accessibility, diversity and inclusion: the organization will not unreasonably exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, income
- accountability and fiscal responsibility: using resources effectively and efficiently
- innovation: being leaders in finding new solutions
- optimizing value: generating more value and impact from existing resources
- partnerships and collaboration: working with others to leverage energy, talent and resources

Sport Education Grants are one of many grant programs provided by the City of Kelowna. Information about other grant opportunities is available on the City's website: kelowna.ca/grants

1.0 SPORT EDUCATION GRANT OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program provides financial assistance to local coaches or officials interested in upgrading their training and/or certification; or to local sport organizations (LSOs) hosting sport development courses/seminars for local coaches and officials. The intent of the grant is to assist local coaches and officials with their development beyond introductory levels to more advanced levels; and/or to assist sport organizations in the provision of advanced sport development opportunities to their sport community. Examples may include: a level 2 coach pursuing level 3 certification; a referee taking training to instruct other referees; a local sport organization bringing in a special guest presenter to speak at a conference or to a group of athletes/coaches.

The Sport Education Grant program is not intended to be an ongoing source of support for any coach, official or sport organization, and the entry of new applicants into the program will be considered a priority. The maximum allocation from this program will be \$500 to any one coach/official per calendar year and \$1,000 to any one sport organization per calendar year.

1.2 Eligibility:

To participate in this program, the following criteria must be met:

- Applicant must be a locally based coach/official/organization currently residing in Kelowna for a minimum of 6 months.
- All applicants must be endorsed by the local and/or provincial sport governing body. Only PSO's/LSO's in good standing with their accrediting body are eligible.
- This grant cannot be accessed in combination with any other City of Kelowna sport grant (Sport Event Development Grant and Athletic Excellence Grant).

1.3 Eligible activities and expenses

Grant funds will be distributed after the approved course and may only be used for course-related expenses including:

- registration fees
- transportation
- meals
- accommodation
- facility fees
- instructor fees

1.4 Ineligible activities and expenses

Approved grant funds are not to be used for

- introductory-level courses, seminars or workshops
- non-approved courses or certifications
- retroactive funding for courses that have already occurred

2.0 APPLICATION PROCESS

Coaches/Officials/LSOs considering submission of an application are encouraged to review the grant guidelines and contact City staff to discuss eligibility for this program or to obtain more information. Completed application forms (including signatures) can be submitted by mail, email or in person and must be received a minimum of one (1) month prior to the commencement of the event. **Late applications will not be accepted.** Please send applications to:

Sport Education Grant
Attn: Brad Duquette
City of Kelowna – Active Living and Culture
645 Dodd Road
Kelowna, BC V1X 5H1
bduquette@kelowna.ca

Please Note: Submission of an application does not guarantee funding. Obtaining a grant is a competitive process and demand often exceeds available resources.

3.0 ASSESSMENT CRITERIA

In addition to the eligibility requirements, event applications will be evaluated in accordance with the level of course/seminar offered or participated in (advanced sport development opportunities only). Funding levels will be based on the level and location of the course/seminar and will adhere to the following guidelines:

Coaches & Officials:

- Up to \$150.00 per coach/official for courses held in the Okanagan
- Up to \$250.00 per coach/official for courses held outside of the Okanagan in Western Canada (BC/AB/SK/MB/NWT/YK/NU)
- Up to \$350.00 per coach/official for courses held in Eastern Canada (ON/QB/ND/NB/NS/PEI)
- Up to \$400.00 per coach/official for courses held in North America
- Up to \$500.00 per coach/official for courses held outside of North America

Sport Organizations:

- Up to \$250.00 per LSO for sport specific courses (< 50 participants):
- Up to \$500.00 per LSO for sport specific courses (> 50 participants):
- Up to \$350.00 per LSO for general multi-sport courses (< 50 participants):
- Up to \$600.00 per LSO general multi-sport courses (>50 participants):
- Up to \$1000.00 per LSO for Sport Conferences (with multi-presenters)

4.0 ASSESSMENT OF APPLICATIONS

4.1 *Review:*

Applications in this program are evaluated through Active Living & Culture staff review, which enables a streamlined and expedited process. Review will take place within 30 days of a completed application and applicant will be notified by email within 30 days of the review. All decisions are final.

4.2 *Post-Course Report:*

A Post-Course Report form will be provided to all successful applicants. If the applicant is successful, they must complete and submit a Post-Course Report, and provide copies of related event receipts, within 30 days of completion of the event. Approved grants funds will be distributed once this report, and supporting receipts, have been received.

4.3 *Fund Distribution*

Upon receipt of the Post-Course Report (and supporting receipts), a cheque requisition will be processed and funds provided to applicant. Applicant may be requested to provide a letter of acknowledgement to the City in support of this grant program.

5.0 CONFIDENTIALITY

All documents submitted by applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. General information about the grant monies provided, including the funded amount and the applicant being funded under the program may also be released. The City will not release any additional information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.