

Sport4Toronto Fund

2008 Guidelines



THE ONTARIO
TRILLIUM
FOUNDATION



LA FONDATION
TRILLIUM
DE L'ONTARIO



PROVINCIAL SPORT
ORGANIZATIONS COUNCIL
Ontario

The PSO Council

The Provincial Sport Organizations Council (PSO Council), incorporated in 1998, is a non-profit organization dedicated to the promotion of sport and physical activity in Ontario through leadership, partnership, education, consultation and advocacy.

Our vision:

“To enhance the quality of life through active participation in sport”



Visit our website at:

www.sport4ontario.ca

1. INTRODUCTION

- a. **Sport4Toronto Fund** is administered by the PSO Council and provides grants to organizations to support athlete development in the City of Toronto including, but not limited to, access to facilities and services, equipment, registration, and coach development. The purpose of the grants is to enhance the experience of athletes through supporting organizations to provide better services and opportunities for athletes.
- b. The **Sport4Toronto Fund** will provide grants of up to \$5,000 to not-for profit or charitable organizations working to increase access and participation in sport as described above. These programs must focus on athletes under 18 years of age at the start of the sport season or on athletes with a disability.
- c. Please read these guidelines carefully before submitting a funding application.

2. OVERVIEW

- a. **Sport4Toronto Fund** grants are intended to enhance athlete development by assisting in the removal of barriers such as economic, geographic, transportation or physical, in community and club sport programs in the City of Toronto.
- b. The **Sport4Toronto Fund** is the result of the ongoing commitment of the Provincial Sport Organizations Council (“PSO Council”) to support athletes by distributing lottery proceeds through the City of Toronto Bingo Lottery Program.
- c. All grants awarded through this fund will be distributed to organizations within the City of Toronto.

3. AWARD CATEGORIES AND DISTRIBUTION

- a. The **Sport4Toronto Fund** is new for 2008. The Fund will distribute up to \$50,000 in dedicated funds.
- b. Emphasis is on the ability of applicants to demonstrate how a **Sport4Toronto Fund** grant will increase athlete development, enhance programming for athletes, address some or all of the barriers identified in section 2 (a) and provide support to those who support athletes. The ability to remove barriers thus enhancing inclusion and accessibility in under-served areas and populations will enhance the success of the grant application.

4. SELECTION CRITERIA

- a. Grants will be awarded to community organizations and clubs that demonstrate in their applications how a **Sport4Toronto Fund** grant will enhance athlete development, increase capacity to deliver programming and/or increase accessibility and inclusion. Examples of activities that are eligible for grants include the following:
 - i. Increase capacity of coaching to provide enhanced participation experience
 - ii. Increase capacity of organization to deliver programs
 - iii. New approach to include under-served areas and populations
 - iv. Creation of safe and welcoming environment
 - v. Assistance with equipment purchase
 - vi. Assistance with individual or team registrations

- b. Examples of eligible expenses include*:
 - vii. Uniforms;
 - viii. Equipment, program & safety supplies;
 - ix. Staff and volunteer training, where necessary for the safety of the athletes, up to and including National Coaching Level II;
 - x. Facility rentals for youth amateur sporting events (must be supported by rental receipts);
 - xi. Necessary qualified competition officials; and
 - xii. Direct costs for travel for youth amateur sports purposes to recognized competitions, sanctioned by the appropriate governing bodies, except for out-of-season or exhibition games

*This list is taken from the AGCO Lottery Licensing Manual – Eligibility and Use of Proceeds.

- c. The Selection Committee reserves the right to withhold grants should the application not meet the minimum requirements.

5. APPLICATION REVIEW

- a. Once annually (see Dates and Deadlines, section 6.0) the Selection Committee (“SC”) will evaluate applications for the Sport4Toronto Fund.
- b. Any community organization or club that meets the **Sport4Toronto Fund** eligibility criteria (see Eligibility, section 7.0) may submit an application. Application forms are available at www.sport4ontario.ca. Only application forms completed in full will be reviewed by the SC.
- c. Upon receipt, the SC will review each application to ensure eligibility requirements are met. Receipt of all complete applications will be acknowledged by the PSO Council within one week of receipt. All complete applications will be reviewed by the Selection Committee.
- d. The Selection Committee is made up of qualified and informed individuals selected by the PSO Council from key organizations involved with the **Sport4Toronto Fund**. Once the Selection Committee has reviewed applications and made its selections, all applicants will be notified in writing (via email) regardless of the outcome of their applications. Recipients are required to respond in writing to ensure their acceptance of the terms and conditions related to receiving a **Sport4Toronto Fund** grant.
- e. Grant recipients from community organizations and clubs will be listed on the PSO Council website: www.sport4ontario.ca. The listing will provide a brief description of the grant.

6. DATES AND DEADLINES

Application posting	October 1, 2008
Application deadline	November 14, 2008
Selection process	November /December 2008
Announcement of awards	December/January 2008/09

7. ELIGIBILITY : WHO CAN APPLY

- a. Community organizations or clubs that meet the requirements set out in section 7 c. (i-v) are eligible and encouraged to apply to the **Sport4Toronto Fund**.
- b. Only one application per Active or Affiliate Member of the PSO Council is allowed per year and only one application per member of the Active or Affiliate Member of the PSO Council is allowed per year.
- c. Applicants must:
 - i. Be a not-for-profit sport organization.
 - ii. Be an Active PSO Council Member or an Affiliate PSO Council Member, or a member thereof.
 - iii. Provide sport programming in the City of Toronto.
 - iv. Provide sport programming for youth under 18 years of age or for athletes with a disability.
 - v. Have a plan to promote athlete development.

8. REAPPLYING

- a. Unsuccessful applicants are welcome to reapply in future years subject to available funding.

9. APPLICATION PROCESS

- a. Applications must be completed in full, signed by an authorized and provided by fax, email or regular mail to the PSO Council, Ste. 307, 1185 Eglinton Ave., Toronto, ON M3C 3C6 by the deadline date set out in Dates and Deadlines, section 6.0.

10. CONDITIONS OF ENTRY

- a. The applicant warrants that the information presented in the application form is a true and fair record of the community organization or club.
- b. If necessary, the applicant must be able to provide proof of any information requested by the Selection Committee (to be submitted only on request of the Selection Committee) contained in the application.
- c. The applicant and the community organization or club grants the PSO Council and **Sport4Toronto Fund** the rights to use any of the provided materials for promotional, media, and broadcast purposes as related to its mandate.
- d. The applicant warrants that all community organizations or clubs named in the application have been notified of the application.
- e. The applicant warrants that the completed application form is accompanied by all required documentation as outlined in Eligibility: Who Can Apply, section 6.0. If the **Sport4Toronto Fund** determines that the information is inaccurate, the **Sport4Toronto Fund** Selection Committee will set aside the application without further review.
- f. The community organization or club and the applicant acknowledge that all Selection Committee decisions are final.
- g. The signatures on the application form certify an understanding and acceptance of the **Sport4Toronto Fund** guidelines.

11. SELECTION COMMITTEE

- a. The Selection Committee ("SC") is comprised of individuals chosen by the PSO Council based on the recommendations of its member organizations and other key stakeholders from the sport sector. SC members will have basic knowledge of the Ontario and Toronto sport and recreation system and knowledge of community development issues across Toronto. Members of the SC will strive for the highest levels of ethical conduct.
- b. SC members are required to sign conflict of interest and confidentiality agreements. SC members that are involved with an applying community organization or club must declare this conflict and abstain from evaluating an application.

12. JUDGING PROCESS: HOW THE VOTING PROCESS WORKS

- a. At the conclusion of each submission period, the SC will vote on the shortlist of preferred submissions using a point system. The applications with the most points will be awarded the grants.
- b. Applications will receive a score in each of the following areas;
 - i. Business case (5 points)
 - ii. Timeline (5 points)
 - iii. Objectives and outcomes(5 points)

- iv. Strategies for achieving objectives and outcomes (5 points)
- v. Additional scores available for each of the following (1 points for each):
 - 1. Athlete Development – Does the project/program impact on the success of athlete development through support of athletes, their clubs, coaches or the athletes themselves directly?
 - 2. Inclusion – Will a grant enable a diverse group of people to participate - gender, culture, ability, race, language, skill level, socio-economic, etc. ?
 - 3. Access – Will a grant allow people to participate who may not otherwise be able to?
 - 4. Participation – Does the program impact a significant number of people; will it create an increase in participant numbers?
 - 5. Community Support – Is the community or club providing volunteers, funds, gifts in kind, etc. to support the program?
- c. A total of grants not to exceed \$50,000 will be awarded for the calendar year 2008. The number of grants awarded may vary based on the quality and quantity of the applications (see Award Categories and Distribution, section 3).

13. RECIPIENT RESPONSIBILITIES

- a. Grant recipients will be required to review and sign an agreement outlining their responsibilities related to the grant upon which they will receive 75% of their grant.
- b. Grant recipients will be required to prepare an interim report on the use of the funds and highlight successes, challenges and plans for the future. The report must be submitted to the **Sport4Toronto Fund** prior to receiving the remaining portion of the grant (date will be specified in written notification).
- c. Upon the PSO Council receiving and reviewing the report, the remaining 25% of the funds will be forwarded to the grant recipient.
- d. Grant recipients may consult with PSO Council staff for clarification on procedures, reporting or processing of the grant.
- e. Grant recipients will provide a certificate of insurance that names the PSO Council as a named insured for the purposes of the grant project.

Sport4Toronto Fund Application Form

Please complete the following Application Form to apply for the Sport4Toronto Fund. Incomplete applications will be returned to the sender without ANY form of review.

1. APPLICANT INFORMATION	
Organization Name:	
Organization Address:	
City:	Province:
Postal Code:	Website:
Phone:	Fax:
Correspondence Address	
City:	Province:
Postal Code:	
Contact Name:	Title:
Address:	City:
Postal Code:	Email:
Phone:	Fax:
Cell:	

2. ORGANIZATION INFORMATION	
Date of Incorporation:	Incorporation #:
Classification of organization:	<input type="checkbox"/> Non-profit association <input type="checkbox"/> Registered charity <input type="checkbox"/> Community organization (Sport Councils, Schools, Leagues, etc.) <input type="checkbox"/> Program operating under direct control of municipal government
Application status:	<input type="checkbox"/> New application <input type="checkbox"/> Reapplying with changes <input type="checkbox"/> Reapplying without changes <input type="checkbox"/> Previous recipient
Grant amount request:	\$

Application continues on next page

3. PROGRAM / ACTIVITY INFORMATION

Program or activity name: _____

4. PROGRAM / ACTIVITY DESCRIPTION

- a. In 1000 words or less please describe how you will use a **Sport4Toronto Fund** grant. Provide the following information :
- i. Name of your project or activity.
 - ii. What objective do you wish to achieve with the grant?
 - iii. How will you achieve the objective?
 - iv. What is the time frame of the grant?
 - v. What are your outcomes? For example, number of participants grant will impact; number of volunteers who will be trained, etc.
 - vi. Why should the SC give you the grant?
 - vii. Do you have liability insurance
 - viii. Are you a member of the Provincial Sport Organizations Council or a member of PSOs or MSOs who is a member of the Provincial Sport Organizations Council? Please include name.

b. Attach supporting documents

	Attached	Not Applicable
I. Project budget	<input type="checkbox"/>	<input type="checkbox"/>
II. List of Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>
III. Date of incorporation of your association	<input type="checkbox"/>	<input type="checkbox"/>
IV. By-law or constitution	<input type="checkbox"/>	<input type="checkbox"/>
V. Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>

Please explain why above are Not Applicable.

5. ATTESTATION

As the applicant, I warrant that the information presented in this application form is a true and fair record of the organization or club I represent. If necessary, I will provide proof of any information requested by the Selection Committee to verify this information. I, on behalf of the organization or club I represent, grant Sport4Ontario, the PSO Council and **Sport4Toronto Fund** the rights to use any of the provided materials for promotional, media, and broadcast purposes as related to its mandate. I warrant that the organization or club has been properly notified of this application. I have read the 2008 Sport4Toronto Guidelines and agree to the recipient requirements.

Contact (please print): _____ Signature: _____

Name of Organization: _____ Date: _____

Must be signed by an authorized signatory of the Board of Directors of the applicant organization