



Oakville Sport Development Grant 2011 Guidelines

**Deadline: March 31, 2011
4:30 p.m.**

Background:

The Town of Oakville is dedicated to the encouragement, promotion and development of sporting activities within the community.

As such, the Town of Oakville makes development grant funds available to eligible non-profit sports organizations that are current members of Sport Oakville for assistance to minor sports groups for the betterment of sport and their organization, and for specialized funding for specific initiatives, projects and/or programs that support:

- *Coaching Development and Training*
- *Program Development, Enhancement or Expansion*

The total amount of the development grant is subject to Council approval. Funding to any one organization will be limited to a total amount of \$3,000.

What we're looking for:

As a member of Sport Oakville your application will be looked upon favorably if it demonstrates any of the following:

- Support of Volunteers
- Program sustainability
- Strengthens and encourages self sufficiency
- Supports the physical and character growth of people and the development of personal potential.

Possible opportunities for projects include:

- Specialized training or further development of coaches, officials (including referees and judges), such as NCCP training, HIGH FIVE training, Rzone training, etc.
- Specialized training related to the sport for administrators and executive members (i.e. meet director training).
- Program development to increase or maintain participants such as females or challenged athletes in sport in Oakville.
- Volunteer training and development.

- Program resource development.
- One time specialized equipment for new program development, enhancement or expansion. Item(s) purchased must be directly related to the sport and not for administrative purposes. Equipment purchases must benefit the entire club/organization.

Assessment:

Eligible applications are evaluated by the Development Grant Review committee consisting of members of Sport Oakville. A staff person attends the review process as a Town resource person. The committee bases its recommendations on the eligibility and assessment of the criteria described in these guidelines, within the context of the applicant's organizational and community needs. Recommendations from the review committee are submitted to the Sport Oakville Board for approval and then to Town staff for final approval.

Applicants will be informed of the decision in writing by **May 2, 2011**. Funds will be paid out following receipt of invoices, which must be received prior to **October 28, 2011**.

Successful applicants will be contacted on or about Sept. 1, 2011 as a follow up with regard to the progress related to expenditures. If the group does not intend to proceed with the expenditure, or fails to submit invoices by the required deadline, groups initially not awarded funding may be considered for the funds that are not being used, time permitting.

Note: In order to apply for funding, your organization must be a current, active member in good standing with Sport Oakville.

Conditions and Limitations:

New and innovative grant initiatives are required since these funds are not an annual operational subsidy. Grant requests similar to prior submissions will be reviewed based on available funding, approval of previous grants and compliance with grant guidelines and processes.

Secondary grant applications must be for a different initiative from the group's original submission when applying for returned or unused monies within a given year.

A copy of the Club's approved financial statement for the current year, if requested, must be submitted to Sport Oakville.

Monies received to pay for instructors of any courses, clinics, or workshops must go to an arms-length organization.

Successful applicants will be required to sign a Letter of Agreement confirming their acceptance of the funding agreement and the terms outlined.

Successful applicants must provide a summary evaluation to the Sport Oakville Development Grant Review Committee within 30 days following project completion outlining the success or barriers of the project/initiative.

In the event that the expenditure on the approved request falls below the grant allotted, the grant will be reduced to the actual amount of the eligible expenses incurred. Copies of paid invoices must be submitted by the deadlines specified or groups may run the risk of losing the grant.

As a condition of receiving a grant, member organizations are required to:

- Have representation at Sport Oakville's Annual General Meeting for the year immediately following receipt of the grant.
- Appropriately acknowledge support from Sport Oakville and the Town of Oakville
 - on all materials related to the funded project,
 - in the Club's annual report for the Club's Annual General Meeting, and
 - include the Sport Oakville logo, with link to the Sport Oakville website, on the club's website.

Failure to meet the conditions listed above shall render a club ineligible to apply for a grant in the following year.

Ineligible Grant Expenses:

Any expenses required to operate the Club on an ongoing basis are ineligible for grant funds. The following are examples of items that are NOT eligible for grants.

- Equipment including :
 - Computers and other office equipment
 - Personal and protective equipment
 - Repairs
- Consumable items such as stationary and office supplies.
- Any office related expenses such as rent, telephone, computers, fax, machines etc.
- Advertising, promotions or printing, especially printing of copyrighted manuals.
- Licensing fees, officials' fees, incorporation fees, or association fees for coaches or executives.
- Fees to pay for police or security checks, tournament fees, banquets or facility rentals.
- Officials, coaches or players' uniforms, awards or trophies.
- Any travel, meals, entertainment or accommodation costs including rentals and mileage.
- Salaries, consultant fees, bank charges, loans, interest or insurance, coaches fees, etc.

NOTE: Payment for instructors of workshops, clinics or courses must go to an arms-length person/organization. Transactions involving members of their own organization will NOT be permitted. Fully document invoices will only be accepted.

How to Apply:

Deadline for Grant Applications: March 31, 2011, 4:30 p.m.

1. Review the guidelines to ensure your proposal fits with the eligibility requirements, terms and conditions.
2. If you wish to discuss your proposal and its eligibility, contact Sean O'Meara, at funding@sportoakville.ca.
3. Complete and submit the sport development application form:

Section A – Applicant information to include name of organization, mailing address, contact name and information and description of organization and its mandate.

Section B – Project or Program description to include name of project or program, targeted participants, length/frequency of program, qualifications of coaches for the program (if applicable), project or program partners and goals and objectives of the project or program.

Section C – Project or Program budget to include all revenue sources for project (if any, include any gifts in kinds and/or sponsorship funding), and expenses for the project or program.

Section D – Project or Program Evaluation to include how the success of the project will be evaluated, what will determine the project to be successful and how the Sport Development Grant will positively impact your organization and this program.

4. For more information, or to view the Presentation from the Information Session and a sample application, go to <http://www.sportoakville.ca/devgrant.html>

5. Send completed application to:

**Sport Oakville Development Grant Review Committee
Town of Oakville, Department of Recreation and Culture,
Box 310, 1225 Trafalgar Road, Oakville, Ont. L6J 5A6**

Email: funding@sportoakville.ca

Fax: 905-338-4188