



Health and
Wellness
Sport, Recreation and
Healthy Living

Amateur Sport Funding Program 2014-15

PREAMBLE:

The vision for the Province of PEI in funding sport going forward is very much in line with the new Canadian Sport Policy 2012 - "A dynamic and innovative culture that promotes and celebrates participation and excellence in sport." Sport is a powerful contributor to enhancing society's and individuals' health and well-being. The Province of PEI, through the assistance of the new Funding model, desires an effective sport system.

VALUES:

The Policy Values that we support are: FUN, SAFETY, EXCELLENCE, COMMITMENT, PERSONAL DEVELOPMENT, INCLUSION AND ACCESSIBILITY, RESPECT, FAIRPLAY AND ETHICAL BEHAVIOUR.

PRINCIPLES:

The Province believes that the seven key policy principles outlined in the Canadian Sport Policy are key to quality sport and the Province wishes to see Provincial Sport Organizations integrate these key principles into their policies and programs:

- **Inclusive:** Sport delivery is accessible and equitable and reflect the full breadth of interests, motivations, objectives, abilities, and the diversity of Canadian society;
- **Values Based:** All sport programs are values-based, designed to increase ethical conduct and reduce unethical behaviour;
- **Technically sound:** Principles of long-term participant development inform sport programs in all contexts of sport participation, recognizing that different participant pathway models exist across jurisdictions;
- **Collaborative:** Sport is built on partnerships with other sectors – most importantly with Education and Recreation – and is fostered through linkages with community organizations, service providers, and the private sector;
- **Intentional:** Sport programs are based on clear objectives in order to achieve their desired outcomes;
- **Effective:** Monitoring and evaluation of programs and policies support improvement, innovation and accountability.
- **Sustainable:** Organizational capacity, partnerships, innovative funding, sharing and economizing of resources, exist to achieve system objectives.

GOALS:

The Province of PEI Sport Goals align with the Canadian Sport Policy:

- **INTRODUCTION TO SPORT:** Islanders have the fundamental skills, knowledge and attitudes to participate in organized and unorganized sport.

- **RECREATIONAL SPORT:** Islanders have the opportunity to participate in sport for fun, health, social interaction and relaxation.
- **COMPETITIVE SPORT:** Islanders have the opportunity to systematically improve and measure their performance against others in competition in a safe and ethical manner.
- **HIGH PERFORMANCE SPORT:** Islanders are systematically achieving a high ranking at the highest levels of national and international competition through fair and ethical means.
- **SPORT FOR DEVELOPMENT:** Sport is used as a tool for social and economic development, and the promotion of positive values at home and abroad.

2014-15 AMATEUR SPORT FUNDING PROGRAM

Sport Leadership and Development

- Section 1: Leadership Development
- Section 2: Introduction to Sport
- Section 3: Sport Development

Please note, other funding opportunities for sport from the PEI Department of Health and Wellness that are available and not under this program are:

- **Sport Partnership and Engagement** (Under-Represented Organizations and Small Grants Programs), **Canada Games Funding, Elite Athlete Assistance and Hosting Grant.** Please contact the Division of Sport, Recreation and Healthy Living for details on these Programs.

Amateur Sport Funding Program

OVERVIEW:

- One application form will be required to be completed by each sport wanting to receive funding for the 2014-15 fiscal year;
- PSO's can complete only portions of the application form, depending on their capacity and the funding they are requesting;
- Department of Health and Wellness will fund PSO's own unique plan. It is the Plan that will be funded, however, a greater level of detail of activities will be required due to reporting requirements of our funding partner, Sport Canada;
- The deadline for funding applications will be March 1, 2014.
- Sports will be notified by April 30th of 2014 of their approved funding and will be subject to government budget approval.
- Funding will be dispersed in the following manner:
 - 70% dispersed following receipt and approval of previous year report and signing of 2014-15 contribution agreement;
 - 30% dispersed following an interim "progress" meeting/report with Department of Health and Wellness, (to be completed no later than January 30th of the fiscal year - 2015)
- Reporting by all PSO's must be completed by May 30th of 2015 (60 days following the end of the fiscal year). Reporting will include Activity , Financial and Registration database. A template will be developed and shared as an Appendix for the Contribution Agreement. Please note, where PSO's do not have their year-end financial statement completed by this date, an up to date interim financial statement will be accepted with the understanding the "year-end approved" financial statement will be forwarded to the department when it becomes available);
- 2014-15 funding will be determined through a combination of the following factors:
 - Be a member of Sport PEI;
 - Be incorporated under the PEI Companies Act as a Part II company (not for profit);
 - **Organizational Development** - the PSO demonstrates clear direction, leadership and acts strategically in their planning and actions;
 - **Implementation of Long Term Athlete Development (LTAD)**- the PSO is knowledgeable and is actively working on implementing their National Sport Organization's Long Term Athlete Development Plan;
 - **Athlete/ Participant Development** - current membership numbers, PSO's

interest in growing the number of PEI residents engaged in organized sport, PSO's interest in growing their sport geographically across the Province, where applicable, PSO's interest in increasing the quality of sport experiences, sport programs and general participation through to success at the excellence level;

- **Coach and Official Development** - current NCCP coach and official numbers, interest in growing the opportunities and number of NCCP coaches and officials within the PSO.
- **The 2014-15 Application/Plan** itself, including quality, meeting deadlines, how realistic the plan is based on capacity to deliver and past performances, measurable goals and has a clear process for evaluating outcomes and results;
- **Proposed Budget** - the budget clearly outlines the revenue and expenditures and amounts requested;
- **Partnerships/Interaction** - effective partnerships are in place with other stakeholders such as NSO, Sport PEI, Corporate sector and the PSO is working on enhancing relationships and interactions with other sectors in sport delivery, ie. schools, community, recreation, etc.
- **Ability to Deliver** - Review of progress report from 2013-14

YEARLY CYCLE SUMMARY:

Date	Requirement
January 15, 2014	All PSO Interim Reports from 2013-14 ASFP sports must be submitted
January 15- March 31, 2014	30% funding released to PSO's following approval of Interim Reports
March 1, 2014	All Sports - Completed ASFP Applications due for 2014-15
April 30, 2014	ALL Sports notified of their approved funding (subject to Government Budget approval and successful review of previous years reports).
May 30, 2014	All Sports - Year End Reports for 2013-14 completed by this date (Activity, Tracking Tool and Financial - template provided)
Varies (depending on PSO's meeting deadlines)	70% dispersed following receipt and approval of 2013-14 year report and signing of 2014-15 contribution agreement.

January 30, 2015	2014-15 Interim Progress Report to be completed by this date. Final 30% dispersed upon satisfactory progress. Please note, if most of your activities are completed within the first six months of the year, you may contact our Division and request that your Interim Report be sent in earlier.
May 30, 2015	All Sports - Year End Reports completed by this date (Activity and financial - templates provided)

Section 1: Leadership

LEADERSHIP:

It is recognized that Provincial Sport Organizations (PSO) require assistance and stable management to function adequately and to support volunteers in carrying out their responsibilities successfully. The Leadership Component will provide a number of eligible PSO's with funding to assist them with hiring professional staff to fulfill their mandate.

FUNDING:

Eligible organizations can apply for \$8,000 annually. Funding will be available on a matching basis and based on the following:

- Full Time - One single PSO - hires one full time Executive Director - eligible for \$8,000
- Part Time- One single PSO - hires part time Executive Director - eligible for \$8,000

Please note:

- PSO's that choose to hire on a part time basis and use the services of a shared Executive Director, cannot have more than three PSO's sharing the staff resources of one professional staff.
- All PSO's participating in the program must have a minimum of \$8,000 to match.
- Where PSO's are sharing an Executive Director, a Memorandum of Understanding (MOU) must be developed and in place between all the participating parties.
- Funding will be available to sixteen PSO's. Should more than sixteen PSO's apply for this funding, successful applicants will be awarded through a competitive assessment process.

CRITERIA:

- Demonstrate that they have the "non government" financial resources to match the Leadership Grant

- Demonstrate their readiness and ability to become an employer of a professional staff
- Provide evidence that an Executive Director will significantly impact on the PSO's development, as well as evidence that the employee will compliment and not replace the work of the volunteer
- Maintain or create an effective personnel committee to oversee the ongoing management of the staffing position
- Demonstrate that the PSO is sound administratively and has effective policies that assist with governing their sport
- Operate with accepted business principles and practices
- Have a clearly defined job descriptions, outlining areas of responsibilities
- Provide professional development opportunities for staff
- Have an evaluation/performance plan in place that will review both the impact of the position as well as performance of the Executive Director

REPORTING:

Participating PSO's will be expected to indicate in their year end final report to government how this position has assisted with and impacted the overall sport's development.

TYPICAL RESPONSIBILITIES OF AN EXECUTIVE DIRECTOR:

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. Areas of responsibility often include:

- leadership
- implement Board policies and strategic directions
- operational planning and management
- program planning and management
- human resource planning and management
- community relations
- risk management
- ensure appropriate internal financial systems and auditing is in place.
- ensure Board has a succession plan in place

Section 2: Introduction to Sport

PURPOSE:

There is a growing need to focus on the foundational aspect of sport development, and ensuring that our sport system is recognizing the importance of getting it right in the early stages to ensure life long involvement in sport and physical activity. This section of the ASFP will focus on improving physical literacy of children and youth, with the goal of improving the delivery of sport in the first three stages of Long Term Athlete Development (LTAD). It will provide an opportunity for Provincial Sport Organizations (PSO)'s to develop new and enhanced programs and projects that will focus on best models of delivery for the first three stages of LTAD - Active Start, FUNdamentals and Learning to Train. Because this section is funded through the Bilateral, a greater level of detail is required throughout this section as we require plans and budgets down to the Project level.

FUNDING:

Based on the assessment criteria outlined in the beginning of the document, we anticipate the maximum grant will be up to \$20,000.

CRITERIA:

- Plans within this component must be accompanied by a proposed budget for the overall Introduction to Sport Component.
- Plans should consider how their PSO will work with and enhance relationships with other sectors in sport delivery, ie. schools, community, recreation
- The PSO plan within this component must clearly articulate and describe what activities the PSO plans to take on to meet their goals.
- Activities must be identified if they are new, enhanced or ongoing programming in the first three stages of LTAD - Active Start, FUNdamentals and Learning to Train.
- Guidelines include:
 - Proposed activities should improve the delivery of their programs in the first three stages of LTAD.
 - Activities should have a direct impact on membership, clubs and associations
 - Funds can be allocated directly to their respective clubs, associations or other affiliated members, to increase the number of participants and or the quality of the experience, and, where possible, reach all regions of the Province. This may, but not necessarily, include a Membership Assistance Grant program for your clubs and associations.
 - Participant information from projects must be collected and documented to coincide with information required in the Year End Tracking Tool.
 - A maximum of 60% of funding can be used for assistance with sport coordination wages.
 - Programming should be considered for Athlete, Coach and Official development within the first three stages of LTAD.

REPORTING:

Participating PSO's will be expected to complete their Year End Report, Reporting Template and Tracking Tool by May 30th of the current year.

Section 3: Sport Development

PURPOSE:

This Section will focus on programming for the Training to Train, Training to Compete, Training to Win and Active for Life stages of the Long Term Athlete Development(LTAD). Programming for athletes, coaches and officials at the recreational, competitive club and provincial high performance level within these identified LTAD stages of the sport development pathway will be supported.

FUNDING:

Based on the assessment outlined in the beginning of the document, we anticipate grants to PSO's may be up to a maximum \$10,000

CRITERIA:

- The plan should outline the PSO's full program in athlete, coach and officials development. This may include several activities in one program area. Funding will be provided for the overall plan/program and not individual activities within it;
- The areas of Athlete Development, Coach Development and Officials Development should be highlighted separately within the plan;
- The plan should clearly demonstrate the Athlete, Coach or Officials Development pathway and how each is impacted from recreational to competitive club to provincial high performance. PSO's may be applying for support in all three areas in their program or only one but the full pathway should still be shown;
- The plan should clearly outline what stages of the LTAD the program is impacting. The program may impact all three (T2T,T2C ,T2W, or Active for Life) or only one;
- The plan should clearly indicate anticipated numbers of participants as well as indicate the length of the program and the frequency of the delivery;
- What role the PSO is playing in the program must be outlined. i.e. a lead role, a supporting role, a funding role or some other role;
- Where the program will be delivered must be outlined in the plan. i.e. all three counties in PEI, in the Maritimes, in Atlantic Canada, etc;
- The desired outcome of your program within this section must be clearly articulated;
- Financial- the following three items must accompany this section - proposed overall budget, how much the PSO is requesting and what will the money be used for.

REPORTING:

Participating PSO's will be expected to complete their Year End Report by May 30th of the current year.