



Sport, Physical Activity and Recreation Branch
Suite 500, 10055 - 106 Street
Edmonton, Alberta T5J 1G3
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SPORT PARTICIPATION SUPPORT PROGRAM

Funded by the Government of Canada and Government of Alberta – increasing sport participation.

Purpose

The Sport Participation Support Program (SPSP) has been designed to increase sport participation by providing financial assistance towards the development and operation of projects/programs that:

- ◆ Increase sport opportunities for athletes, coaches, officials and volunteer leaders from under-represented and/or marginalized populations. This includes the following targeted groups:
 - Girls and women;
 - Indigenous populations;
 - Children and youth from economically disadvantaged families;
 - Persons with a disability;
 - New Canadians; and
 - Youth at risk

OR

- ◆ Support projects strengthening physical literacy and children and youth participation compatible with the first three stages of the [long-term development framework](#).

Funding

- ◆ Matching funds are not required, however organizations must demonstrate a component of self-generated revenues, or other financial support in the grant application to demonstrate project sustainability;
- ◆ Projects may span more than one year but must be completed by March 31, 2022.
- ◆ Grant amounts will range from **\$15,000 - \$40,000** per year for the duration of the program.

Project Criteria

Project applications are to be based on the following criteria:

- ◆ Alignment with the Purpose stated above;
- ◆ Planned activities are consistent with Sport Canada definition: Sport as an activity involving two or more participants engaging in a competition. It involves formal rules and procedures, and requires tactics and strategies, neuromuscular skills and a high degree of difficulty, risk and effort. It excludes activities in which a motorized vehicle is the primary determinant of the competitive outcome. Thus, many physical activities that may require substantial physical effort, such as walking/jogging, gardening, aerobics, home exercise, car racing, and hiking, are not considered a sport;
- ◆ Maintains or enhances current programming to foster sport participation opportunities (collaboration between organizations or across sport activities is encouraged);
- ◆ Measureable participation outcomes are clearly identified for the targeted groups;

Eligible Organizations

A registered organization, that has been operating in Alberta for a minimum of one calendar year, and is in good standing under one of the following Acts;

- ◆ Provincial Legislation (Alberta)
 - *Societies Act of Alberta*
 - *Part 21 of the Business Corporations Act - Extra-Provincial Corporations**
 - *Companies Act, Part 9 (Nonprofit Companies)*
 - Special Act of the Alberta Legislature.

- ◆ Federal Legislation
 - *Canada Not-for-Profit Corporations Act*, **and** must be registered in Alberta under the *Business Corporations Act*
 - Income Tax Act of Canada and operating in the Province of Alberta as a Charity
- ◆ Foundations established and regulated under the province's *Regional Health Authorities Act*;
- ◆ Universities, colleges and institutes as defined under Alberta's *Post-secondary Learning Act*;
- ◆ First Nations and Metis Settlements

*Must have an Alberta based address which must be regularly monitored by an active member of the organization.

Ineligible Organizations

The following organizations are not eligible for funding under the Program:

- ◆ Municipalities;
- ◆ For-profit organizations; *and*
- ◆ Organizations with overdue or incomplete accounting/reporting relating to any grant previously awarded by Alberta Culture, Multiculturalism and Status of Women.

Ineligible Expenses

Sport Participation Support Program funding cannot be used for expenses related to:

- ◆ Time and labour provided towards preparation of funding applications, board/committee planning meetings, fundraising (including costs for fundraising campaigns), and websites for fundraising purposes.
- ◆ Endowments, charitable donations, bursaries, developing a business case or proposal for funding, donor recognition/walls, gifts, gift cards, prizes, awards, honorariums, alcohol, expenditures for time and labor provided towards ground breaking, grand opening, and other ceremonial events.
- ◆ Facility upgrades, renovations, or construction.
- ◆ Debt reduction; purchase of land as a stand-alone project; financing charges and/or interest payments on loans; retroactive expenses incurred prior to application submission date.
- ◆ Moving expenses; administrative costs and fees (e.g. legal fees, accounting/bookkeeping fees); volunteer expenses (e.g., honorariums, gifts, gift cards, food and liquor); bank/financing related charges; maintenance expenses; contingency (unless included in a contractor's quote) or miscellaneous costs.
- ◆ Operational and existing staffing costs (no prorated staff costs).

Ineligible Projects

The following projects are not eligible for funding within Sport Participation Support Program:

- ◆ Private or commercial sector projects or programs, programs or projects with restricted or extremely limited public access, private residential or group housing projects or programs, projects related to religious observance or church sanctuaries, costs related to any gaming activity, the purchase and installation of gaming equipment, facilities/programs/projects that relate to gaming activities (e.g., bingo halls, casinos, horse racing tracks).
- ◆ Core/essential municipal, provincial, federal projects or programs and services which are the responsibility of the municipal, provincial, federal body; projects or programs that receive regular budgeted provincial and/or federal support (e.g., hospitals, medical facilities, long-

term care facilities); and post-secondary institution projects for academic purposes or facilities that provide provincially regulated programs and/or services or training for accredited programs.

- ◆ Projects linked to the delivery of core education, health and wellness, and social services programs.
- ◆ Outdoor spaces which include playgrounds, skate parks, climbing walls, outdoor fitness equipment, or outdoor classrooms.
- ◆ Travel projects, projects or programs that do not provide a community benefit and projects, programs or services outside of Alberta.
- ◆ Any project that is deemed not to meet one of the outlined in the Purpose.
- ◆ Projects that are fully funded through other sources.
- ◆ Research as a stand alone project.

How to Apply

- ◆ To apply online follow this link; <https://albertasport.ca/sport-participation-support-program/>
- ◆ You may save and continue at any time while working in your online application.
- ◆ The online application includes four sections:
 - Section 1 Organization's profile
 - Section 2 Project profile
 - Section 3 Budget section; and
 - Section 4 Application declaration
- ◆ You will be required to complete the attached documents and upload them into your online application.
 - [Budget Template](#)
 - [Sport Participation Support Program Application Declaration](#)
- ◆ Application open from **August 15** to **September 15, 2020**.

Contact Information

- ◆ Please direct your questions to:
 - Julie Hurd
 - Sport Consultant
 - julie.hurd@gov.ab.ca 780-427-5132
 - Sport, Physical Activity and Recreation Branch
 - Suite 500, 10055- 106 Street, Edmonton, Alberta T5J 1G3

Reporting Requirements

All funds must be expended by March 31, 2022 with annual reporting completed no later than May 31 of each program year. The Ministry maintains the right to request interim reporting at anytime.

There will be a dual reporting process including:

- ◆ Completion of an annual tracking tool provided by Sport Canada; and
- ◆ Annual report with the following:
 - Completion of Activity Reports and tracking tools as provided;
 - Demonstration of public recognition of Alberta Government and Sport Canada; and

- Provide a Summary of Grant Expenditures (template to be provided) and a copy of the Organization's audited financial statements.

Project Extensions

- ◆ If the grant recipient anticipates that the project will not be completed within the allotted timeframe, and wishes to request an extension, a request must be submitted to the Ministry in writing 60 days prior to the end of project.
- ◆ The extension request letter should include:
 - the reasons why the project could not be completed within the timeframe;
 - a description of what has been completed and costs incurred to date (in order to demonstrate the amount of progress that has been made);
 - copy of an updated bank statement showing the balance of the grant funding and matching funds; and
 - a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date – year/month/day). The decision on extension requests will be communicated in writing to the grant recipient along with appropriate documentation confirming extension.
- ◆ Organization may be allowed one extension per project.

Change of Project Scope

- ◆ The grant recipient must notify the Ministry of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or a proposed reallocation of funding or shortfall of expenses for the project – prior to spending any grant funds on a new or revised purpose. The grant recipient must:
 - submit a written request to use the remaining funds for the proposed project change/new purpose, and only if approved, apply the unexpended funds to this purpose; or
 - if the change of scope is not acceptable submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by The Ministry. Repayment must be submitted to The Ministry for processing and file closure.
- ◆ Organization may request one change of scope per project.
- ◆ The decision on change of project scope requests will be communicated in writing to the grant recipient by the Ministry.

Acknowledgement Standards and Requirements

- ◆ Recipients are encouraged to acknowledge the Government of Alberta and Government of Canada wherever possible and appropriate.
- ◆ The Government of Alberta logo and Government of Canada logo is available upon request and recognition of funding can be achieved in a variety of ways:
 - News release or submitted article to local/regional media
 - Social media channels such as Twitter, Facebook and blog postings, etc.
 - Organization's website or newsletter
 - Signage, either temporary or permanent