



**2019-2020**  
**Regional Sport Development**  
**Grants Manual**

**Effective:**  
**April 1, 2019 to March 31, 2020**

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For information on other programs, grants and services please visit Sport Manitoba's website at: [www.sportmanitoba.ca](http://www.sportmanitoba.ca)

## **ABOUT SPORT MANITOBA**

Sport Manitoba is the lead planning, programming and funding agency for the development of amateur sport in Manitoba. The primary focus of Sport Manitoba is on the development of athletes, coaches, officials and volunteers. We believe that sport is a healthy and positive tool to build strong and vibrant citizens and communities. Located in the Canada Games Sport for Life Centre, Sport Manitoba partners with over 100 organizations to deliver sport in our province and is responsible for programs including the Manitoba Games powered by Manitoba Hydro, Coaching Manitoba, Team Manitoba, Manitoba Sports Hall of Fame, Fit Kids Healthy Kids, and KidSport. Services provided include the Sport Medicine Clinic, Performance Centre, Fitness Centre and Paul Robson Resource Centre for Leadership and Coaching.

## **MISSION STATEMENT**

An athlete-centered Sport Manitoba leads and supports sport for life through access, participation, and achievement in sport by all Manitobans.

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## **ABOUT SPORT MANITOBA'S REGIONAL OFFICES**

Sport Manitoba has five regional offices located throughout Manitoba. Collectively they aim to:

- Facilitate the growth of community-based entry and developmental level athletes, coaches, officials and volunteers through the provision of programs, grants and services including planning, promotion and partnership building.
- Support the creation of a regional delivery system by assisting in the development of partnerships between provincial and local community/school based sport organizations.

Sport Manitoba's Regional Sport Development Officers play a key role in leading and supporting the planning and delivering of programs, grants, and services throughout their region. Their responsibilities include:

- Regional-community sport development grant program
- Sport development programs including KidSport and the Manitoba Games powered by Manitoba Hydro
- Partnership, planning, organizational development and promotion of sport

## **REGIONAL OFFICE CONTACT LIST**

### **East Region**

Regional Sport Development Officer  
Shannon Schade

Box 50  
20-1<sup>st</sup> Street  
Beausejour, MB R0E 0C0

Cell: 204-268-0153  
Fax: 1-888-300-8525  
E-mail: [east@sportmanitoba.ca](mailto:east@sportmanitoba.ca)

### **North Region**

Regional Sport Development Officer  
Iris Murray

Box 564  
59 Suite #205 – 274 North  
Thompson Dr.  
Thompson, MB R8N 1N4

Cell: 204-679-6550  
Fax: 1-888-213-8078  
E-mail: [north@sportmanitoba.ca](mailto:north@sportmanitoba.ca)

### **South Region**

Regional Sport Development Officer  
Leanne Traynor

185 Main St.  
Winkler, MB R6W 1B4

Cell: 204-362-0452  
Fax: 1-888-398-1353  
E-mail: [south@sportmanitoba.ca](mailto:south@sportmanitoba.ca)

### **West Region**

Regional Sport Development Officer  
Amy Gabler  
Healthy Living Center, Brandon University  
270 – 18<sup>th</sup> St. Brandon, MB R7A 6A9

Cell: 204-720-0172  
Fax: 1-877-739-3927  
E-mail: [west@sportmanitoba.ca](mailto:west@sportmanitoba.ca)

### **Winnipeg Region**

Regional Sport Development Officer  
Amanda Daurie

145 Pacific Avenue  
Winnipeg, MB R3B 2Z6

Office: 204-925-5907  
Cell: 204-223-4078  
Fax: 204-925-5916  
E-mail: [winnipeg@sportmanitoba.ca](mailto:winnipeg@sportmanitoba.ca)

### **Athlete & Coach Development Officers Contact Information**

East Region–TBA

North Region–Hailey Unger (204) 925-5913 [hailey.unger@sportmanitoba.ca](mailto:hailey.unger@sportmanitoba.ca)

South Region–Jacqueline Mazur (204) 229-2673 [Jacqueline.mazur@sportmanitoba.ca](mailto:Jacqueline.mazur@sportmanitoba.ca)

West Region–Dean Lowrie (204) 720-8066 [dean.lowrie@sportmanitoba.ca](mailto:dean.lowrie@sportmanitoba.ca)

### **Sport Performance Specialists**

Winnipeg Region – Jeff Wood (204) 925-5751 [Jeff.wood@sportmanitoba.ca](mailto:Jeff.wood@sportmanitoba.ca)

Winnipeg Region – Neal Prokop (204) 925-5698 [Neal.Prokop@sportmanitoba.ca](mailto:Neal.Prokop@sportmanitoba.ca)

**NOTE: Grant application forms are available on Sport Manitoba's website:**

**[www.sportmanitoba.ca](http://www.sportmanitoba.ca) under Grants/Finances or by contacting the appropriate Regional Office\***

*\* For new regional boundaries please visit the website:*

*<http://www.sportmanitoba.ca/regional-boundaries>*

## **REGIONAL SPORT DEVELOPMENT GRANTS**

Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

## **ELIGIBILITY CRITERIA & FUNDING PROCEDURES**

Sport Manitoba's Regional Sport Development Grants program is mainly focused around the impact that these grants will have at the Active Start, FUNdamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-Term Athlete Development framework (see Appendix A).

Sport Manitoba's regional offices strive to aid our sport partners in creating sport development opportunities in four key areas:

### Organizational Effectiveness

- By supporting community and regional organizations in the delivery of quality sport in the regions, as well as supporting participation, excellence, and the ability to govern their organizations, athletes, and teams effectively.

### Sport Initiation

- By working with sport partners to ensure the development and accessibility of quality sport programs at club and recreational levels.
- By helping to maintain and grow the number of Manitoba residents engaged in organized, quality sport programs in the Active for Life, FUNdamentals and Learn to Train stages.

### Technical Leadership

- By working with our sport partners to ensure sport technical knowledge (coaching, officiating, volunteers, competition hosting, etc.) is well developed in the regions.
- By embracing, modifying and creating new methods and techniques to be more effective as sport leaders.

### Performance Pathway

- By working with our sport partners to ensure athletes are receiving the training and support that they require to move along their performance pathway.
- By providing leadership to deliver quality programming to Training to Train and Training to Compete stages of Performance Pathway.

## **WHO'S ELIGIBLE TO APPLY?**

- Community-based, not-for-profit, sport/recreation organizations that are recognized by Sport Manitoba are eligible to apply. This includes, but is not limited to sport-specific organizations, leagues, clubs, schools, community centers, ethno-cultural and Aboriginal community groups, and municipal recreation departments.
- Individuals including athletes, coaches, and officials may apply for funding assistance for professional development opportunities within their sport. This may include travel, accommodations, meals, and course fees.

## GENERAL ELIGIBILITY CRITERIA

- Grants are available to provide assistance with expenses which are directly related to moving through the [Canada Sport for Life development model](#); therefore some expenses may not be covered.
- Eligibility does not ensure assistance. Assistance will only be considered based on the availability of sufficient funds from April 1st to March 31st within each fiscal year.
- Grants cannot duplicate other funding from Sport Manitoba.
- Purpose of the grants is to provide assistance, not cover 100% of expenses.

## EXAMPLES OF GRANTS AVAILABLE

### Organizational Effectiveness

- Sport Development Plan consultants (Strategic Planning, Bylaw Development, etc.)
- LTAD age-appropriate training sessions
- S4L presentation

### Sport Initiation

- Introduction of a new sport into a community
- Multi-sport camps
- Hosting a skill development clinic or camp

### Technical Leadership

- Coach, Official, or Volunteer board professional development
- Coach or Official travel assistance
- Hosting coach/official clinics or education sessions
- Sport festivals/motivational speakers

### Performance Pathway

- Strength and conditioning programs (delivered by Sport Manitoba staff or approved service providers)
- Hosting a skill development clinic or camp
- Sport nutrition planning
- Sport psychology
- Biomechanical analysis

**NOTE:** The above list is not complete. If you are planning a sport development opportunity in your community, please call your local Sport Manitoba Regional Officer to see what funding assistance may be available to support you.

## INELIGIBLE EXPENSES INCLUDE BUT ARE NOT LIMITED TO:

- Facility development
- Uniforms
- Banquet supplies and awards
- Staff salaries
- Personally owned equipment
- Athlete or team travel
- Hosting or attending tournaments
- Operational funds

## HOW DO I APPLY?

1. Contact your Regional Sport Development Officer for assistance in completing the application and to inquire about the detailed eligibility criteria.
2. Fill out the appropriate application online or download the application form. (INSERT LINK) Applications must be completed in full and include a proposed project/program budget with all estimated expenses and revenue. The proposal/budget should indicate all partnership contributions being made to the project/program.
3. Scan the application and submit it via email to your regional office or mail the hard copy to your regional office (see page 4) prior to the start of the project/program.
4. Applicants will receive a letter of pre-approval and post-event report or a letter of denial, (including an explanation) from their Regional Sport Development Officer.
5. Following the completion of the program or event, successful applicants must submit a signed post-event report, complete with the project/program budget with actual expenses and revenues as well as paid receipts (or photocopies of same). The post-event report must be submitted no later than four (4) weeks following the completion of the project/program to secure funding. Coach applicants must also include a copy of their current Respect-in-Sport certificate if the certification number is not included in their application.
6. Cheques issued to successful applications must be made payable to an organization or team. Sport Manitoba will not make grants payable to an individual with the exception of an individual receiving assistance for athlete/coach/official professional development opportunities/travel.

## TIPS FOR PREPARING APPLICATION

Before completing your application be sure to have the following ready:

- Organization name and contact info, including full mailing address
- Contact with Provincial Sport Organization (PSO)
- Program/event/project proposal
- Program partners, if applicable
- Date(s) of program/event/project
- Anticipated partnering communities, if applicable
- Anticipated number of participants, if applicable
- Clinician/Instructor information, if applicable
- LTAD Stages involved or covered (see Appendix A)
- Estimated budget included revenue and expenses

**NOTE:** Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba; 145 Pacific Avenue, Winnipeg, R3B 2Z6 stating their rationale.

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS PERFORMANCE PATHWAY ATHLETE ASSISTANCE GRANT**

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Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Officers are available to help athletes who are on the performance pathway with financial assistance for support services through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **EXAMPLES OF ELIGIBLE SPORT SUPPORT SERVICES**

- Strength & conditioning training
- Nutrition planning
- Sport psychology

*PLEASE NOTE: Support services must be provided by, recognized and/or approved by Sport Manitoba. To receive referrals please contact your local Coach & Athlete Development Coordinator or Sport Performance Specialist (page #4)*

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Mileage (\$0.40/km)
- Accommodations (if required)
- Meals (while away from home and if not provided): Breakfast \$10.00; Lunch \$14.00; Supper \$21.00. Daily meal maximum is \$45.00.
- Support service fees

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 50/50 cost share between the athlete and Sport Manitoba.
- Each athlete is eligible to receive up to a maximum of \$500 per year per sport.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to download the application form. The downloaded form must be sent to your Regional Sport Development Officer.
- The application form, including a proposed budget, must be completed, reviewed and pre-approved prior to starting the new program. You will be asked to submit a post-event report upon the completion of the event. If you have already begun the program please contact your Regional Officer to see if funding is still available.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

Revised 06/07/19



**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
PERFORMANCE PATHWAY ATHLETE ASSISTANCE APPLICATION FORM**

<b>Athlete/Team Name:</b>				<b>Sport:</b>				
<b>Team Contact: (if applicable)</b>								
<b>Mailing Address:</b>			<b>Town:</b>			<b>Postal Code:</b>		
<b>Phone:</b>	<b>(H):</b>			<b>(W):</b>			<b>(C):</b>	
<b>E-mail Address:</b>						<b>Fax:</b>		
<b>Cheque Payable To:</b>								
<b>Signature:</b>				<b>Date:</b>				

**PROGRAM/EVENT INFORMATION:**

<b>Type of Support Service:</b>							
<b>Date(s):</b>			<b>Location:</b>				
<b>Service Provider:</b>			<b>Contact Phone Number:</b>				
<b>Have you consulted with a Sport Manitoba Regional Staff about your Performance Plan?</b>						<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Indicate all stages of the Sport For Life – Long-term Athlete Development framework that athlete/team is participating at:**

- |   |  |
|---|--|
| <input type="checkbox"/> Active Start (Girls & Boys: Up to age 6)     | <input type="checkbox"/> Training to Train (Girls: 11-15 & Boys: 12-16)      |
| <input type="checkbox"/> FUNdamentals (Girls: 6-8 & Boys: 6-9)        | <input type="checkbox"/> Training to Compete (Girls : 15-21+ & Boys: 16-23+) |
| <input type="checkbox"/> Learning to Train (Girls: 8-11 & Boys: 9-12) |  |

**PROJECTED BUDGET**

	<b>PROJECTED EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
<b>Service Fee (total amount invoiced)</b>		
<b>Service Fee (total amount invoiced)</b>		
<b>Service Fee (total amount invoiced)</b>		
<b>Transportation Expenses (Total # of kilometers to travel to event and return)</b>	_____ KM's x \$0.40 = \$ _____	
<b>Hotel Accommodations (if applicable)</b>		
<b>Meals (for meals away from home, receipts may be required)</b>	Breakfast \$10 x _____ = \$ _____ Lunch \$14 x _____ = \$ _____ Supper \$21 x _____ = \$ _____	
<b>TOTAL EXPENSES:</b>	<b>\$</b>	
<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	<b>\$</b>	

**NOTES:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Confirmation of eligible mileage rates/amounts will be calculated by the Regional Officer (\$0.40/km).
- If hotel accommodations are required, receipts must be submitted.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
PERFORMANCE PATHWAY ATHLETE ASSISTANCE POST-EVENT REPORT**

This report must be submitted no later than four (4) weeks following the completion of the service/program to secure funding and must include a finalized expense budget with actuals and receipts. Meals will be calculated based on Sport Manitoba's per diem rates. Proof of participation is required.

<b>Athlete/Team Name:</b>				<b>Sport:</b>			
<b>Team Contact: (if Applicable)</b>							
<b>Mailing Address:</b>				<b>Town:</b>			
<b>Phone:</b>	<b>(H):</b>			<b>(W):</b>			
<b>E-mail Address:</b>					<b>Fax:</b>		

**Program or Service Information:**

<b>Type of Support Service/ Name of Program:</b>			
<b>Date(s):</b>			<b>Location:</b>
<b>Service Provider:</b>			<b>Contact Phone Number:</b>

**ACTUALBUDGET**

	<b>ACTUAL EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
<b>Service Fee (total amount invoiced)</b>		
<b>Service Fee (total amount invoiced)</b>		
<b>Service Fee (total amount invoiced)</b>		
<b>Transportation Expenses (Total # of kilometers to travel to event and return)</b>	_____ KM's x \$0.40 = \$ _____	
<b>Hotel Accommodations (if applicable)</b>		
<b>Meals (for meals away from home, receipts may be required)</b>	<b>Breakfast \$10 x _____ = \$ _____</b> <b>Lunch \$14 x _____ = \$ _____</b> <b>Supper \$21 x _____ = \$ _____</b>	
<b>TOTAL EXPENSES:</b>	<b>\$</b>	
<b>GRANT AMOUNT REQUESTED:</b>	<b>\$</b>	

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>			<b>Date:</b>

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS COACH ASSISTANCE GRANT**

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Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Officers are able to help coaches with financial assistance for professional development opportunities through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT PROFESSIONAL DEVELOPMENT IS ELIGIBLE?**

- NCCP (National Coach Certification Program) courses
- Coaching Manitoba or Provincial Sport Organization sponsored or approved seminars and conferences.

**NOTE:** *Travel outside of Manitoba is not eligible except under circumstances where a coach training is not offered in Manitoba and is approved by Coaching Manitoba or the Provincial Sport Organization.*

### **ELGIBILITY REQUIREMENT:**

- All Manitoba coaches are required to complete the Respect in Sport course. Recertification is now required every 5 years. If you have completed the course in 2014 or earlier you are now required to recertify. Coaches must have an active Respect in Sport certification to receive a coach assistance grant. To complete the Respect in Sport Program or locate your Respect in Sport certification number visit: <http://www.sportmanitoba.ca/coaching/respect-sport>

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Mileage (\$0.40/km)
- Accommodations (if required)
- Meals (while away from home and if not provided): Breakfast \$10.00; Lunch \$14.00; Supper \$21.00. Daily meal maximum is \$45.00.
- Course Fees

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 50/50 cost share between the coach and Sport Manitoba.
- Up to a maximum of \$500 per year per sport.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to download the application form. The downloaded form must be sent to your Regional Sport Development Officer.
- The application form, including a proposed budget, must be completed, reviewed and pre-approved prior to attending the event. You will be asked to submit a post event report upon the completion of the event. If you have already attended the event, please contact your Regional Officer to see if funding is still available.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
COACH ASSISTANCE GRANT APPLICATION FORM**

Coach/Applicant Name:		Sport:	
Respect in Sport #:	To locate your Respect in Sport Number, visit: <a href="http://www.sportmanitoba.ca/coaching/respect-sport">http://www.sportmanitoba.ca/coaching/respect-sport</a>		
Where/Who Do You Coach:			
Mailing Address:	Town:	Postal Code:	
Phone:	(H):	(W):	(C):
E-mail Address:	Fax:		
Cheque Payable To:			
Signature:	Date:		

**EVENT INFORMATION:**

Name of clinic or training event:			
Date(s):	Location:		
Event Contact Person:	Contact Phone Number:		
<p>Indicate all stages of the Sport For Life – Long-term Athlete Development framework that course content includes:</p> <input type="checkbox"/> Active Start (Girls & Boys: Up to age 6) <input type="checkbox"/> Training to Train (Girls: 11-15 & Boys: 12-16) <input type="checkbox"/> FUNdamentals (Girls: 6-8 & Boys: 6-9) <input type="checkbox"/> Training to Compete (Girls : 15-21+ & Boys: 16-23+) <input type="checkbox"/> Learning to Train (Girls: 8-11 & Boys: 9-12)			

**PROJECTED BUDGET**

PROPOSED EXPENSES:	PROJECTED EXPENSES:	COMMENTS (IF APPLICABLE):
Registration Fees (if applicable):		
Transportation Expenses (Total # of kilometers to travel to event and return)	_____ KM's x \$0.40 = \$_____	
Other Expenses: (Total expenses including airfare, parking, etc.)		
Hotel Accommodations (if applicable)		
Meals (for meals away from home, receipts may be required)	Breakfast \$10 x _____ = \$ _____ Lunch \$14 x _____ = \$ _____ Supper \$21 x _____ = \$ _____	
<b>TOTAL EXPENSES:</b>	\$ _____	
<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	\$ _____	

**NOTES:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Proof of meal purchases may be required. Only meals during the training period are covered so when travelling from home meals such as breakfast are not eligible.
- If hotel accommodations and registration fees are required, receipts must be submitted.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
COACH ASSISTANCE POST-EVENT REPORT**

This report must be submitted no later than four (4) weeks following the completion of the event/clinic to secure funding and must include a finalized expense budget with actuals and receipts. Meals will be calculated based on Sport Manitoba's per diem rates. Proof of attendance at the event is required and if not previously submitted, coaches must include proof of completion of the Respect in Sport program.

<b>Coach/Applicant Name:</b>		<b>Sport:</b>	
<b>Respect in Sport #:</b>	To locate your Respect in Sport Number, visit: <a href="http://www.sportmanitoba.ca/coaching/respect-sport">http://www.sportmanitoba.ca/coaching/respect-sport</a>		
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail Address:</b>			<b>Fax:</b>

**EVENT INFORMATION:**

<b>Name of clinic or training event:</b>	
<b>Date(s):</b>	<b>Location:</b>
<b>Event Contact Person:</b>	<b>Contact Phone Number:</b>

**BUDGET**

<b>EXPENSES:</b>	<b>ACTUAL EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
Registration Fees (if applicable):		
Transportation Expenses (Total # of kilometers to travel to event and return)	_____ KM's x \$0.40 = \$ _____	
Other Expenses: (Total expenses including flight, parking)		
Hotel Accommodations (if applicable)		
Meals (for meals away from home, receipts may be required)	Breakfast \$10 x _____ = \$ _____ Lunch \$14 x _____ = \$ _____ Supper \$21 x _____ = \$ _____	
<b>TOTAL EXPENSES:</b>	\$ _____	
<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	\$ _____	

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS OFFICIAL ASSISTANCE GRANT**

---

Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Offices are able to help officials with financial assistance for professional development opportunities through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT PROFESSIONAL DEVELOPMENT IS ELIGIBLE?**

- Certification courses
- Coaching Manitoba or Provincial Sport Organization sponsored or approved seminars and conferences.

**NOTE:** *Travel outside of Manitoba is not eligible except under circumstances where official training is not offered in Manitoba and is approved by Coaching Manitoba or the Provincial Sport Organization.*

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Mileage (\$0.40/km)
- Accommodations (if required)
- Meals (while away from home and if not provided): Breakfast \$10.00; Lunch \$14.00; Supper \$21.00. Daily meal maximum is \$45.00.
- Course Fees

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 50/50 cost share between the official and Sport Manitoba.
- Up to a maximum of \$500 per sport per year.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to complete an application online or to download the application form. The downloaded form must be sent to your Regional Sport Development Officer.
- The application form, including a proposed budget, must be completed, reviewed and pre-approved prior to attending the event. You will be asked to submit a post event report upon the completion of the event. If you have already attended the event, please contact your Regional Officer to see if funding is still available.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
OFFICIAL ASSISTANCE GRANT APPLICATION FORM**

<b>Official Name:</b>		<b>Sport:</b>	
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail Address:</b>		<b>Fax:</b>	
<b>Who I Officiate For:</b>			
<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

**EVENT INFORMATION:**

<b>Name of Clinic or Training Event:</b>			
<b>Date(s):</b>		<b>Location:</b>	
<b>Event Contact Person:</b>		<b>Contact Phone Number:</b>	

**PROJECTED BUDGET**

<b>PROPOSED EXPENSES:</b>	<b>PROJECTED EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
<b>Registration Fees (if applicable):</b>		
<b>Transportation Expenses (Total # of kilometers to travel to event and return)</b>	_____ KM's x \$0.40 = \$_____	
<b>Other Expenses: (Total expenses including flight, parking, etc.)</b>		
<b>Hotel Accommodations (if applicable)</b>		
<b>Meals (for meals away from home, receipts may be required)</b>	<b>Breakfast \$10 x _____ = \$_____</b> <b>Lunch \$14 x _____ = \$_____</b> <b>Supper \$21 x _____ = \$_____</b>	
<b>TOTAL EXPENSES:</b>	<b>\$</b>	
<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	<b>\$</b>	

**NOTES:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Proof of meal purchases may be required.
- Confirmation of eligible mileage rates/amounts will be calculated by the Regional Officer (\$0.40/km).
- If hotel accommodations are required, receipts must be submitted.
- If registration fees are required, receipts must be submitted.

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
OFFICIAL ASSISTANCE POST EVENT REPORT**

This report must be submitted no later than four (4) weeks following the completion of the event/clinic to secure funding and must include a finalized expense budget with actuals and receipts. Meals will be calculated based on Sport Manitoba's per diem rates. Proof of attendance at the event is required.

<b>Official Name:</b>		<b>Sport:</b>	
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail Address:</b>		<b>Fax:</b>	

**EVENT INFORMATION:**

<b>Name of clinic or training event:</b>			
<b>Date(s):</b>		<b>Location:</b>	
<b>Event Contact Person:</b>		<b>Contact Phone Number:</b>	

**BUDGET**

<b>EXPENSES:</b>	<b>ACTUAL EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
<b>Registration Fees (if applicable):</b>		
<b>Transportation Expenses (Total # of kilometers to travel to event and return)</b>	_____ KM's x \$0.40 = \$ _____	
<b>Other Expenses: (Total expenses including flight, parking, etc.)</b>		
<b>Hotel Accommodations (if applicable)</b>		
<b>Meals (for meals away from home, receipts may be required)</b>	Breakfast \$10 x _____ = \$ _____ Lunch \$14 x _____ = \$ _____ Supper \$21 x _____ = \$ _____	
<b>TOTAL EXPENSES:</b>	<b>\$</b>	
<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	<b>\$</b>	

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	



## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS VOLUNTEER ASSISTANCE GRANT**

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Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Offices are able to help board members of sport organizations with financial assistance for professional development opportunities and/or attending their Provincial Sport Organization's AGM through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT PROFESSIONAL DEVELOPMENT IS ELIGIBLE?**

- Sending a representative to your Provincial Sport Organizations AGM.
- Training opportunities (i.e. Volunteer Manitoba education sessions)

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Mileage (\$0.40/km)
- Accommodations (if required)
- Meals (if not provided): Breakfast \$10.00; Lunch \$14.00; Supper \$21.00. Daily meal maximum is \$45.00.
- Course Fees

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 50/50 cost share between the coach and Sport Manitoba.
- Up to a maximum of \$500 per year per sport.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to complete an application online or to download the application form. The downloaded form must be sent to your Regional Sport Development Officer.
- The application form (including a proposed budget) must be completed, reviewed and pre-approved prior to attending the event. You will be asked to submit a post event report upon the completion of the event. If you have already attended the event, please contact your Regional Officer to see if funding is still available.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
VOLUNTEER ASSISTANCE GRANT APPLICATION FORM**

<b>Volunteer Name:</b>		<b>Sport:</b>	
<b>Organization:</b>			
<b>Organization Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail Address:</b>		<b>Fax:</b>	
<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

**EVENT INFORMATION:**

<b>Name of clinic or training event:</b>			
<b>Date(s):</b>		<b>Location:</b>	
<b>Event Contact Person:</b>		<b>Contact Phone Number:</b>	

**PROJECTED BUDGET**

<b>PROPOSED EXPENSES:</b>	<b>PROJECTED EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
<b>Registration Fees (if applicable):</b>		
<b>Transportation Expenses</b> (Total # of kilometers to travel to event and return)	_____ KM's x \$0.40 = \$ _____	
<b>Other Expenses:</b> (Total expenses including flight, parking, etc.)		
<b>Hotel Accommodations</b> (if applicable)		
<b>Meals (for meals away from home, receipts may be required)</b>	Breakfast \$10 x _____ = \$ _____ Lunch \$14 x _____ = \$ _____ Supper \$21 x _____ = \$ _____	
<b>TOTAL EXPENSES:</b>	<b>\$</b>	
<b>GRANT AMOUNT REQUESTED:</b> (50% Maximum)	<b>\$</b>	

**NOTES:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Proof of meal purchases may be required. Only meals during the training period are covered so when travelling from home meals such as breakfast are not eligible.
- Confirmation of eligible mileage rates/amounts will be calculated by the Regional Officer (\$0.40/km).
- If hotel accommodations are required, receipts must be submitted.
- If registration fees are required, receipts must be submitted.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
VOLUNTEER ASSISTANCE POST EVENT REPORT**

This report must be submitted no later than four (4) weeks following the completion of the event/clinic to secure funding and must include a finalized expense budget with actuals and receipts. Meals will be calculated based on Sport Manitoba's per diem rates. Proof of attendance at the event is required.

<b>Volunteer Name:</b>		<b>Sport:</b>	
<b>Sport Organization:</b>			
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail Address:</b>			<b>Fax:</b>

**EVENT INFORMATION:**

<b>Name of event:</b>	
<b>Date(s):</b>	<b>Location:</b>
<b>Event Contact Person:</b>	<b>Contact Phone Number:</b>

**BUDGET**

<b>EXPENSES:</b>	<b>ACTUAL EXPENSES:</b>	<b>COMMENTS (IF APPLICABLE):</b>
<b>Registration Fees (if applicable):</b>		
<b>Transportation Expenses</b> (Total # of kilometers to travel to event and return)	_____ KM's x \$0.40 = \$ _____	
<b>Other Expenses:</b> (Total expenses including flight, parking, etc.)		
<b>Hotel Accommodations</b> (if applicable)		
<b>Meals</b> (Receipts may be required)	<b>Breakfast \$10 x _____ = \$ _____</b> <b>Lunch \$14 x _____ = \$ _____</b> <b>Supper \$21 x _____ = \$ _____</b>	
<b>TOTAL EXPENSES:</b>	<b>\$</b>	
<b>GRANT AMOUNT REQUESTED:</b> (50% Maximum)	<b>\$</b>	

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS WOMEN IN SPORT SUPPLEMENTAL GRANT**

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Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

This supplemental grant is available to those who identify the need for additional assistance and is to be used to cover expenses in addition to those included in the Coach, Official, or Volunteer Assistance Grants. Applicants should complete the Supplemental Grant application form and include it with their initial Coach/Official/Volunteer grant application.

### **WHAT TYPE OF EVENTS ARE ELIGIBLE?**

- NCCP course or workshop
- Non-NCCP professional development opportunity
- In-province competition
- Out-of-province training opportunity

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Ground or Air Transportation – for essential caregiver or child/ren that travel along with the applicant
- Meals – per diem at Sport Manitoba rates for essential caregiver or child/ren that travel along with the applicant
- Accommodations – full rate if child/ren and essential caregiver are traveling as well
- Childcare – cost associated with additional child care to allow woman to participate in activity; may be to a day care center, day home, or on-site support
- Travel to and from childcare facility or residence

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 50/50 cost share between the coach/official/volunteer and Sport Manitoba.
- Up to a maximum of \$500. (This is in addition to a Coach/Official/Volunteer Assistance Grant)

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to complete an application online or to download the application form. The application form must be sent to your Regional Sport Development Officer.
- The application form (including a proposed budget) must be completed, reviewed and pre-approved prior to the project beginning. You will be asked to submit a post event report upon the completion of the program.

### **NOTES**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
WOMEN IN SPORT SUPPLEMENTAL APPLICATION FORM**

**Notes:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Applications must be completed, signed and submitted prior to the program start date.
  - Applications will be reviewed and a pre-approval letter will be sent to the host along with a copy of the post event report form.
  - Following the completion of the event, the post event report must be completed with four (4) weeks to secure funding. If you will be unable to submit your post-event report by then, please let your Regional Sport Manitoba Officer know.
- Receipts will be required for air transportation, hotel accommodations and caregiver fees.

**Supplemental Information:**

<b>Name:</b>		<b>Sport:</b>	
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail:</b>		<b>Fax:</b>	
<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Event Information:**

<b>Name of Event/Clinic:</b>			
<b>Date(s):</b>			
<b>Location:</b>			
<b>Contact Person:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Email:</b>	

**PROJECTED BUDGET**

<b>Proposed Additional Expenses</b>	<b>Projected Expenses</b>	<b>Comments (if applicable):</b>
<b>Ground Transportation (# of km's to travel to essential caregiver and return)</b>	_____ KM's x \$0.40 = \$ _____	
<b>Air Transportation (total cost for essential caregiver flight)</b>		
<b>Meals (for essential caregiver and/or child/ren)</b>	Breakfast \$10 x _____ = \$ _____ Lunch \$14 x _____ = \$ _____ Supper \$21 x _____ = \$ _____	
<b>Hotel Accommodations</b>		
<b>Essential Caregiver Fees</b>		
<b>Other (please explain in comment section)</b>		
<b>Other (please explain in comment section)</b>		
<b>TOTAL EXPENSES</b>	<b>\$</b>	

<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	<b>\$</b>
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*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
WOMEN IN SPORT SUPPLEMENTAL POST-EVENT REPORT**

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**Please Note:**

- This report must be submitted no later than four (4) weeks following the completion of the event secure funding. If you are unable to meet this deadline, please contact your Regional Sport Manitoba Office.
- This post-event report must include an event budget with actual revenues and expenses, including receipts.

**Supplemental Information:**

<b>Name:</b>		<b>Sport:</b>	
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail:</b>		<b>Fax:</b>	

**Event Information:**

<b>Name of Event/Clinic:</b>			
<b>Date(s):</b>			
<b>Location:</b>			
<b>Contact Person:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Email:</b>	

**PROJECTED BUDGET**

<b>Actual Additional Expenses</b>	<b>Actual Expenses</b>	<b>Comments (if applicable):</b>
<b>Ground Transportation (# of km's to travel to essential caregiver and return)</b>	_____ KM's x \$0.40 = \$_____	
<b>Air Transportation (total cost for essential caregiver flight)</b>		
<b>Meals (for essential caregiver and/or child/ren)</b>	Breakfast \$10 x _____ = \$_____ Lunch \$14 x _____ = \$_____ Supper \$21 x _____ = \$_____	
<b>Hotel Accommodations</b>		
<b>Essential Caregiver Fees</b>		
<b>Other (please explain in comment section)</b>		
<b>Other (please explain in comment section)</b>		
<b>TOTAL EXPENSES</b>	<b>\$</b>	

<b>GRANT AMOUNT REQUESTED: (50% Maximum)</b>	<b>\$</b>
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**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS BOARD GOVERNANCE GRANT**

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Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Offices are able to help our community sport partners with financial assistance for opportunities that strengthen their boards through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT TYPE OF PROJECTS ARE ELIGIBLE?**

- Strategic planning
- Creating/updating club bylaws
- Creating athlete/coach/official development plans
- Succession planning
- Board training
- Policy development
- Volunteer management

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Consultant fees (Consulting fees, travel, meals, etc.)
- Training fees
- Facility rental

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 25/75 cost share between the sport partner and Sport Manitoba.
- Up to a maximum of \$1,500 per year.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to download the application form. The application form must be sent to your Regional Sport Development Officer.
- The application form (including a proposed budget) must be completed, reviewed and pre-approved prior to the project beginning. You will be asked to submit a post event report upon the completion of the program.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

**SPORTMANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
BOARD GOVERNANCE APPLICATION FORM**

**Notes:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Applications must be completed, signed and submitted prior to the program start date.
  - Applications will be reviewed and a pre-approval letter will be sent to the host along with a copy of the post-event report form.
  - Following the completion of the event, the post-event report must be completed with four (4) weeks to secure funding. If you will be unable to submit your post event report by then, please let your Regional Sport Manitoba Officer know.

**Host Information:**

<b>Organization Name:</b>			<b>Sport:</b>		
<b>Contact Name:</b>		<b>Position:</b>			
<b>Mailing Address:</b>		<b>Town:</b>		<b>Postal Code:</b>	
<b>Phone:</b>		<b>(H):</b>		<b>(W):</b>	
<b>E-mail:</b>		<b>(C):</b>		<b>Fax:</b>	
<b>Are you a registered member of the Provincial Sport Organization (PSO) for this sport?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If No, do you intend on becoming a registered member of your PSO in the future?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If No, please indicate rationale for the decision:</b>					
<b>Have you consulted with your PSO regarding the event/program?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you interested in receiving a copy of Sport Manitoba's "Sport Governance Manual"?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Signature:</b>		<b>Date:</b>			

**Training or Development Opportunity Information:**

<b>Type of Development:</b>	
<b>Program Partners:</b>	
<b>Date(s):</b>	
<b>Location:</b>	

**Facilitator Information: Please include all training or development facilitator information:**

<b>Name:</b>	<b>Area of Expertise:</b>	<b>Organization Name:</b>	<b>Phone Number:</b>

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

**Budget on Next Page**





**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
BOARD GOVERNANCE POST-EVENT REPORT**

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**Please Note:**

- This report must be submitted no later than four (4) weeks following the completion of the event to secure funding. If you are unable to meet this deadline, please contact your Regional Sport Manitoba Officer.
- This post event report must include an event budget with actual revenues and expenses, including receipts.

**Host Information:**

<b>Organization Name:</b>		<b>Sport:</b>	
<b>Contact Name:</b>	<b>Position:</b>		
<b>Mailing Address:</b>	<b>Town:</b>	<b>Postal Code:</b>	
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail:</b>			<b>Fax:</b>

**Training or Development Opportunity Information:**

<b>Type of Development:</b>	
<b>Event Partners:</b>	
<b>Date(s):</b>	
<b>Location:</b>	

**PROJECT REVENUE**

<b>ITEM DESCRIPTION:</b>	<b>ACTUAL</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	\$

*Expenses on next page.*

**PROJECT EXPENSES**

ITEM DESCRIPTION:	ACTUAL	RECEIPTS PROVIDED
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL EXPENSES:</b>	\$	

<b>BALANCE</b> (Revenue minus Expenses):	\$
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<b>GRANT AMOUNT REQUESTED (75% Maximum):</b>	\$
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**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS HOSTING AN ATHLETE CLINIC OR CAMP GRANT**

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Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Offices are able to help our community sport partners with financial assistance to host athlete clinics or camps through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Clinician/coach honorariums/fees
- Facility rental
- Promotional expenses (posters, radio ads, etc.)
- Expendable equipment (e.g. Shuttle cocks for badminton clinic)

### **ELGIBILITY REQUIRMENT:**

- Clinicians/coaches must be certified or recognized by their Provincial Sport Organization.

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 25/75 cost share between the sport partner and Sport Manitoba.
- Up to a maximum of \$1,500.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to complete an application online or to download the application form. The application form must be sent to your Regional Sport Development Officer.
- The application form, including a proposed budget, must be completed, reviewed and pre-approved prior to attending the event. You will be asked to submit a post-event report upon the completion of the event. If you have already started the event, please contact your Regional Office to see if funding is still available.

### **NOTES**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Preference will be given to groups who will be offering a program following the clinic.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
HOSTING AN ATHLETE CLINIC OR CAMP APPLICATION FORM**

**Notes:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Applications must be completed, signed and submitted prior to the program start date.
  - Applications will be reviewed and a pre-approval letter will be sent to the host along with a copy of the post-event report form.
  - Following the completion of the event, the post-event report must be completed with four (4) weeks to secure funding. If you will be unable to submit your post event report by then, please let your Regional Sport Manitoba Office know.

**Host Information:**

<b>Organization Name:</b>		<b>Sport:</b>	
<b>Contact Name:</b>	<b>Position:</b>		
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail:</b>		<b>Fax:</b>	
<b>Are you a registered member of the Provincial Sport Organization (PSO) for this sport?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If No, do you intend on becoming a registered member of your PSO in the future?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If No, please indicate rationale for the decision:</b>			
<b>Have you consulted with your PSO regarding the event/program?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Signature:</b>		<b>Date:</b>	

**Sport Program Information:**

<b>Name of Sport Program:</b>	
<b>Program Partners:</b>	
<b>Date(s):</b>	
<b>Location:</b>	
<b>Anticipated Participating Communities:</b>	
<b>Anticipated # of Male Participants:</b>	<b>Anticipated # of Female Participants:</b>

**Clinicians/Instructors Information - Please include all clinic/camp instructors/clinicians:**

Name:	Sport:	Level of Certification:	Phone Number:

**Indicate all stages of the Sport For Life – Long-term Athlete Development framework to be included:**

- |   |  |
|---|--|
| <input type="checkbox"/> Active Start (Girls & Boys: Up to age 6)     | <input type="checkbox"/> Training to Train (Girls: 11-15 & Boys: 12-16)      |
| <input type="checkbox"/> FUNdamentals (Girls: 6-8 & Boys: 6-9)        | <input type="checkbox"/> Training to Compete (Girls : 15-21+ & Boys: 16-23+) |
| <input type="checkbox"/> Learning to Train (Girls: 8-11 & Boys: 9-12) |  |

*Budget on Next Page*

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
HOSTING AN ATHLETE CLINIC OR CAMP – PROPOSED BUDGET**

---

**PROJECT REVENUE**

<b>ITEM DESCRIPTION:</b>	<b>PROJECTED</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	<b>\$</b>

**PROJECT EXPENSES**

<b>ITEM DESCRIPTION:</b>	<b>PROJECTED</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>

<b>BALANCE (Revenue minus Expenses):</b>	<b>\$</b>
--	-----------

<b>GRANT AMOUNT REQUESTED (75% Maximum):</b>	<b>\$</b>
--	-----------

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
HOSTING A CLINIC OR CAMP POST EVENT REPORT**

---

**Please Note:**

- This report must be submitted no later than four (4) weeks following the completion of the event secure funding. If you are unable to meet this deadline, please contact your Regional Sport Manitoba Officer.
- This post event report must include an event budget with actual revenues and expenses, including receipts.

**Host Information:**

<b>Organization Name:</b>				<b>Sport:</b>	
<b>Contact Name:</b>			<b>Position:</b>		
<b>Mailing Address:</b>			<b>Town:</b>	<b>Postal Code:</b>	
<b>Phone:</b>	<b>(H):</b>		<b>(W):</b>	<b>(C):</b>	
<b>E-mail:</b>				<b>Fax:</b>	

**Sport Program Information:**

<b>Name of Event:</b>			
<b>Event Partners:</b>			
<b>Date(s):</b>			
<b>Location:</b>			
<b>Participating Communities:</b>			
<b>Anticipated # of Male Participants:</b>		<b>Anticipated # of Female Participants:</b>	
<b>Actual # of Male Participants:</b>		<b>Actual # of Female Participants:</b>	

**PROJECT REVENUE**

ITEM DESCRIPTION:	ACTUAL
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	\$

*Expenses on next page.*

**PROJECT EXPENSES**

ITEM DESCRIPTION:	ACTUAL	RECEIPTS PROVIDED
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL EXPENSES:</b>	\$	

<b>BALANCE</b> (Revenue minus Expenses):	\$
--	----

<b>GRANT AMOUNT REQUESTED (75% MAXIMUM):</b>	\$
--	----

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	



## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS INTRODUCTION OF A NEW SPORT GRANT**

---

Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Offices are able to help our community sport partners with financial assistance to start up a new sport club in their community through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Equipment
- Facility rental
- Promotional expenses (posters, radio ads, etc.)

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 25/75 cost share between the sport partner and Sport Manitoba.
- Up to a maximum of \$1,500.
- This grant is available for two consecutive years. In year two, we would like to see that efforts have been made to strengthen your club. We would like to see that you have a board in place, have created bylaws and are working on a sustainability plan (coach development plan, judges/officials development plan, board succession plan, etc.). Please note that year two funding can be used to develop the above mentioned items as well as for other eligible expenses.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to complete an application online or to download the application form. The application form must be sent to your Regional Sport Development Officer.
- The application form, including a proposed budget, must be completed, reviewed and pre-approved prior to the program beginning. You will be asked to submit a post event report upon the completion of the program.

### **NOTES**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
INTRODUCTION OF A NEW SPORT APPLICATION FORM**

**Notes:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Applications must be completed, signed and submitted prior to the program start date.
  - Applications will be reviewed and a pre-approval letter will be sent to the host along with a copy of the post-event report form.
  - Following the completion of the event, the post-event report must be completed with four (4) weeks to secure funding. If you will be unable to submit your post event report by then, please let your Regional Sport Manitoba Office know.

**Host Information:**

<b>Organization Name:</b>		<b>Sport:</b>	
<b>Contact Name:</b>		<b>Position:</b>	
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail:</b>		<b>Fax:</b>	
Are you a registered member of the Provincial Sport Organization (PSO) for this sport?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, do you intend on becoming a registered member of your PSO in the future?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please indicate rationale for the decision:			
Have you consulted with your PSO regarding the event/program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signature:</b>		<b>Date:</b>	

**Sport Program Information:**

<b>Name of Sport Program:</b>	
<b>Program Partners:</b>	
<b>Date(s):</b>	
<b>Location:</b>	
<b>Anticipated Participating Communities:</b>	
<b>Anticipated # of Male Participants:</b>	<b>Anticipated # of Female Participants:</b>

**Indicate all stages of the Sport For Life – Long-term Athlete Development framework to be included:**

- |  |   |
|--|---|
| <input type="checkbox"/> Active Start (Girls & Boys: Up to age 6)<br><input type="checkbox"/> FUNdamentals (Girls: 6-8 & Boys: 6-9)<br><input type="checkbox"/> Learning to Train (Girls: 8-11 & Boys: 9-12) | <input type="checkbox"/> Training to Train (Girls: 11-15 & Boys: 12-16)<br><input type="checkbox"/> Training to Compete (Girls : 15-21+ & Boys: 16-23+) |
|--|---|

*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS  
INTRODUCTION OF A NEW SPORT – PROPOSED BUDGET**

---

**PROJECT REVENUE**

<b>ITEM DESCRIPTION:</b>	<b>PROJECTED</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	<b>\$</b>

**PROJECT EXPENSES**

<b>ITEM DESCRIPTION:</b>	<b>PROJECTED</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>

<b>BALANCE (Revenue minus Expenses):</b>	<b>\$</b>
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<b>GRANT AMOUNT REQUESTED (75% Maximum):</b>	<b>\$</b>
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**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
INTRODUCTION OF A NEW SPORT POST-EVENT REPORT**

---

**PLEASE NOTE:**

- This report must be submitted no later than four (4) weeks following the completion of the event secure funding. If you are unable to meet this deadline, please contact your Regional Sport Manitoba Officer.
- This post-event report must include an event budget with actual revenues and expenses, including receipts.

**Host Information:**

<b>Organization Name:</b>				<b>Sport:</b>		
<b>Contact Name:</b>			<b>Position:</b>			
<b>Mailing Address:</b>			<b>Town:</b>		<b>Postal Code:</b>	
<b>Phone:</b>	<b>(H):</b>		<b>(W):</b>		<b>(C):</b>	
<b>E-mail:</b>					<b>Fax:</b>	

**Sport Program Information:**

<b>Name of Event:</b>						
<b>Event Partners:</b>						
<b>Date(s):</b>						
<b>Location:</b>						
<b>Participating Communities:</b>						
<b>Anticipated # of Male Participants:</b>			<b>Anticipated # of Female Participants:</b>			
<b>Actual # of Male Participants:</b>			<b>Actual # of Female Participants:</b>			

**PROJECT REVENUE**

<b>ITEM DESCRIPTION:</b>	<b>ACTUAL</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	\$

*Expenses on next page.*

**PROJECT EXPENSES**

ITEM DESCRIPTION:	ACTUAL	RECEIPTS PROVIDED
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL EXPENSES:</b>	\$	

<b>BALANCE</b> (Revenue minus Expenses):	\$
--	----

<b>GRANT AMOUNT REQUESTED (75% Maximum):</b>	\$
--	----

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

## **SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANTS SPORT SPECIAL INITIATIVE GRANT**

---

Sport Manitoba offers sport development grants that facilitate the development of athletes, coaches, officials and volunteers at the community level emphasizing training and skill development.

Sport Manitoba's Regional Sport Development Grants Program is mainly focused around the impact that these grants will have at the Active Start, Fundamentals, Learning to Train, Training to Train and Training to Compete stages within the Sport For Life – Long-term Athlete Development framework.

Sport Manitoba Regional Offices are able to help our community sport partners with financial assistance for unique sport development opportunities through our 2019-20 Regional Sport Development Grants Programs. Here is how we can help:

### **WHAT TYPE OF PROJECTS ARE ELIGIBLE?**

- Hosting coach certification courses
- Hosting official certification courses (including minor officials' training)
- Sport development days
- Multi-sport programs
- Please call your Regional Sport Manitoba Officer and let us know about your unique project and we'll determine how it can be funded.

### **WHAT TYPE OF EXPENSES ARE ELIGIBLE?**

- Sport-related speakers
- Facility rental
- Promotional expenses (posters, radio ads, etc.)
- Instructor honorariums
- Expendable equipment (like softballs, tennis balls, badminton shuttle cocks etc.
- .

### **HOW MUCH ASSISTANCE IS AVAILABLE?**

- 25/75 cost share between the sport partner (applicant) and Sport Manitoba.
- Up to a maximum of \$1,500.

### **HOW AND WHEN DO I APPLY?**

- Visit Sport Manitoba online at [www.sportmanitoba.ca](http://www.sportmanitoba.ca) to complete an application online or to download the application form. The application form must be sent to your Regional Sport Development Officer.
- The application form, including a proposed budget must be completed, reviewed and pre-approved prior to the project beginning. You will be asked to submit a post event report upon the completion of the program.

### **NOTES**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.

### **QUESTIONS?**

Contact your local Sport Manitoba Regional Sport Development Officer to discuss your sport opportunity and any questions regarding the application process.

Unsuccessful applicants may appeal by writing a letter to the Regional Sport Development Manager, Sport Manitoba, 145 Pacific Ave, Winnipeg Manitoba, R3B 2Z6 stating their rationale.

**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
SPORT SPECIAL INITIATIVE APPLICATION FORM**

**Notes:**

- Prior to submitting your application, please read **Grant Eligibility Criteria and Funding Procedures**.
- Eligibility does not ensure assistance.
- Applications must be completed, signed and submitted prior to the program start date.
  - Applications will be reviewed and a pre-approval letter will be sent to the host along with a copy of the post-event report form.
  - Following the completion of the event, the post-event report must be completed with four (4) weeks to secure funding. If you will be unable to submit your post event report by then, please let your Regional Sport Manitoba Office know.

**Host Information:**

<b>Organization Name:</b>		<b>Sport:</b>	
<b>Contact Name:</b>	<b>Position:</b>		
<b>Mailing Address:</b>		<b>Town:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>(H):</b>	<b>(W):</b>	<b>(C):</b>
<b>E-mail:</b>		<b>Fax:</b>	
<b>Are you a registered member of the Provincial Sport Organization (PSO) for this sport?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If No, do you intend on becoming a registered member of your PSO in the future?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If No, please indicate rationale for the decision:</b>			
<b>Have you consulted with your PSO regarding the event/program?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signature:</b>		<b>Date:</b>	

**Sport Program Information:**

<b>Name of Special Initiative:</b>	
<b>Program Partners:</b>	
<b>Date(s):</b>	
<b>Location:</b>	
<b>Anticipated Participating Communities:</b>	
<b>Anticipated # of Male Participants:</b>	<b>Anticipated # of Female Participants:</b>

**IF APPLICABLE - Clinicians/Instructors Information - Please include all clinic/camp instructors/clinicians:**

Name:	Sport:	Level of Certification:	Phone Number:

<b>Indicate all stages of the Sport For Life – Long-term Athlete Development framework to be included:</b>			
<input type="checkbox"/> Active Start (Girls & Boys: Up to age 6)	<input type="checkbox"/> Training to Train (Girls: 11-15 & Boys: 12-16)		
<input type="checkbox"/> FUNdamentals (Girls: 6-8 & Boys: 6-9)	<input type="checkbox"/> Training to Compete (Girls : 15-21+ & Boys: 16-23+)		
<input type="checkbox"/> Learning to Train (Girls: 8-11 & Boys: 9-12)			

***Budget on Next Page***

**SPORT MANITOBA SPORT DEVELOPMENT GRANTS  
SPORT SPECIAL INITIATIVE PROPOSED BUDGET**

---

**PROJECT REVENUE**

ITEM DESCRIPTION:	PROJECTED
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	<b>\$</b>

**PROJECT EXPENSES**

ITEM DESCRIPTION:	PROJECTED
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>

<b>BALANCE</b> (Revenue minus Expenses):	<b>\$</b>
--	-----------

<b>GRANT AMOUNT REQUESTED (75% Maximum):</b>	<b>\$</b>
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*Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.*



**SPORT MANITOBA REGIONAL SPORT DEVELOPMENT GRANT  
SPORT SPECIAL INITIATIVE POST-EVENT REPORT**

---

**Please Note:**

- This report must be submitted no later than four (4) weeks following the completion of the event secure funding. If you are unable to meet this deadline, please contact your Regional Sport Manitoba Officer.
- This post-event report must include an event budget with actual revenues and expenses, including receipts.

**Host Information:**

<b>Organization Name:</b>				<b>Sport:</b>		
<b>Contact Name:</b>			<b>Position:</b>			
<b>Mailing Address:</b>			<b>Town:</b>		<b>Postal Code:</b>	
<b>Phone:</b>	<b>(H):</b>		<b>(W):</b>		<b>(C):</b>	
<b>E-mail:</b>					<b>Fax:</b>	

**Sport Program Information:**

<b>Name of Special Initiative:</b>					
<b>Event Partners:</b>					
<b>Date(s):</b>					
<b>Location:</b>					
<b>Participating Communities:</b>					
<b>Anticipated # of Male Participants:</b>		<b>Anticipated # of Female Participants:</b>			
<b>Actual # of Male Participants:</b>		<b>Actual # of Female Participants:</b>			

**PROJECT REVENUE**

<b>ITEM DESCRIPTION:</b>	<b>ACTUAL</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUE:</b>	\$

*Expenses on next page.*

**PROJECT EXPENSES**

ITEM DESCRIPTION:	ACTUAL	RECEIPTS PROVIDED
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL EXPENSES:</b>	\$	

<b>BALANCE</b> (Revenue minus Expenses):	\$
--	----

<b>GRANT AMOUNT REQUESTED (75% Maximum):</b>	\$
--	----

**INFORMATION VERIFICATION STATEMENT**

- I confirm that the above information including the information provided in the budget is true and accurate.
- I have enclosed copies of required expenses receipts or invoices to verify the financial statement I have provided.
- I understand that Sport Manitoba has a privacy policy that protects personal information. Any personal information requested on this application will only be used for the administration of Sport Manitoba Regional Sport Development Grant Program. Applicable information including region, sport, level of certification and total grant amount may be provided publicly for reporting purposes.

<b>Cheque Payable To:</b>			
<b>Signature:</b>		<b>Date:</b>	

## APPENDIX A

### SPORT FOR LIFE (S4L) – LONG TERM ATHLETE DEVELOPMENT FRAMEWORK

Sport Manitoba’s plans, programs and grants are in support the **Sport For Life (S4L) movement** which serves to connect sport’s goals and outcomes with those of our partners in education, recreation and healthy living.

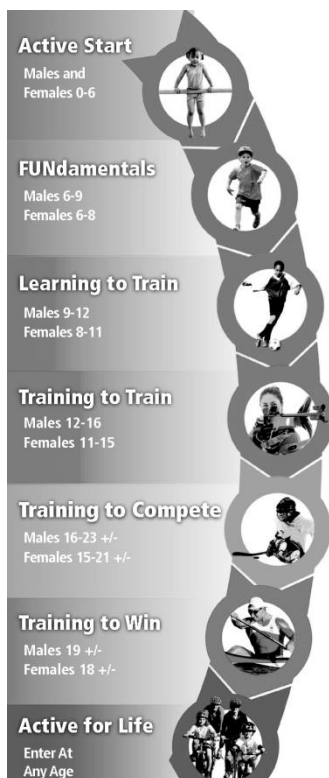
The Sport For Life – LTAD includes seven stages beginning with providing an **Active Start** in physical activity for pre-school children. Young children learn **FUNDamentals**, basic movement skills in physical education classes and general multi-sport skills, through participation in local “learn to” recreational programming. Local and provincial sport organizations roles begin with their development of sport specific skills within **Learning to Train** and **Training to Train**. Some athletes move into **Training to Compete** and possibly into **Training to Win**, while many people remain **Active for Life**.

**Active Start** and **FUNDamentals** combine to develop physical literacy in children before they reach puberty so they have the basic movement and multi-sport skills to support their physical and mental development. Physical literacy also provides the foundation for those youth who choose to pursue more intense training in one or more sports or activities after age 12.

**Learning to Train** and **Training to Train** provide opportunities for older children to play multi-sports while reinforcing general sport skills as well as learning sport-specific skills and tactics within more formalized methods of training and competition.

**Training to Compete** and **Training to Win** provide more intense training for those youth and adults who want to begin to specialize in one sport and compete at the highest level possible, by maximizing their physical, mental, and emotional development.

**Active For Life** is about staying involved through lifelong participation in competitive and/or recreational sport(s) or physical activity.



#### **1. Active Start**

Learning basic movement skills and linking them together with play.

#### **2. FUNDamentals**

Focus on fun to gain fundamental multi-sport skills and building motor skills.

#### **3. Learning to Train**

Learning general sport skills within more formalized methods of training.

#### **4. Training to Train**

Focus on training, sport skills, and physical development while consolidating basic sport-specific skills and tactics.

#### **5. Training to Compete**

Focus on higher level of performance with optimal fitness preparation. Developing sport-specific and position skills, now specializing in one sport.

#### **6. Training to Win**

Dedicated athletes with identified talent committing to intense training that focuses on performance and winning at international events.

#### **7. Active for Life**

Remaining active for life in sport(s) or transitioning from competitive sport to participation in lifelong physical activity and or sport(s).

**APPENDIX B**  
**REGIONAL SPORT DEVELOPMENT GRANT SAMPLE BUDGET**

**PROJECT/PROGRAM REVENUE**

ITEM DESCRIPTION							PROJECTED	ACTUAL (must include with Post Event Report)
Registration Fees:	10	(Participants)	X	\$ 10	(Fee)	=	\$ 100	120.00
Host Organization Contribution:							\$ 100	100.00
PSO and/or Partner Organization Contribution:							\$	
Sponsorship/Donations							\$ 300	350.00
Other: (please specify)							\$	
*Value in Kind (VIK)		Gym rental, healthy snack					\$300.00	300.00
<b>Total Revenue</b>							<b>\$ 800.00</b>	<b>870.00</b>

**PROJECT/PROGRAM EXPENSES**

Facility Rental	10	(Hours)	X	\$ 20	(Per Hour)	=	\$ 200	200.00	
Clinician Honoraria:	10	(Hours)	X	\$ 20	(Per Hour)	=	\$ 200	220.00	
Clinician/Individual Travel Cost:							\$ 100	115.76	
Clinician/Individual Accommodation/Meals:							\$ 50	56.98	
Training/Certification Registration fee							\$		
Equipment (Please specify/please attach list if items do not fit here):		Basketballs and pylons					\$ 400	469.25	
							\$		
Administration (please specify/list): i.e. promotional materials, stationary, postage etc.		Mail outs, program printing					\$ 50	75.89	
							\$		
Other: (please specify)							\$		
Including VIK	300							\$ 300	300.00
<b>Total Expenses</b>							<b>\$ 1300</b>	<b>1437.88</b>	

<b>Balance</b> (Revenue minus Expenses)							\$ 500	- 567.88
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<b>Grant Amount Requested</b>							\$ 500	567.88
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\*Value in Kind (VIK) – referring to payment, distribution, or substitution of things in lieu of money.

## APPENDIX C

### SPORT MANITOBA RECOGNIZED PROVINCIAL SPORT ORGANIZATIONS (PSOs)

SPORT	PROVINCIAL SPORT ORGANIZATION	PHONE NUMBER (204.925.XXXX)
Archery	Archers & Bowhunters Association of Manitoba Inc.	5697
Athletics	Manitoba Track & Field Assn. Inc. (Athletics Manitoba)	5743
Badminton	Manitoba Badminton Association Inc.	5621
Ball Hockey	Manitoba Ball Hockey Association Inc.	5602
Biathlon	Biathlon Association of Manitoba Inc. (Biathlon MB)	5687
Baseball	Manitoba Baseball Association Inc.	5764
Basketball	Manitoba Amateur Basketball Association Inc. (Basketball MB)	5773
Baton Twirling	Manitoba Baton Twirling Sportive Association Inc.	5600
Five Pin Bowling	Manitoba Five Pin Bowling Federation Inc.	5766
Tenpin Bowling	Manitoba Tenpin Federation Inc.	5705
Boxing	Manitoba Amateur Boxing Association Inc.	5658
Broomball	Manitoba Amateur Broomball Association Inc.	5668
Cricket	Manitoba Cricket Association Inc.	5672
Cross Country Ski	Cross Country Ski Association of Manitoba Inc.	5639
Curling	Manitoba Curling Association Inc. (Curl Manitoba)	5725
Cycling	Manitoba Cycling Association Inc.	5686
Darts	Manitoba Darts Association Inc.	5600
Disc Sports	Manitoba Organization of Disc Sports Inc.	5655
Diving	Canadian Amateur Diving Assn. (Manitoba Section) Inc.	5654
Fencing	Manitoba Fencing Association Inc.	5696
Figure Skating	Skate Canada – Manitoba Inc.	5708
Football	Manitoba Amateur Football Assn. Inc. (Football Manitoba)	5618
Golf	Golf Manitoba Inc.	5729
Gymnastics - Artistic	Manitoba Gymnastics Association Inc.	5782
Gymnastics - Rhythmic	Rhythmic Gymnastics Manitoba Inc.	5739
Handball	Manitoba Handball Association Inc.	5600
Handgun	Manitoba Provincial Handgun Association Inc.	5600
Hang Gliding	Manitoba Hang Gliding Association Inc.	5600
Hockey	Manitoba Amateur Hockey Assn. Inc. (Hockey Manitoba)	5757
Horse Council	Manitoba Horse Council Inc.	5719
Horseshoes	Manitoba Horseshoe Player's Association Inc.	5600
Judo	Manitoba Black Belt Assn. (Judo Manitoba)	5691
Karate	Karate Manitoba Inc.	5600
Lacrosse	Manitoba Lacrosse Association Inc.	5684
Lawn Bowling	Bowls Manitoba Inc.	5694
Orienteering	Manitoba Orienteering Association Inc.	5706
Paddling	Manitoba Paddling Association Inc.	5681
Racquetball	Racquetball Manitoba Inc.	5666
Rifle	Manitoba Provincial Rifle Association Inc.	5600
Ringette	Ringette Manitoba Inc.	5712

Rowing	Manitoba Rowing Association Inc.	5653
Rugby	Rugby Manitoba Inc.	5664
Sailing	Manitoba Sailing Association Inc.	5647
Skeet Shooting	Manitoba Skeet Shooting Association Inc.	5600
Ski -Alpine	Manitoba Alpine Ski Division Inc.	5715
Ski -Freestyle	Manitoba Freestyle Ski Association Inc.	5600
Snowboard	Manitoba Slopestyle Snowboard Assn. Inc.	5600
Soccer	Manitoba Soccer Association Inc.	5712
Softball	Manitoba Softball Association Inc.	5674
Speed Skating	Manitoba Speed Skating Association Inc.	5657
Sport Parachute	Manitoba Sport Parachute Association	5600
Squash	Squash Manitoba Inc.	5661
Swimming	Swim/Natation Manitoba Inc. (Swim Manitoba)	5779
Synchro Swim	Synchro Swim Manitoba Inc.	5693
Table Tennis	Manitoba Table Tennis Association Inc.	5690
Taekwondo	Taekwondo Manitoba Inc.	5600
Tennis	Manitoba Tennis Association Inc. (Tennis Manitoba)	5600
Trap Shooting	Manitoba Trap Shooting Association Inc.	5600
Triathlon	Triathlon Manitoba Inc.	5636
Underwater Sports	Manitoba Underwater Council Inc.	5600
Volleyball	Manitoba Volleyball Association Inc.	5791
Water Polo	Manitoba Water Polo Association Inc.	5777
Water Ski	Water Ski - Wakeboard Manitoba Inc.	5700
Weightlifting	Manitoba Weightlifting Association Inc.	5600
Wrestling	Manitoba Amateur Wrestling Association Inc.	5663

<b>MULTI-SPORT ORGANIZATIONS</b>	<b>PHONE NUMBER (204.925.XXXX)</b>
Manitoba Blind Sport Association Inc.	5694
Manitoba Cerebral Palsy Sport Association Inc.	5600
Manitoba Deaf Sport Association Inc.	5600
Special Olympics Manitoba Inc.	5632
Manitoba Wheelchair Sport Association Inc.	5790
Manitoba Aboriginal Sports & Recreation Council Inc.	5941
Directorat de l'active sportive du Manitoba (Francophone sport)	5662
Manitoba High School Athletic Association Inc.	5640