



BC Wheelchair Sports Association - 2023-24 Club Grant Program

BC Wheelchair Sports Association (BCWSA) is pleased to offer the 2023-24 Club Grant Program. The goal of the program is to provide direct support to clubs delivering recruitment and development initiatives in wheelchair tennis, wheelchair athletics, and wheelchair rugby.

Eligibility

- **Eligible organizations**
 - BCWSA Affiliated Wheelchair Sport Clubs
 - Tennis and Athletics clubs are invited to apply as long as requests are related to wheelchair athletics or wheelchair tennis initiatives and have been discussed ahead of time with BCWSA program staff (Athletics – Jessica Ferguson, jessica@bcwheelchairsports.com; Tennis – Michelle McDonell, michelle@bcwheelchairsports.com)

- **Additional eligibility criteria:**
 - BCWSA affiliated wheelchair sport clubs must have paid their annual BCWSA Club Membership at the time of submission and athletes supported through the initiative must be current BCWSA members
 - Athletes and coaches directly supported by the club grant program in Athletics and Tennis clubs must be current BCWSA members
 - If you are unsure of your club/individual membership status, please contact office administrator Matthew McDonell, coordinator@bcwheelchairsports.com
 - Successful applicants will be required to submit receipts for their approved expenses. Receipts for expenses that have already been covered by other funding sources will not be accepted.
 - All program/initiatives applied for must be completed by March 31st, 2024.
 - ***New requirement this year: Safe Sport Training***
 - In an effort to promote and nurture safe sport environments in wheelchair sport programming in BC, BCWSA will require that ***all board members AND key coaching staff/volunteers directly involved in the delivery of the programming applied for have completed at least ONE*** of the following Safe Sport courses:
 - Commit to Kids Training (Canadian Centre for Child Protection)
 - Safe Sport Training (Coaches Association of Canada)
 - Respect in Sport Activity Leader/Coach Program (Respect Group)
 - Successful applicants must provide proof of completion of one of these affiliated Safe Sport Training modules for each individual before approved funding will be released.
 - If you have any questions regarding this eligibility requirement, please contact Grants Manager Lisa Myers, lisa@bcwheelchairsports.com

Application Guidelines and Review Process

- All applications must be submitted through the following link by April 26th, 2023: <https://bcwheelchairsports.typeform.com/to/Hyz3zvcM>

- The 2023-24 Club Grant Program has two support streams: Direct Program Support and Grant Writing Support. All successful applicants will receive grant writing support through BCWSA's Grant manager to assist clubs in expanding their grant revenue portfolio. This will entail a summary report on possible grant opportunities tailored to funding gaps identified by the successful applicants and the review of one grant application written by the club. More information regarding this process will be sent to successful applicants.

- All application questions can be found in Appendix A. It is recommended you draft your answers in a word document first and then copy/paste your answers into the online application form in case of any technical glitches.
 - Direct Program Support Funding
 - Purpose of this stream is to support direct costs related to program delivery, which can include:
 - Equipment
 - Facility
 - Coach Professional Development
 - Travel
 - Integrated Support Team services (strength and conditioning, sport psychology, nutrition, biomechanics, etc)
 - Priority of fund distribution for this stream will be based on the need being addressed, anticipated outcome, and the number of LTAD stages/athletes being reached. We highly recommend you reach out to your BCWSA program staff prior to applying for direct program support to discuss your initiative as BCWSA may be able to support certain aspects of your request through other PSO funding.
 - Retroactive costs related to Direct Programming support will be considered as long as they were incurred after April 1st, 2023
 - Note: while there are no set funding amounts listed, we do not anticipate awarding more than \$2000 in this stream per club.
- All applications will be reviewed by the Executive Director, Grant Manager, and sport specific program staff or coaching staff (as appropriate). Funding notifications will be made by May 1st, 2023 with cheques being distributed after confirmation of Safe Sport Training completion by board members and coaches/volunteers has been received.
- All successful applicants will be required to submit a 2023-24 Club Grant Final Report within 12 months of receiving funding (ideally 30 days after the approved program/initiatives are complete). Note: Failure to complete the final report will result in the organization not being eligible to apply into next year's club grant program. A copy of the final report will be emailed to all successful applicants.

Application Timeline

Date	Description
April 10 th , 2023	2023-24 Club Grant Program Information Released
April 26 th , 2023	Deadline for 2023-24 Club Support Program application on Typeform: https://bcwheelchairsports.typeform.com/to/Hyz3zvcM
May 1st, 2023	Notification of Funding
Ongoing	2023-24 Club Grant Final Report due within 12 months of receiving funding

Contact Information

Questions regarding the 2023-24 Club Grant Program can be directed to:

Lisa Myers

Grants Manager and Program Consultant

lisa@bcwheelchairsports.com

604-619-7766

Appendix A: Application Question Guide

The following sections outline the information that clubs will be asked to provide in their application:

Section 1: Organization Details

- Organization Name and Mailing Address
- Primary Contact Name, Email, and Phone Number
- Additional Contact (if applicable)
- Please identify what type of organization you are (if Registered Charity or Registered BC Society, you will be asked to include your registration number)
- How many board members does your club have? Please list their names.
- What is your club's annual operating budget?
- Please select which eligible organization you are: Wheelchair Sport Club (multi-sport or wheelchair rugby), Tennis Club, Athletics Club

Section 2: Funding Pillar Questions

- Direct Program Support
 - What elements of program support are you requesting funding towards (select all that apply)? Equipment, facility, coach professional development, travel, IST (S&C, Sport Psych, Nutrition, etc)
 - What is the total cost of the program/initiative and how much funding support are you applying for?
 - Describe the program/initiative for which you will be using the funding towards. Include what need you are addressing, expected number of participants impacted, LTAD stage(s) targeted, timeline of the program, and breakdown of expenses that will be supported through the funding.
 - How many coaches and volunteers will be directly involved in the delivery of the program/initiative?
 - What are the desired outcome(s) of this program or initiative?

Section 3: Acknowledgements & BCWSA Feedback

- I acknowledge that I have completed this application as accurately as possible at the time of submission. I acknowledge the Safe Sport requirements that must be completed prior to funding being issued if our application is successful. (yes/no)
- I acknowledge that as a BCWSA affiliated club, we will abide by BCWSA's Code of Conduct and Ethics & Screening Policy. For reference, a copy of these policies can be found here: <https://www.bcwheelchairsports.com/about-bcwsa/bcwsa-policies> (yes/no)
- If you have any feedback or suggestions on what BCWSA can do to support you/your members in the future, please let us know here: