

# 2017 Canada Games Legacy Trust Fund

## Fund Guidelines and Application

Due by:  
October 15

ADMINISTERED BY

**Sport**  
MANITOBA



# The Canada Games Legacy Fund

## Capacity Building Fund

### Guidelines



### Background

Sport Manitoba has been engaged by the 2017 Canada Summer Games Host Society to manage the Host Society's legacy fund, resulting from the 2017 Canada Summer Games held in Winnipeg, Kenora, and Gimli in the summer of 2017.

Hosting the Games left a lasting legacy of new and enhanced sport facilities, volunteer and leadership development, along with a financial legacy, all of which will benefit athletes and the broader community in Winnipeg, Kenora, and Manitoba for years to come.

As determined by the 2017 Canada Summer Games Host Society, the financial legacy of the Games created the 2017 Canada Summer Games Legacy Fund with an investment of approximately \$2.6 million dollars to be managed by Sport Manitoba and the designated trustees. With this fund, the 2017 Canada Summer Games and its lasting legacies can continue to be the catalyst for the growth of sport across Manitoba. The Fund named in recognition of the 2017 Canada Summer Games, will offer grants that support Sport Manitoba's high-performance programs, athletes, coaches, community access, sport leaders or organizations to increase their individual and/or organizational capacity.

**The Capacity Building Fund** is an open application process and the applications are attached to this document. The fund will be attributed to the provincial sport partners and can include but is not limited to areas such as coaching, leadership, planning, operations, bids for amateur sport event acquisition, and governance.

### Eligibility to participate in the Capacity Building Fund:

In order to access the 2017 Canada Summer Games Legacy Fund in the Capacity Building Fund category, applicants must be:

1. A Manitoba provincial sport partner recognized by Sport Manitoba. \*
2. A current Manitoba registered member organization/program of a provincial sport partner.

\*The Kenora Rowing Club is a member of the Manitoba Rowing Association.

**Note:** Provincial sport partners must be in compliance with Sport Manitoba's terms and conditions of funding. Club members must be in good standing as defined by their provincial sport partner.

Due to the fact the City of Kenora was a Host Community for the 2017 Canada Summer Games, consideration will be given to applications received from sport organizations within the City of Kenora.

In addition to meeting one of the above two eligibility criteria, the applicant must be an incorporated not for profit organization.

### **Application process and timelines for the Capacity Building Fund intake:**

- Applications are due October of each year;
- Sport Manitoba staff will vet the applications and make recommendations to the Trustees;
- Trustees' decisions will be communicated by January 15 of each year;
- All applications must be submitted through a recognized sport partner of Sport Manitoba. Applications originating at the registered member level of a provincial sport partner must be signed off by the provincial sport partner;
- Trustee decisions will be final and not subject to appeal;
- Principal protection in adverse market conditions will be in place – i.e., not required to pay out in such situations.

### **Grant amounts available in the Capacity Building Fund:**

Up to \$10,000 annually per organization, as a guideline, however, consideration may be given for exceptional projects for additional funding by Trustees. Applications may be approved for less than the maximum grant available.

### **Capacity Building Fund objectives**

The 2017 Canada Summer Games Legacy Fund– Capacity Building fund objectives are to support the development of athletes, coaches, communities, sport leaders and organizations to continue to build capacity within the sport community.

#### **a. Leadership Development**

To enhance leadership development within sport organizations by focusing on coaches, officials, youth, women, girls, and volunteers. Activities that provide learning opportunities to improve service delivery and strengthen sport development while at the same time building sustainability and organizational effectiveness.

This may include:

- Activities that support the organization's leadership development plan for the future;
- Opportunities to enhance technical skills;
- Opportunities to enhance management and/or leadership skills;

- Learning opportunities on leadership; and
- Conferences, workshops, mentoring, and job shadowing will be considered.

## **b. Capacity Building**

Organizational capacity building: activities that strengthen sport organizations to help them better fulfill their mission through sound management and strong governance practices.

This may include:

- Strategic planning, technology upgrades, organizational improvements, resource purchases, and equipment purchases;
- Bids for amateur sport event acquisition;
- Governance.

## **Project Timeframes:**

Eligible projects will start after January 1<sup>st</sup> and must be completed by December 31 of the same year.

## **Criteria**

- Must be endorsed by provincial sport partner;
- Applicants must demonstrate the proposal will bring real benefits to their organization and others in their sport community;
- Grants awards are based on the merits of the application;
- A final report including a narrative and financial summary of actual revenues and expenses are required at completion; and
- Organizations may apply for more than one project.

## **Grant Assessment Criteria:**

- Clear goals and activities; overall viability;
- Benefit to the community/numbers affected;
- Needs of the population being served by the project;
- Qualifications and experience of staff conducting the project;
- Support for projects from other organizations/partners including consultation and collaboration;
- Achievable budget;
- Viability of the project should the full amount requested not be provided.

**Preference is given to applications which:**

- Demonstrate innovative approaches and techniques to solve sport challenges and build organizational capacity;
- Demonstrate accessibility, inclusiveness, and diversity;
- Encourage more efficient use of resources;
- Promote cooperation and sharing among organizations to minimize the potential for duplication of services;
- Promote volunteer participation;
- Strengthen an organization’s capacity to be sustainable.

**Ineligible Capacity Building Fund grant expenses:**

Grants will not be made to, or for:

- Support operating expenses of established agencies or programs;
- Individuals;
- Annual fundraising campaigns or annual fundraising events;
- Reduce deficits;
- Capital projects; and
- Salaries.

Application review and response process:

- Sport Manitoba will review applications and make recommendations to Trustees;
- A complete list of applicants and rationale for recommendations will be submitted to Trustees to ensure the integrity of the process;
- Applications may be approved for less than the maximum grant amount;
- Applications for funding are reviewed on the basis of submitted information.

Grant payment:

- An initial payment of up to 75 percent of the grant will be made on approval;
- A final payment of 25 percent of the grant will be made on submission of a final report;
- The report must be submitted within 60 days after completion of the project;
- The final report will include a financial statement, copies of receipts and a report identifying the project’s outcomes;
- Should this request be modified, written permission to re-allocate funding is required prior to the project’s start.

**Capacity Building Application**



To apply, please fill the form: [LINK](#)