



# SASK SPORT

## ADAPTIVE SPORT EQUIPMENT GRANT GUIDELINES

September 2020



FUNDED BY



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## 1. PURPOSE

The cost of specialized (adapted) equipment to participate in sport is a significant barrier to participation for athletes with a disability. The purpose of the Adaptive Sport Equipment Grant is to assist in removing this barrier by providing financial assistance for the purchase of adapted sport equipment for a person with a disability to participate in organized sport programs.

## 2. SOURCE OF FUNDING

The Adaptive Sport Equipment Grant is funded by the Sask Lotteries Trust Fund.

## 3. ELIGIBILITY

Active or Affiliate members of Sask Sport who are on the Eligibility List of the Sask Lotteries Trust Fund are eligible to apply.

A local club/community organization is not eligible to apply directly but is able to access funding support through an Active or Affiliate member (as long as they are a member of the eligible organization).

## 4. AVAILABLE FUNDING

Applications can request up to 100% of the total cost of the equipment, however preference may be given to applications that have identified other sources of revenue to share the cost of the purchase of equipment. Other potential grant sources are the Rick Hansen Foundation, Challenged Athletes Foundation, Kinsmen Telemiracle, etc.

Approved amounts may vary depending upon the number of applications received and the level of funding available.

## 5. APPLICATION PROCEDURES

**There are two application deadlines:**

Clubs must submit applications to PSOs and Districts by March 22 and/or September 22 annually. PSOs must submit applications to Sask Sport by April 1 and/or October 1 annually.

The Adaptive Sport Equipment Grant Application Form can be downloaded from the Sask Sport website [www.sasksport.ca/funding-recognition/provincial-sport-organizations/adaptive-sport-grants/](http://www.sasksport.ca/funding-recognition/provincial-sport-organizations/adaptive-sport-grants/)

Applicants are encouraged to submit applications electronically.

Retroactive funding is not permitted. Therefore, applications must be submitted before the start date of the program or activity.

## 6. APPLICATION REQUIREMENTS & CONDITIONS

- a) The equipment purchased must become property of the Active or Affiliate member or its designated registered member organization. The use, care, maintenance, insurance, storage and transportation must be appropriately managed by the policies and procedures developed by the organization. The equipment should be accounted for in the list of assets of the organization and may be depreciated according to standard accounting practices.

If a local club or community organization ceases to provide adaptive sport programming, the equipment becomes the property of the Provincial Sport Organization. If a PSO ceases to provide adaptive sport programming, it is the responsibility of the PSO to notify the Sask Sport Adaptive Sport Coordinator and return any equipment to Sask Sport.

- b) Partnerships or joint venture applications are encouraged.
- c) Organizations will be required to recognize the support provided by the Sask Lotteries Trust Fund for the Adaptive Sport Equipment Grant.
- d) Each application must include the following:
  - A completed application form signed by the Active or Affiliate member of Sask Sport and local club/community organization (if applicable);
  - A balanced budget for the fiscal year in which they will be using the Adaptive Sport Equipment Grant.
  - Quote(s) for the equipment.

## 7. ELIGIBLE EXPENDITURES

The allocation of funds is awarded based on a two-tier system.

- **Tier I:** adaptive equipment used by the individual to participate in sport programming. Examples of tier 1 equipment include:
  - Wheelchairs adapted for wheelchair athletics, rugby, basketball, etc;
  - Hand-cycles and/or other para-cycling equipment;
  - Goalball nets and balls for blind sports participation;
  - Sit-skis or similar para-ski equipment adaptations;
  - Para-sailing equipment;
  - Sledge hockey sledges and sticks;
  - Specialized timing or game management equipment such as equipment adapted for blind or hard of hearing athletes.
- **Tier II:** mainstream sport equipment (e.g. standard skis or a basketball), as it is less cost-prohibitive than adaptive equipment but may prevent a barrier to participation for individuals. Tier II equipment is only funded if there are funds remaining after the allocation of grants for Tier I equipment.

## **8. INELIGIBLE EXPENDITURES**

The following expenditures are ineligible for support:

- Program administration;
- Program operational costs – facility rental, uniforms, etc.
- Coaching development
- Maintenance equipment (eg. tools, replacement tires, spokes, etc.)
- Other expenses deemed ineligible by the Sask Lotteries Trust Fund.

If support is required in these areas, organizations are encouraged to inquire about other funding sources such as the Adaptive Sport Club Development Grant, Membership Assistance Program (MAP) funding, KidSport Program Grant, etc.

## **9. ASSESSMENT PROCESS**

The Adaptive Sport Advisory Committee is responsible for administering the grant review process and providing grant recommendations to the Sport Funding Committee.

## **10. PAYMENT PROCEDURES**

Full payment of the grant will be forwarded to the Active or Affiliate member once the application has been approved and the signed terms and conditions agreement has been received.

The Active or Affiliate member will be responsible to forward the full payment of grant support to the local club/community organization (if applicable).

Grant payments will be withheld if the Active or Affiliate member has any outstanding Trust grant requirements.

## **11. FOLLOW-UP PROCEDURES**

### **Local Club/Community Organization (if applicable):**

The local club/community organization is required to submit the completed follow-up report, evaluation forms and financial documentation (receipts) to the Active or Affiliate Member by no later than the fiscal year end in which the grant was approved.

### **Active or Affiliate Member:**

The Active or Affiliate member is required to submit the completed follow-up report, evaluation forms and financial documentation (receipts) to the Sask Lotteries Trust Fund by no later than 90 days after the fiscal year end in which the grant was approved.

The follow-up report submitted must be substantiated by the Active or Affiliate member's audited financial statements when they become available. Revenues and expenditures for this grant program must be clearly identified either in the body of the statement, or in the schedules or notes to the statements.

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned to the Sask Lotteries Trust Fund. Failure to submit a completed follow-up report in a timely manner may prevent your organization from receiving future funding assistance.

The Adaptive Sport Equipment Grant Follow-Up Form can be downloaded from the Sask Sport website at: [www.sasksport.ca/funding-recognition/provincial-sport-organizations/adaptive-sport-grants/](http://www.sasksport.ca/funding-recognition/provincial-sport-organizations/adaptive-sport-grants/)

## 12. FOLLOW-UP REQUIREMENTS

- a) Each follow-up report must include the following:
- A completed follow-up form signed by the Active or Affiliate member.
  - A copy of the manufacturer's invoice(s) verifying the purchase and actual cost of equipment.
  - Completed evaluation forms (participant, coach, parent/caregiver)

**Application and Follow-Up forms are to be submitted to:**  
**Joelle Buckle, Sask Sport, 510 Cynthia Street, Saskatoon, SK S7L 7K7**  
**[jbuckle@sasksport.ca](mailto:jbuckle@sasksport.ca) | Phone: (306) 975-0893 | Fax: (306) 242-8007**