

# 2017 Canada Games Legacy Trust Fund

## Fund Guidelines and Application

Due by:  
December 31st

ADMINISTERED BY

**Sport**  
MANITOBA



# The Canada Games Legacy 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 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 2017 Canada Summer Games Legacy Fund will be distributed in three categories to support the objectives of community access, high performance programs, and capacity building for a minimum of one year but not more than ten years, depending on the available resources of the Legacy Fund. The eligible annual grant disbursement amount available will vary depending on the Fund income earned, approved projects by the Trustees, and in accordance with the following guidelines:

The following are the three categories of the 2017 Canada Summer Games Legacy Fund. Sport Partners interested in applying for:

- Fund i) **The Community Access Fund**, please contact Sport Manitoba directly.
  - Fund ii) **The High Performance Fund**, applications cannot be made for this fund as it is attributed directly to the Sport Manitoba High Performance programming.
  - Fund iii), **The Capacity Building Fund** is an open application process and the applications are attached to this document.
- i) Referred to as the **Community Access Fund**, a portion of the Fund will be attributed to Community Access programs identified by Sport Manitoba or partners through Sport Manitoba which may include programs as follows, but are not limited to:

- KidSport;
- Indigenous Programming MASRC and WASAC; and
- Canada Games Sport for Life Centre programming for core area and marginalized populations programs such as but not limited to: Argyle School, R.B. Russell School, Job Works, Salvation Army, AFM Women’s Group, Aboriginal Community College, Health Fitness Protection Program and Main Street Project.

This *Community Access Fund* grant will be submitted by Sport Manitoba on behalf of Sport Partners and Sport Manitoba together as a presentation to the trustees for approval. Examples of partners include but are not limited to WASAC, MASRC, KidSport, and Sport Manitoba’s community access program partner groups.

ii) Referred to as the ***High Performance Fund***, a portion of the Fund will be attributed to Sport Manitoba’s high performance programs to include such programs as but not limited to:

- Sport Manitoba’s High Performance Athlete program (includes athletes at the highest level of competitive sport and high performance sport within Sport Canada’s policy goals), High Performance Coaching program; and
- Canada Games (summer or winter) and provincial team testing and training.

Sport Manitoba will submit presentations of the high performance programs to the Trustees for approval.

iii) Referred to as the ***Capacity Building Fund***, a portion of the Fund will be attributed to capacity building within 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.

## Process

In recognition of the financial legacy of the 2017 Canada Summer Games, for the purposes of 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.

## Who is eligible for application for the three designated funds?

### i) **Community Access Fund**

The Community Access Fund will be applied for by Sport Manitoba on behalf of Sport Manitoba and for qualifying programs for its sport partners.

### ii) **High Performance Fund**

Sport Manitoba will provide an application annually for the High Performance Fund. This fund is exclusive to Sport Manitoba.

**iii) Capacity Building Fund**

Eligible sport partners can submit an annual application for the Capacity Building Fund to Sport Manitoba to be reviewed and a recommendation forwarded to Trustees.

**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 December 31 of each year;
- Sport Manitoba staff will vet the applications and make recommendations to the Trustees;
- Trustees' decisions will be communicated by February 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/ 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 February 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 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 project 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, 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 on recommendations will be submitted to Trustees to ensure integrity of 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 project start.



## 2017 Canada Summer Games Legacy Fund Capacity Building Fund

### Leadership Development Application

#### Organization Information

##### Provincial sport organization or member partner organization

Name	
Address	
Phone number	
Email address	
PSO (for Club level applicants)	

##### Contact information for project

Name	
Mailing address (if different from above)	
Phone number	
Email address	

#### Project Information

##### Project Description

Provide a description of the project including goals, objective, and targets.  
Include key performance indicators.

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Provide the rationale for the project.

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**Please explain how this project will strengthen your organization and enable it to increase its ability to provide quality sport?**

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**How will success be determined? Include key performance indicators.**

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**Please outline any partnership engagement:**

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**Project Timelines**

Proposed project start date	
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Proposed project completion date:	
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**Project Funding**

Identify funding amount requested:

2017 Canada Summer Games Legacy Fund– grant requested	
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<b>Total project costs:</b>	
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**Detail Project Costs** (or attach a full project budget with revenues and expenses)

**Authorization**

I affirm the information in this application is accurate and complete and the project proposal, including plans and budgets, are fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of the 2017 Canada Summer Games Fund.

**Authorized signature(s)**

**Applicant sport organization**

**Provincial sport organization**

(To be obtained by Sport Manitoba after application submitted)

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Name (Please Print)

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Name (Please Print)

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Title

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Title

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Signature

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Date

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Date

**Please submit completed form to:**

Sport Manitoba  
2017 Canada Summer Games Legacy Fund  
c/o 145 Pacific Avenue  
Winnipeg, MB R3B 2Z6

Email: [laurel.read@sportmanitoba.ca](mailto:laurel.read@sportmanitoba.ca)



## 2017 Canada Summer Games Legacy Fund Capacity Building Fund

### Capacity Building Application

#### Organization information

##### Provincial sport organization or member partner organization

Name	
Address	
Phone number	
Email address	
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Name	
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**Provide the rationale for the project.**

**Please explain how this project will strengthen your organization and enable it to increase its ability to provide quality sport?**

**How will success be determined? Include key performance indicators.**

**Please outline any partnership engagement:**

**Please provide additional information in relation to the following applicable areas of request:**

**Operational Improvements**

Please explain how these improvements will strengthen your organization and enable it to increase its ability to provide quality sport and recreation opportunities.

**Volunteer Board of Directors Development**

Please explain how this training will help your organization better fulfill its mission.

**Resource Purchases**

Please explain how you will use these resources to improve the management and governance practices of your organization.

## Training

Please explain why this training is needed and how it supports your organization's leadership development plan.

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### Project Timelines

Proposed project start date	
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Proposed project completion date:	
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**Please submit completed form to:**

Sport Manitoba  
2017 Canada Summer Games Legacy Fund  
c/o 145 Pacific Avenue  
Winnipeg, MB R3B 2Z6

Email: [laurel.read@sportmanitoba.ca](mailto:laurel.read@sportmanitoba.ca)