



## PROGRAM GUIDE

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The Basin Physical Literacy and Youth Sport (PLAYS) initiative supports sport organizations, schools and active recreation programs to create safe, inclusive and quality programs for children and youth to build the motivation, physical competence and confidence to participate in sport and active living for life.

This guide identifies the types of training opportunities that are eligible for Basin PLAYS Training Grants and gives you information on how to complete this application form.

**Questions?** Contact us at 1.800.505.8998 or [basinplaysgrants@cbt.org](mailto:basinplaysgrants@cbt.org)

### WHAT ARE BASIN PLAYS TRAINING GRANTS?

Basin PLAYS Training Grants provide financial support for accredited training opportunities. The grants provide funding for organizations to either host or send members to an accredited training to become a certified coach or official or enhance coach or official development.

### WHO CAN APPLY?

Eligible applicants include:

TO HOST ACCREDITED TRAINING	TO ATTEND ACCREDITED TRAINING
<ul style="list-style-type: none"> <li>Indigenous organizations</li> <li>municipalities</li> <li>public organizations</li> <li>regional districts</li> <li>registered non-profits</li> <li>school districts</li> </ul>	<p>One of the following organizations needs to apply on behalf of an individual(s) to attend accredited training opportunities:</p> <ul style="list-style-type: none"> <li>Indigenous organizations</li> <li>registered non-profits</li> <li>school districts</li> </ul>

### HOW MUCH CAN I APPLY FOR?

Eligible applicants can apply for:

TO HOST ACCREDITED TRAINING	TO ATTEND ACCREDITED TRAINING
<ul style="list-style-type: none"> <li>Up to a maximum of \$2,500 to host accredited coaching or officiating training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Up to a maximum of \$3,000 per organization; and</li> <li>Up to a maximum of \$1,000 per attendee.</li> </ul>

## WHAT TYPES OF COSTS ARE ELIGIBLE?

Costs directly related to hosting or attending an accredited training course that will enhance coach development and/or is required to become a coach or official.

Examples of eligible courses include: Fundamental Movement Skills, trainings offered by provincial or national sport organizations, first aid courses and online courses.

TO HOST ACCREDITED TRAINING	TO ATTEND ACCREDITED TRAINING
<p>Up to a maximum of \$2,500 for the following expenses:</p> <ul style="list-style-type: none"> <li>• Hosting fees;</li> <li>• Venue costs;</li> <li>• Advertising/promotions costs;</li> <li>• Materials;</li> <li>• Facilitator wages and expenses; and</li> <li>• Meals for training participants.</li> </ul>	<p>Up to a maximum of \$1,000 per attendee for the following expenses:</p> <ul style="list-style-type: none"> <li>• Registration fees;</li> <li>• Accommodation;</li> <li>• Airfare (receipt and boarding pass required);</li> <li>• Car rental, taxi or public transit; and</li> <li>• Mileage (reimbursed at \$0.54 per kilometre).</li> </ul>

## WHAT PROJECT COSTS ARE NOT ELIGIBLE?

The following are ineligible costs:

TO HOST ACCREDITED TRAINING	TO ATTEND ACCREDITED TRAINING
<ul style="list-style-type: none"> <li>• Administrative costs</li> <li>• Training that does not lead to direct accreditation (e.g. conferences and forums)</li> <li>• Training that takes place prior to receiving funding approval</li> <li>• Equipment costs</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative costs</li> <li>• Training that does not lead to direct accreditation (e.g. conference registration fees)</li> <li>• Training that takes place prior to receiving funding approval</li> <li>• Equipment costs</li> <li>• Meals</li> </ul>

## WHAT IS THE ELIGIBILITY CRITERIA?

The Trust's internal evaluation committee assesses each application using the following criteria:

- The training demonstrates that it addresses a need for coach or officiating training to support the ability of local children and youth to participate in sport and active recreation;
- The training will lead directly to a recognized provincial or national accreditation for coaches and officials;
- The application demonstrates community support, both financial and in-kind, through activities such as financial commitments;
- When applying to host an event, the accredited training is hosted in collaboration with other sports groups and/or the surrounding communities;

- When applying to attend training events, applicants must demonstrate the cost effectiveness of attending accredited training inside or outside of the Columbia Basin (e.g. training attendees will carpool to attend training); and
- The Trust considers equity in the geographic disbursement of funds and projects.

Trust staff may contact you during the evaluation phase to request additional information.

## WHEN IS THE APPLICATION DEADLINE?

- Applications will be adjudicated monthly and will include all submissions up to the end of the previous month.
- Notifications of funding decisions will be within four weeks of the deadline.
- The Trust cannot provide funding for training courses or events that have taken place prior to funding approval.
- **Upcoming deadlines are midnight on:**
  - February 28, 2019
  - March 31, 2019
  - April 30, 2019
  - May 31, 2019
  - June 30, 2019
  - July 31, 2019
  - August 31, 2019
  - September 30, 2019
  - October 31, 2019
  - November 30, 2019
  - December 31, 2019
  - January 31, 2020
  - February 28, 2020

## HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Typically, the Trust prefers not to be the sole funder. Applications should demonstrate that the applicant is contributing a portion of the costs. Organizations that are applying for funds to host an accredited training should, where possible, demonstrate collaboration with surrounding communities and other sport organizations.

## HOW WILL FUNDS BE REIMBURSED IF APPROVED?

The Trust will inform successful applicants by email that they have been approved for funding. The organization will be responsible to keep accurate expense records for training to submit to the Trust, if requested. The organization will be sent an online final report to complete for reimbursement.

## WHAT ELSE DO I HAVE TO KEEP IN MIND?

- Even if a request meets the eligibility criteria it may not be approved as the Trust receives requests for more funding than what is available.
- The Trust retains the discretion to determine eligibility and the amount of funding it may allocate to each request.

- The Trust retains the discretion to offer part or all of the Trust portion of the funding request.
- Applicants who have not received a training grant may be prioritized over applicants who have received past training grant funding.

## HOW DO I APPLY?

Applications are online at [forms.ourtrust.org/plays-training-program/](https://forms.ourtrust.org/plays-training-program/)

# APPLICATION GUIDE

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## USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

## COMPLETING THE APPLICATION FORM QUESTIONS

### APPLICANT INFORMATION

#### **Organization Legal Name and Contact Information**

Enter the full legal name of your registered non-profit, school districts, public organization, municipality, regional district or Indigenous organization.

#### **BC Registry Incorporation/Registration or Business Number (if applicable)**

Registered non-profits must be in good standing with the BC Registry Services. Enter your number here.

#### **Signing Authority Contact Information**

If your application is successful, we will be sending a Contribution Agreement to this contact for signature.

#### **Primary Contact Information – If different from above**

Identify the person who will be leading the project, or if they are not in place at this time, identify someone in your organization who can be contacted about your project either at the application stage or if your application is successful.

## **ARE YOU APPLYING TO HOST A TRAINING IN THE BASIN? (Yes/No)**

**IF YES, enter the following details regarding the accredited training.**

### **TRAINING DETAILS**

#### **Training Location**

Identify the location where you will host the training opportunity.

#### **Training Dates**

These dates tell us when the training will take place and identify how long the training will be. Grant funds cannot be allocated to any expenses before you have received funding approval.

#### **What is the name of the accredited training course you are planning on hosting?**

What is the accredited course name?

#### **Who offers this training?**

What organization accredits this course?

#### **What is the primary objective of the training opportunity? (max 200 words)**

Provide a description of your desired training course. What qualifications will attendees achieve through the accredited training?

#### **Why is this training needed? (max 200 words)**

Describe your organization and community's current coach and officiating capacity. How will this training be beneficial and/or address any gaps?

#### **How will this training enhance children and youth (4-18) participation in physical activity and sport? (max 200 words)**

Describe how the training opportunity will enhance children and youth participation in sport in the Basin and increase impact.

#### **Who will be involved in delivering this training opportunity? (max 100 words)**

Are you collaborating with surrounding communities or other organizations? Identify the partners or individuals that will be involved in the training opportunity.

#### **Who do you anticipate will attend the training? (max 200 words)**

How many attendees are you anticipating? How do you intend to organize and promote the desired training to reach these targets?

#### **What is the minimum number of participants required to run the course? (number field)**

#### **What is the maximum number of participants that could attend the course? (number field)**

### **PROJECT CASH BUDGET (Hosting)**

Complete the budget table to identify the associated costs needed to host an accredited training. Do not include any costs that will be provided to the project as in-kind contributions.

### Eligible Costs

Use the drop-down list to enter eligible cash budget items:

- Hosting fees
- Venue costs
- Advertising/promotions costs
- Materials
- Facilitator wages and expenses
- Meals for training participants

### Other Costs

If there are other costs required to host your training that are not included above, you may add them into this section with a specific line item description. These costs are not eligible for Trust funding, but they give us a full picture of your hosting expenses and sources of cash revenue.

**Subtotals and Totals will auto populate based on the amounts entered above, including:**

- Total Eligible from the Trust (up to a maximum of \$2,500 towards eligible costs)
- Total Hosting Cash Budget

### CASH REVENUE SOURCES

Complete the revenue table provided.

Enter the amount you are requesting from the Trust. Ensure it does not exceed the Total Eligible from the Trust calculated in your *Project Cash Budget*.

Identify your other sources of cash revenue for hosting the training. Indicate if you will be charging a small registration fee for attendees to reserve their space.

Your *Total Hosting Cash Budget* should equal your *Total Cash Revenue*.

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## ARE YOU APPLYING TO SEND ATTENDEE(S) TO AN ACCREDITED TRAINING? (Yes/No)

**IF YES, enter the following details regarding the accredited training.**

### TRAINING DETAILS

#### Course Name

What training will they be attending?

#### Training Location

Where does the training take place?

#### Training Dates

When does the training take place? Grant funds cannot be allocated to any expenses before you have received funding approval.

**What is the primary objective of the training opportunity? (max 200 words)**

Provide a description of the training course. What qualifications will attendees achieve through the accredited training?

**Why is this training needed? (max 200 words)**

Describe your organization’s current coach and officiating capacity. How will this training be beneficial and/or address any gaps?

**How will this training enhance children and youth (4-18) participation in physical activity? (max 200 words)**

Describe how the training will enhance children and youth participation in sport in the Basin and increase impact.

**How many people are attending the course?**

Choose up to a maximum of three attendees and enter the information below for each attendee.

**ATTENDEE INFORMATION**

**Name of Attendee**

Who will be attending the training? Your organization can send a maximum of three attendees.

**Attendee Community**

Identify which Basin community or communities will benefit from this training.

**Relationship to Organization**

How is this individual associated to your organization?

**Budget for Attendee**

Enter the estimated amounts for the following, where applicable.

Registration Amount

Accommodation Amount

Airfare Amount

Car rental, taxi or public transit amount

Mileage in Kilometres (Mileage reimbursed at \$0.54 per KM (\$))

**Subtotals will auto populate based on the amounts entered above, as well as:**

- Total Attendee Costs
- Total Eligible Attendee Costs (up to a maximum of \$1,000 per attendee)

**CASH REVENUE SOURCES**

Complete the revenue table provided.

Enter the amount you are requesting from the Trust. Ensure it does not exceed the Total Eligible Attendee Costs calculated in your *Budget*.

Identify your other sources of cash revenue required to complete the training, such as scholarships or bursaries, and any amounts that will be contributed by the attendees and/or your organization.



Your *Total Attendee Costs* should equal your *Total Cash Revenue*.

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## **IN-KIND SOURCES AND CONTRIBUTIONS**

### **In-kind Sources and Contributions (200 words)**

Describe the contributions that are being made towards the training other than cash. In-kind contributions are goods or services donated to host or attend an accredited training from another organization or individual that you would have otherwise had to pay for. For example:

- Society Executive Director to organize the officiating training: \$35/hour @ 4 hours = \$140
- Training space is being provided by a community partner.

## **ADDITIONAL INFORMATION**

### **Is there anything else you would like to add that has not already been mentioned? (220 words)**

Include anything else you would like to add. Be sure it is something that is not already addressed in this application.

### **How did you hear about this program?**

Choose only one.

### **Would you like to receive email correspondence from the Trust?**

Select yes or no from the drop down options.

### **Does your organization have social media accounts?**

Share your account names and we can connect. How do you like to receive news?

## **FINAL STEPS AND SUBMISSION**

### **DECLARATION & APPLICANT AGREEMENT**

Read these sections thoroughly. Click the box to indicate that you have read and understood the Declaration and Applicant Agreement.

**IMPORTANT NOTE:** If your project is selected from funding this application will become your contractual agreement and outlines the funding and contractual requirements that go along with your grant.

The Trust may ask for proof of expenses in the final reporting, please keep all receipts.

### **SIGNATURE**

Draw or type your signature into the box provided.