



# CLUB ASSISTANCE PROGRAM

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Domestic growth activities and initiatives are the cornerstone to sustainable long-term viability of water polo in Canada. As such, each season, Water Polo Canada's Club Assistance Program focuses on themes that ensure the long-term viability of the sport of water polo in Canada. Water Polo Canada's Club Assistance Program has been crucial in the development, promotion and implementation of numerous water polo activities, programs, and educational initiatives across Canada since its inception.

# 2023

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# INTRODUCTION

Water Polo Canada (WPC) has renewed the Club Assistance Program (CAP) for 2023. It will be administered by WPC's Sport Development Manager and will span from **April 1, 2023 through January 31, 2024**. The guidelines, criteria and funding availability have been updated and are outlined in this document.

The purpose of the CAP is to provide financial assistance and service support to clubs, Provincial Sport Organizations (PSO), and other organizations at the discretion of Water Polo Canada (WPC) to springboard the development of new educational initiatives. This season's CAP will focus on initiatives in **Concussion Education**.

Clubs and PSOs will need to complete the following sections in the Club Assistance Program Application Form: (1) Applicant Information, (2) Project Description and (3) Project Budget. Applications need to be submitted for projects that fall between April 1, 2023, through January 31, 2024. Clubs and PSOs applying for funding will be asked to contribute funds from their own respective budgets towards the project. Upon completion of the project, the applicant will then be required to complete (1) Funding Reporting Form and (2) Project Financial Statement in the Club Assistance Program Final Report. Applicants will be required to provide copies of invoices for admissible expenses to WPC.

The application deadline is **March 26, 2023**.

The remainder of the document outlines important information pertinent to the applicant. Please review each section carefully. For more information or questions please email **Rebekka Steenkamer (rsteenkamer@waterpolo.ca)**.

# ELIGIBILITY CRITERIA

## ***APPLICANT ELIGIBILITY***

- 1.Clubs who are registered members in good standing with their respective PSO and WPC. Clubs and their members must be registered on the WPC database and pay their annual club dues. Only clubs who are registered in the “club” category on the database will be eligible to apply. The application and reporting forms must be completed, signed, and submitted by the President of the club.
- 2.PSOs who are members in good standing with WPC and pay their annual registration fees. The application and reporting forms must be completed, signed, and submitted by the PSO President or their designate (i.e., Executive Director).
- 3.Other organizations at the discretion of WPC.

## ***PROJECT ELIGIBILITY***

The 2023 CAP is targeting one critical area, **Concussion Education**, affecting the long-term viability of water polo in Canada. Eligible projects include, but are not limited to:

- Concussion education sessions using Water Polo Canada’s Concussion Education Toolkit
- Delivery of concussion education related seminars, summits, or workshops with content/curriculum pre-approved by WPC.
- Development of activities/programs for Concussion Awareness Week, occurring the 4th week of September (Click [here](#) for information on the 2022 iteration – September 25th to October 1st 2022).
- Development, translation and production of concussion education marketing and promotional materials (i.e., posters, one pagers, videos, banners, social media campaigns) with content/curriculum pre-approved by WPC.
- Development of pre-season concussion meeting handbooks, guides, slide decks, etc. with content/curriculum pre-approved by WPC.
- Other professional development opportunities relative to concussion education.

New or existing programs that fall within the above project criteria will be admissible for financing. Project financing must be requested within the designated program year. No project will be accepted for financial assistance that falls outside the project criteria listed above.

## ***EXPENDITURE ELIGIBILITY***

Based on the project eligibility criteria listed above, the following expenditures may be included in the Project Budget as part of the application. All other expenditures affecting the project are inadmissible and are to be covered by the applicant's own budget. The inadmissible expenses must be equivalent to 25% of the total amount requested from WPC. Applicants will be required to specify both admissible and inadmissible costs as part of their budget submission and financial statement

### ADMISSIBLE:

- Marketing and promotion
- Venue rental
- Sport Equipment
- Translation
- Reimbursement of concussion education training modules recognized within the CanadianSport System
- Learning Facilitator/presenter travel, accommodations and per diem
- Learning facilitator/presenter honorarium
- COVID-19 safety measures

### INADMISSIBLE:

- Other honorarium and salary
- Cost of materials
- Administration
- Other

## FUNDING AVAILABILITY

For this program year, WPC will not have a maximum cap for each project category. For individual project funding, please read the section below.

## FUNDING SELECTION CRITERIA

Applicants will be permitted to submit one (1) application for this program year (April 1, 2023 - January 31, 2024) and receive a maximum amount of funding of \$2,500\*.

A joint project of two (2) or more organizations may increase the maximum allowable funding for a given project. Organizations that apply for joint projects will not be able to apply for further funding of an additional project for their single organization as per the above funding selection criteria.

**\*Note:** *There is no set minimum for funding. WPC reserves the right to increase the maximum funding to projects depending on circumstances.*

The following criteria will be used to evaluate each respective application:

- How well do the project outcomes align with the WPC strategic priorities?
- Alignment with WPC Canadian sport system partners objectives, specifically alignment with Sport Canada's goal to support for NSOs the "Harmonization of sport-specific protocols; Prevention; and/or Alignment of concussion resources with PTSOs (and clubs)"
- Does/do the applicant organization(s) have the capacity to deliver its stated outcomes?
- How many individuals (athletes, coaches, officials, volunteers, etc.) will participate in the project?
- What is the sustainability of the project after funding is no longer available?

Once an organization's, or a consortium's, project has been accepted and the funding agreement has been signed, WPC will distribute a percentage of the approved funds. Upon completion of the project and the ensuing reporting forms, WPC will then release the remaining amount of the approved funding.