



CLUB ASSISTANCE PROGRAM(CAP) Application Form: Increasing Participation

NOTE: Information collected on this form is directly related to, and is necessary for, the administration of the BCDSF Club Assistance Program. Please fill out all the information.

GRANTING PROGRAMS & CRITERIA

"Increasing participation": The applicant will submit details to increase participation in the sport or sports under the mandate of BC Deaf Sports and to increase the membership in the applicant's organization. BC Deaf Sports expects its member clubs, teams and associations to conduct activities around the province to attract new participants to the sport or sports. The number of members must increase either through direct membership or as members of clubs, teams or associations.

All completed forms and attachments must be returned to:

**BC Deaf Sports Federation
#4-320 Columbia Street
New Westminster, BC
V3L 1A6**

**Fax: 604-526-5010
Email: info@bcdeafsports.bc.ca**

Depends on funds availability.



Definitions Used

Definitions of terms used in the application form

BC Zones 7-8: BC Games Society has defined zones in British Columbia and BCDSF wishes to see those zones be included in BCDSF activities.

Zone 7 includes the major centres of Burns Lake, Fort St. James, Houston, Kitimat, Masset, Port Clements, Prince Rupert, Smithers, Stewart, Terrace and Vanderhoof

Zone 8 includes the major centres of Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Prince George, Quesnel, Tumbler Ridge and Williams Lake

Long Term Athlete Development of the Canadian Sport for Life framework, mandated by Sport Canada. Further details can be found at canadiansportforlife.ca

Active Start – includes ages 0-6 for both females/males. Fitness and movement skills development as a part of daily life

Fundamentals – includes ages 6-8 for females and 6-9 for males. Learn all fundamental movement skills and build overall motor skills. This age group is to play many sports, focus on ability, balance, coordination and speed.

Learning to Train – includes ages 8-11 for females and 9-12 for males. Acquire sport skills that will be the cornerstone of athletic development. Play a variety of sports focusing on developing skills in three sports in particular

Training to Train – includes ages 11-15 for females and 12-16 for males. Build an endurance base, develop speed and strength towards the end of the stage, and further develop and consolidate sport specific skills. Select two favourite sports based on predisposition

Training to Compete – includes ages 15-21 or plus for females and 16-23 or plus for males. Optimize fitness preparation and sport, individual and sport specific skills so can learn to compete internationally

Active for Life – enter at any age, a smooth transition from an athlete's competitive career to lifelong physical activity and participation in sport

Application Form

Please fill in each field. If you are printing this document, please print legibly.

Name of your Organization

Address (where possible, the physical address in addition to a Post Office box number)

City

Province

Postal Code

Telephone Number (with area code)

Organization's email address

Organization's web site URL address

Name of Organization's President/Chair

President/Chair's signature

Name of person submitting application

Email address of person submitting application

Signature of person submitting application

Date

Application Form

Brief overview and description of your proposed project. Please print legibly.

Amount Requested up to \$1000 \$1001 to \$2000

Briefly describe your project (one page only)

Will participants be charged a program registration fee? <input type="checkbox"/> Yes - fee charged per person: \$_____ <input type="checkbox"/> No fees charged
If a registration fee is to be charged, does this include BCDSF membership? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> not applicable
How long is the project duration? <input type="checkbox"/> Days <input type="checkbox"/> Weeks <input type="checkbox"/> Months Number of sessions offered: _____
Target group of participants (by age and gender, check all that apply) <input type="checkbox"/> Children / Youth <input type="checkbox"/> Women / Girls <input type="checkbox"/> Men / Boys <input type="checkbox"/> Seniors <input type="checkbox"/> Adults <input type="checkbox"/> Any age group
Do the following targets apply? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Youths at risk <input type="checkbox"/> New Immigrants <input type="checkbox"/> Northern BC (BC Zones 7-8: see definitions page for details)
Would your program include a LTAD (Long Term Athlete Development) stage? <input type="checkbox"/> Yes <input type="checkbox"/> No (see definitions page for details) If yes, which LTAD stage? (Check all that apply) <input type="checkbox"/> Active Start <input type="checkbox"/> Fundamentals <input type="checkbox"/> Learning to Train Age 0-6 Age 6-9 Age 8-12 <input type="checkbox"/> Training to Train <input type="checkbox"/> Training to Compete <input type="checkbox"/> Active for Life Age 11-16 Age 15-23+ Any age

Application Form

i) Overall objective(s)

The goal(s) of this program is to: _____

The program will be hosted by:

Club School BCDSF Other: _____

ii) Steps you will take to achieve your objective(s)

Name of chairperson of the program:

Names of committee members:

Listed sport or recreation locations to be researched and arranged for the program

Listed partnered sport groups, government agencies, local businesses if any involved with the program

iii) Actions & time-lines including the person(s) responsible for each action

Booking of sport/recreation location:

Who is responsible: _____ Deadline: _____

Distribution of information regarding program (i.e. Flyer):

Who is responsible: _____ Deadline: _____

To follow up with athletes who are interested in the program:

Who is responsible: _____ Deadline: _____

Number of registrations needed for the program to go ahead: _____

Application Form

Profit/Loss Budget

Note: Fill in the projected revenues/expenses as needed, otherwise leave as blank.

Explain your project's budget

Revenue:

Contribution from your club/organization: _____

Other income: _____

Partner contribution: _____

Profits from fundraising: _____

Registration fee: ____ X how many participants: ____ = _____

Amount requested from the BCDSF grant:

Total Revenue:

Expenses:

Coaches fee _____

Deaf peers _____

Chairperson/Honorarium fee _____

Filming expenses (to be posted on BCDSF vlog) _____

Course/Workshop fees _____

Course materials _____

Supplies/Equipment for the Program _____

Food & Drinks Provided _____

Room Rental (i.e. Gym) _____

Equipment Rental _____

Transportation _____

Other _____

Total Expenses:

Profit/Loss:

** Please use *Sports Interpreting Services Grant* form to book interpreters.

Application Form

Agreement

I, _____, understand that I must give the BCDSF office a
(full name of the organizer/chair of the program)

full report including number of participants, their status (member of BCDSF or not) and the financial information of the program within 30 days of the program's completion

I understand that my organization/club is not qualified for the next CAP grant offering until a full report has been completed and given to the BCDSF office

Signature: _____ Date: _____

Check List

Please complete this checklist and submit it with your application

- A project budget on page 4. List all revenues and expenses this project will incur including the applicant's contribution and the amount expected from BC Deaf Sports
- If available, attach most recent Balance Sheet (one page) for affiliated clubs/organizations only. If not available, briefly describe your cash holdings
- Your action plan with timelines as required as in boxes 17-19 (page 3)
- Attach proof of the applicant's share of the project's funding (can be a recorded motion of the club/organization board).
- Attach the completed application form with signature(s) (Page 1 to 5) and other documents
- Submit one (1) complete copy of your application to BC Deaf Sports (Page 1 to 5)
- If including partnered organization(s) or club(s) in the application, forward one (1) copy of your application forms to your partnered organization or club by the deadline (can be emailed with BC Deaf Sports carbon copied).

Club Assistance Program (CAP) - Policy

NOTE: The guiding principles as described below are meant as a policy for BCDSF Board of Directors to follow when considering the applications to the BCDSF CAP.

BCDSF Club Assistance Program's guiding principles

The guiding principles of the CAP grants are as follows:

- 1) The program shall be available to any club/team under BCDSF mandate or affiliated clubs/organizations
- 2) All applications will be evaluated based on the merit of the application
- 3) The overall purpose of the program is to promote development of sports mandated by BCDSF and to promote growth and sustainability of clubs/organizations under BCDSF
- 4) The program year shall be the fiscal year of the BCDSF – April 1st to March 31st
- 5) In consultation with the member club/team or affiliated clubs/organizations, BCDSF shall direct specific development purpose(s) or area(s) of improvement for the program in each program year.
- 6) As a component of the application, BCDSF:
 - a. Shall receive a brief overview and description of each application;
 - b. Shall confirm receipt of the application and that the applicant is in good standing with BCDSF.
- 7) All successful applicants must complete the program requirements before being permitted to apply again under the program.
- 8) Applications may not be fully funded by the CAP program, however in exceptional circumstances the BCDSF may, in its discretion, approve full funding.
- 9) For each program year, the BCDSF board shall authorize the total amount available to be allocated to the program
- 10) If awarded program funds are not utilized in any program year, the applicant must inform BCDSF. BCDSF will determine if the non-utilized funds can be used in the following year to complete the program requirements or shall be returned to BCDSF.
- 11) Any successful applicant shall not receive more than 20% of the allocated program funds for the program year.
- 12) The program shall have the purpose of involving Deaf or Hard of Hearing athletes.