



# Sport fund

In our community. For our community.

## REGIONAL COMMITTEE GUIDE

September 2025

## OVERVIEW

The Nova Scotia Amateur Sport Fund (hereafter Sport Fund) started approximately 25 years ago as a means to raise money in order to support amateur sport in Nova Scotia. At that time, the fund was one of the few existing supports for sport programs and provided funding assistance for many elements of the sport system, including athletes, coaches, officials, and provincial and community sport organizations. Over time, as additional funding programs were put in place, the fund evolved to focus on community sport organization support.

Through the Regional Sport Consultant (RSC) positions, Sport Nova Scotia staff are located in six regions across the province. As a result, relationships between Sport Nova Scotia and community sport organizations and stakeholders have grown. Since 2017, the Regional Sport Consultants have managed Sport Fund in the Region, with the assistance of the Regional Sport Fund Committees.

These committees are responsible for reviewing, scoring regional applications and determining local funding allocations. All regional committees will report to a centrally located Provincial Oversight Committee (POC). The POC consists of Sport Nova Scotia CEO, Staff and Board Members, along with Canadian Sport Institute Atlantic, Provincial Sport Organization and Provincial Government Representatives. They are established to review recommendations and set annual priorities and to review the operation of the Sport Fund on an annual basis and communicate to Regional Committees via RSCs.

Funding for the Sport Fund is a collaboration of several partners:

**Sport Nova Scotia**

**Government of Nova Scotia**

**Sport Canada**

**Support4Sport**

**Canada Games Legacy Fund**



# REGIONAL MANDATE

## GOAL

Sport Fund focuses on community sport support. The goal of the fund is to support quality, sustainable programming, either by providing funds to help organizations create new programs, or to expand and/or enhance current programs to provide more opportunities for Nova Scotians to take part in sport.

## COMMITMENT

### **Mandate**

To review and score applications for funding from the Sport Fund specific to their region. The committee will determine allocation amounts which are to be awarded to successful applicants based on criteria and guidelines approved by the Sport Fund Provincial Oversight Committee.

### **Meeting Preparation**

Approximately 1-2 week period post-application deadline to review estimated 2-5 applications per allocation period.

### **Meeting Frequency and Duration**

Approximately 1 hour per meeting, six times per year.

### **Communications**

- Information Sharing will be done via e-mail and/or phone.
- All applications are web based. Scoring will be done via established matrix and submitted electronically via e-mail to RSC prior to committee meeting.
- Meetings are face to face, conference calls or web-based technology.

### **Term**

All committee members, with the exception of the RSC and the Regional Manager (CCTH), will serve three-year terms. Terms may be served consecutive and can be staggered with the approval of the Regional Chair.





## TERMS OF REFERENCE

### Responsibilities

- Review applications submitted within the region.
- Score and rank applications based on approved scoring criteria.
- Participate in committee meetings to determine final rankings.
- Participate in the determination of funding amounts for successful applicants.
- Make recommendations to the POC via RSC reporting.

### Composition

The committee is made up of a minimum of five (5) to a maximum of eight (8) members. The Regional Sport Consultant located within the region will be designated as the Chair of the committee. Additional members include the Regional Manager (CCTH) and a Municipal Recreation leader from the region. The remaining members will be made-up of individuals identified as being community sport champions, while striving for diversity and regional representation within the composition of the committee. Members of the committee will be determined annually, based by the renewal of terms by the Chair.

### Reporting

All regional committees will report to a centrally located Provincial Oversight Committee via RSC reporting.

### Committee Decision Making

Decisions of the funding committees will be made by consensus. In the event a committee is not able to reach consensus, the applications and all relevant information will be forwarded to the CEO of Sport Nova Scotia.

A committee made up of the CEO Sport Nova Scotia or their designate, provincial government representative from CCTH or their designate, and the Manager of Regional & Community Sport Development or their

designate will review, score and determine funding allocations. Decisions of this committee will be final and will be communicated to both the regional committee and community applicants via the RSC.

### Conflict of Interest

The following procedure is in place to mitigate conflict of interest:

- Conflict of interest (COI) exists in situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.
- RSC will communicate to all panel members prior to committee meeting the importance of/ and expectation to, declare COI.
- Upon each application intake period the RSC will ask members to once again declare conflict of interest and will identify COI to all committee members.
- Committee member with the COI will refrain from scoring the conflicting application(s).
- Committee meetings will be held to discuss all applications being considered.
- Panel members with a conflict will leave the room for discussion of scoring, and funding decisions on application(s) they are associated with.
- The RSC will maintain a record of the panel meeting and note when panel members abstain from scoring and leave/ return to the room.
- Panel members cannot advocate for the application(s) they are associated with – doing so would result in their removal from the panel.
- If a panel member is involved in a percentage of the overall application(s) that is deemed to be significant by the committee Chair, the panel member would not take part in that allocation meeting.



# APPLICATION GUIDELINES

## APPLICANT CRITERIA

### Applicants must fit into one of the three following groups:

1. Local sport clubs and community sport organizations who are members in good standing of a Provincial Sport Organization (PSO).
2. Community organizations who provide sport opportunities and are incorporated with active status as a "not for profit" society under the Joint Stocks Societies Act of Nova Scotia.
3. Municipalities, villages or First Nation communities.

### Important eligibility notes:

- All applicants must be located and delivering sport within Nova Scotia.
- We do not directly fund schools/educational institutions.
- All applicants must reach out to their Regional Sport Consultant 2 weeks prior to the deadline, to determine eligibility and to set up account on funding portal.
- All Sport Fund applications must be started a minimum of 6 weeks before the start date of the organization's initiative. If the application process is started less than 6 weeks out, we cannot guarantee that a decision on funding would be made in this time (Regional Committees require 2-4 weeks post allocation deadline).
- Initiatives must be completed and reported upon within a 12-month period from the awarded funding, as directed by the terms and conditions.
- Sport Fund does not consider retroactive assistance for initiatives.
- Sport Fund will not fund 100% of any initiative. Initiatives must be cost shared, including a minimum of 25% self-contribution from the applicant organization.
- All submitted applications go to a Regional Committee for final review, with decisions communicated in 2-4 weeks post allocation deadline.

## WHAT WE FUND

### Sport Fund supports projects that are intended to:

- Increase sustainable quality sport participation (either new programming or the expansion of existing programs).
- Increase Long Term Development in Sport and Physical Activity alignment. ([Click Here](#))
- Host coaching seminars or conferences that will have a positive impact on the quality of coaching in Nova Scotia (non-NCCP specific).
- Support diverse populations participation in quality sport opportunities.

### These projects can include, but are not limited to:

- Equipment and/or program quality sport alignment.
- Field of play resources.
- Leadership/Professional development (non-NCCP specific).

## WHAT WE DON'T FUND

### The following are examples of projects we do not fund:

- General operating costs of an organization or facility (i.e. insurance, heating, salaries, etc.).
- Equipment renewals (as they are considered operational).
- Registration/Organization membership fees (ie. community, regional, district or provincial).
- Uniforms.
- Team or individual travel (including Provincial, Regional and National Championships).
- Events (hosting of competitive tournaments or meets).
- Capital expenditures (such as docks, field repairs, court resurfacing, storage facilities, etc.).

# APPLICATION PROCESS

## Step One

Applicant organizations review the application guidelines and questions.

## Step Two

When ready, applicants contact their RSC with a minimum of 2 weeks prior to the deadline to consult on their initiative eligibility.

## Step Three

Once eligibility and initiative alignment are confirmed, your RSC will assist in setting up your organizations online funding portal account. Your organization will also be connected with their PSO via an intake form, with a summary of the initiative.

## Step Four

Applicants should save their application and alert RSC to review before application gets submitted. RSC will make sure there are no additional questions and all uploads have been completed.

## Step Five

80% of approved funding is released upon receipt of signed terms and conditions document. Final 20% will be issued at the completion of final report. Funding can be direct deposited to accounts or cheques can be issued. Applicant organization will be updated on the status of their application within 2-4 weeks of the intake periods.

## Step Six

Initiatives must be completed and reported on funding portal within a 12-month period from the awarded funding date.

## HOW MUCH DO WE FUND?

Our goal is to support quality applications, but it is not always possible to fund every request. The maximum allocation amount for a Sport Fund application is \$5000 and Sport Fund does not support 100% of the cost of any initiative.

Applicants are required to support the initiative to a minimum of 25%.

RSC will give information on Sport Nova Scotia Fundraising opportunities, which can be used to support organizations contribution.

## INTAKE PERIODS

Sport Fund accepts applications 6 times per year, running bi-monthly, on the following dates\*:

1. APRIL 15TH
2. JUNE 15TH
3. AUGUST 15TH
4. OCTOBER 15TH
5. DECEMBER 15TH
6. FEBRUARY 15TH

\*This is a firm deadline, regardless of weekends or holidays.



# CONTACT INFORMATION

## REGIONAL SPORT CONSULTANTS

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