



# Sport fund

In our community. For our community.

## APPLICANT REFERENCE GUIDE

November 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**

## 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.

## REGIONAL COMMITTEE MANDATE

Each region has a Regional Sport Fund Review Committee. Their role is 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.

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.



## 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 submission to 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 (i.e. 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.

## 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.

## 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.



## APPLICATION QUESTIONS

**After initial consultation with a Regional Sport Consultant to determine eligibility, an application will be sent to the community sport organization to complete the following questions:**

### **Sport Fund Program & Coach Education:**

1. Please provide a detailed description of the initiative that your organization is requesting funding for.
2. Is this an enhancement to an existing initiative (program), or is it a new initiative (i.e. new participants)? Please explain.
3. What are the goals and objectives of the initiative?
4. How will funding help you achieve your goals and objectives?
5. How does this initiative align to the LTD stages for your sport?
6. How many participants are registered for this LTD/age group in your organization or program?
7. How will the project impact the sport community? (example: increase of sessions, increase of programs, increase of participants/coaches, increase in retention, new equipment).
8. Please explain how success will be measured for this initiative.
9. What is the estimated timeline for delivery of your initiative?
10. Does your initiative target an equity deserving population? (Note: this will be indicated on your intake form) If yes, please specify the target group and how/what your organization is intentionally doing, to work with this target group.
11. Do you have partners that are supporting your initiative? If so, please list partner names and provide details of how they are providing support.
12. Does your organization have a plan to support sustainable programming in the future?

### **Sport Fund Equipment:**

1. Please provide a detailed description of the equipment that you are looking to purchase.
2. How will this equipment help enhance or increase participation in your organization?
3. What program will this equipment be used for?
4. Does this equipment align with LTD? If so what stage(s)?
5. How many participants are registered for this LTD group in your organization or program that will use this equipment?
6. How will you know if this equipment has enhanced quality sport participation? Consider both quantity (number of people in a program, more offerings) and quality (LTD skill development, improvements made, participant knowledge).
7. What is the estimated timeline for delivery of your equipment?
8. When will this equipment start being used for programming?
9. Will this equipment be used with an equity deserving population? (Note: This will be indicated on your intake form) If yes, please specify the target group and how/what your organization is intentionally doing, to work with this target group.
10. Do you have partners that are supporting your organization with this purchase? If so, please list partner names and provide details of how they are providing support.
11. Does the organization have a plan to support equipment purchases in the future?
12. Provide quote for the equipment.



## BUDGET EXPENSES & REVENUE

Please list the detailed expenses that are relevant to your initiative AND please identify your supporting sources of revenue identified as confirmed or anticipated. Demonstrate how your organization is planning on financing the initiative and submit any supporting documentation.

### CONSIDER THE FOLLOWING:

- Only show expenses and revenues related to the initiative.
- Please do not provide an organizational budget.
- Confirm initiative revenues are less than expenses.
- Your organization is self-supporting a minimum of 25% to support the initiative.
- Identify supporting sources of revenues as confirmed or anticipated.
- Quotes are required.
- Maximum of \$5000 ask.

### EXAMPLE:

Item	Cost	Quantity	Total cost
Expenses			
New equipment Item 1	\$299.99	2	\$599.98
New equipment Item 2	\$349.99	2	\$699.98
New equipment Item 3	\$38	2	\$76.00
Taxes			\$206.42
Shipping			50
Cost for PD facilitator	\$500	1	\$500
Cost for PD facilitator travel	0.58	200km	116
Cost for PD facility	\$25	4 hours	100
Total Expenses			\$2,348.38
Revenue			
From registration fees	\$5	40 members	\$200
Organization contribution			\$350
Funding Raising (anticipated)			\$500
Total Revenue			\$1,050
Sport Fund Ask = Expenses -Revenue			\$1,298.38

## PSO ENDORSEMENT

All PSOs will be connected with community applicants once eligibility is determined. Upon application submission, PSOs will have a two week window to endorse member applicants, identifying the following:

- Verify that this member organization is in good standing with the provincial body.
- Application has been reviewed and accurate.
- Support Application for financial assistance.
- Any additional comments



## FINAL REPORT

All community initiatives **must be completed and reported upon within a 12-month period from the awarded funding date**, as directed by the terms and conditions. The following questions will be asked of the applicant organization for the final report. Once final report is reviewed by RSC remaining funds will be released.

Reports to be submitted via the funding portal, using the link inside the original application. Please ensure to upload all required documentation **AND** Please describe the following:

- How many participants did you have in your project?
- How many coach/leaders were in your project? What qualifications did they have?
- How many volunteers/staff were in your project?
- Who were your partners and how did they provide support to your project?
- Number of offerings (How many sessions, hours, weeks etc) did your project run?
- Did you achieve your outcomes? What are the key learnings from the project?
- Has your organization built capacity to ensure the long term success of this project? Example: other sources of revenue, leadership capacity, additional partnerships.
- How does your organization see this project continuing over another year and what supports would you need to ensure this happens?
- On the scale, please rate your organization's overall satisfaction with the entire process of applying for funding.

**Note:** If previous application reports have not been submitted applicant will not be able to apply again.

## CONTACT INFORMATION

### REGIONAL SPORT CONSULTANTS

#### CAPE BRETON REGION

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